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Campus Board of Trustees Meeting
September 25, 2018

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Ivy Tech Community College Bloomington
Campus Board of Trustees Meeting
200 Daniels Way
Bloomington, Indiana
Tuesday, September 25, 2018 at 4:00 p.m.

AGENDA

I. Call Meeting to Order
Campus Board Chairperson

II. Roll Call
Campus Board Chairperson

III. Report on Notice of Meeting
Chancellor

IV. Introduction of Guests
Chancellor

V. Approval of Minutes
Campus Board Members

VI. Chairperson’s Report
Campus Board Chairperson

VII. Chancellor’s Report
Chancellor

VIII. Action Items Including Other Matters to Come Before the Board
Chancellor

- Resolution Number BL-2018-2, Amendment to Campus Board By-Laws to Accommodate Changes to the Indiana Code by HEA 1002-2018 Operating Budget
- Resolution Number BL-2017-3, Approval for the Bloomington Campus Fiscal Year 2018-19 Operating Budget
- Approval of Accounts Receivable Write-offs
- Review and Approval of the Proposed 2019 Meeting Schedule

IX. Discussion Items
Campus Board Members

X. Information Items
Campus Board Members

XI. Future Meetings and Important Dates
Chancellor

XII. Adjournment
Campus Board Chairperson
The Bloomington Board of Trustees met on Tuesday, May 22, 2018 in the Executive Board Room at Ivy Tech Community College Bloomington, 200 Daniels Way, Bloomington, Indiana.

Chairwoman Connie Ferguson called the meeting to order and called the roll.

**Trustees present:** Connie Ferguson, Jim Touloukian, Shawna Girgis, Laura Hammack, Carven Thomas

**Trustees absent:** Lynn Coyne

**Others present:** Jennie Vaughan, Amanda Billings, Jennifer Daily-Mantha, Doug Giles, Heidi Giles, Tina Phelps, Dr. Jim Smith, Jessica Strunk, Dr. Larry Swafford, and Michael Reschke (The Herald-Times reporter)

Chancellor Jennie Vaughan reported that the meeting was legally advertised.

**INTRODUCTION OF GUESTS**

Chancellor Vaughan introduced new employee Yvonne Zhao, Academic Advisor.

**APPROVAL OF MINUTES**

Trustee Jim Touloukian made the motion to approve the minutes from the March 27, 2018 meeting, and Trustee Carven Thomas seconded. The minutes were approved unanimously as presented.

**CHAIRPERSON’S REPORT**

Chairwoman Ferguson said we hosted another wonderful graduation ceremony this year. Trustee Laura Hammack said she recognized several Brown County students who were now graduating; and Trustee Thomas said that a former GE employee also graduated too. Chancellor Vaughan said that the H-T coverage was impressive. The Honors Day ceremony earlier in the day was also wonderful—it was inspiring to hear all of the outstanding student stories.

Chairwoman Ferguson also recently participated in the statewide Foundation Directors meeting. The Foundation Directors are in the process of developing a new charter which means we might have the opportunity to add some new directors to that board. Chairwoman Ferguson said she would like to hear our suggestions for new directors if we have any.
Concluding her report, Chairwoman Ferguson said that the O’Bannon Day of Service was fantastic. The Civic Engagement Awards ceremony was wonderful; it was nice to have that part of the Day of Service.

**CHANCELLOR’S REPORT**

Chancellor Vaughan shared some updates on the staffing for the Safety and Security Hub. The College is going through a reorganization under President Ellspermann’s leadership, and part of that involves shared/consolidated, or “hubbed”, services that are meant to be more efficient. These started out mainly for the student-focused areas of the College but have grown to include several other areas of the College. This is a time-consuming project to review efficiencies of several departments, and the first project to be completed is Safety and Security. Safety and security have always been important to us at the Bloomington campus, and we greatly improved our services when we hired Kyle Giles seven years ago to lead that area. At that time, there really was no uniform policy statewide for safety and security; and under Kyle’s leadership, we have implemented active shooter training, added a safety system that includes cameras and text alerts, and have provided other safety training for employees. Chancellor Vaughan said she was approached by Terre Haute/Evansville about three years ago asking if they could share Kyle’s time to implement similar procedures at their campuses. All parties agreed to the arrangement (which included sharing Kyle’s travel expenses and benefits), and Kyle has split his time overseeing security and safety between the Bloomington (home campus), Evansville, and Terre Haute campuses.

There were seven positions similar to Kyle’s across the state, but those have been combined into five positions as part of this hub: North, Central, and South, Executive Directors and two positions for various state and federal reporting, etc. The current safety and security directors were asked to apply for these positions, and Chancellor Vaughan reported that Kyle is now the Executive Director of Public Safety and Emergency Preparedness - South. He will work with the safety and security leads at each of the campuses he oversees while reporting to Systems Office and maintaining an office on our campus.

The Bloomington Campus should realize some cost savings from this hub, and more details are expected to be shared at the June meeting of the State Board of Trustees. The Chancellor said that this particular model makes sense to hub, but we’re eagerly waiting to see how the other proposed hubs will work. Chairwoman Ferguson asked what areas are under review for “hubbing”, and Chancellor Vaughan said almost every department or process is under review (marketing, finance, human resources, registrar, debt collection, etc.).

Continuing her report, Chancellor Vaughan called on Heidi Giles, Adjunct Coordinator and Chair of the Commencement Planning Committee, for an update on this year’s Commencement ceremony. Heidi thanked all of the trustees for attending this year’s ceremony. She said we did a lot of new things this year to help promote graduation to our students, including hosting a “Countdown to Graduation” in March following spring break. This was set up so students could find out how to apply to graduate and how to run a degree audit (to see if they were close to graduating). We also provided them with checklists of next steps depending on whether or not they were eligible apply to graduate or if they should meet with an advisor. Closer to graduation,
we held a Grad Fest over three days. The first day was dedicated to our alumni, and the festivities included a barbeque food truck, games, and giveaways. The goal for this event was to find out how current alumni and soon-to-be graduates want to be involved at Ivy Tech Bloomington as alumni. Day Two was dedicated to decorating mortar boards, or “caps”, for the commencement ceremony. We had between 30 and 40 students participate. Day Three was all about commencement details: we held two information sessions about preparing for the ceremony. In between the two sessions, we held an end-of-the-semester “bash” to celebrate. We also had an alumni information booth set up during the day to bring awareness to becoming Ivy Tech Alumni. We are hoping to expand on these activities for next year and we plan to start promoting them earlier. We had 258 graduates walk in the ceremony this year, and our goal for next year is to increase that to 280. In 2020, we have a goal of 300 students participating in the commencement ceremony. New this year: we had two Snapchat filters created specifically for commencement, and we had the Bloomington North High School band perform “Pomp and Circumstance” during the ceremony.

Next, Chancellor Vaughan called on Vice Chancellor for Academic Affairs Dr. Larry Swafford for an update on our campus’ new degree in Medical Assisting. Larry explained that we have expedited this process due to demand, and that also includes renovating an existing lab this summer to meet the program’s specifications. Current Public Safety Department Chair, Darlene Hooten-Polley, will now also oversee Medical Assisting. This program is offered on many other Ivy Tech campuses, and when we researched why we weren’t offering it too, we learned that we never had a specific lab designated for the program. We were already authorized to offer this program, so we decided we would go ahead and renovate one of our labs and use Perkins funds to purchase new equipment so we can start offering this program in the fall. Medical assistants can make $14-$15 per hour and are often the front line in doctors’ offices, mainly scheduling appointments and interacting with patients. We will offer a 33-hour technical certificate and a 60-credit-hour Associate of Science degree. This program will located in the Ferguson Academic Building’s Health Sciences area. We’re optimistic about the success of this new program: We haven’t started advertising yet, but we already have five students interested in enrolling in the program.

Chancellor Vaughan noted that we added another new program (Optometric Technology) this past academic year, and it was one of the beneficiaries of our Circle of Ivy women’s philanthropy group. The project that was funded served 50 people in our community who couldn’t afford to visit an eye doctor. They all received free eye exams and free glasses.

Concluding her report, Chancellor Vaughan announced that long-time employee, Jim Smith, will retire at the end of June after 18 years of service to the Bloomington Campus. Jim has been integral in opening doors at IU to create our transfer articulation agreements, and he is responsible for so many of the wonderful things that we’re doing at the campus today. One of those programs is the Volunteer Income Tax Assistance (VITA) program which is led by our accounting students and offers free tax help to people who make $54,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing their tax returns. Jennie said Jim has been a great friend and colleague, and she thanked him for his service.
ACTION ITEMS

Executive Director of Finance Doug Giles presented the Expenditure Form. Trustee Touloukian moved to approve the Expenditure Form, and Trustee Thomas seconded the motion. The motion carried unanimously.

DISCUSSION ITEMS

No items were presented.

INFORMATION ITEMS

No items were presented.

FUTURE MEETINGS AND IMPORTANT DATES

June
• Regional Circle of Ivy Reception (Thursday, June 21, 2018; 4:00 – 5:30 p.m.; North Terrace, Cook Pavilion)

July
• Campus Board Meeting (Tuesday, July 24, 2018; 4:00 – 5:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building)

August
• Fall Semester begins (Monday, August 20, 2018)

September
• Campus Board meeting: Tuesday, September 25, 2018, 4:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building (Open to the Public)

November
• Campus Board meeting: Tuesday, November 13, 2018, 4:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building (Open to the Public)

• Showcase of Chefs and Wine Annual Donor Appreciation Event: Tuesday, November 13, 2018 from 5:30 to 7:30 p.m.; Shreve Hall, Connie and Steve Ferguson Academic (all trustees and spouses invited)

December
• Winter Recess (College closed Monday, December 25 – Tuesday, January 1, 2019)
ADJOURNMENT

Chairwoman Ferguson called for a motion to adjourn the meeting. Trustee Shawna Girgis moved to adjourn the meeting, and Trustee Touloukian seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:42 p.m.

___________________________  __________________________
Chair                                      Secretary

__________________________
Date
RESOLUTION NUMBER BL-2018-2

WHEREAS, the Trustees of Ivy Tech Community College of Indiana (“Trustees”), have the responsibility for the management of Ivy Tech Community College within the framework of laws enacted by the Indiana General Assembly, and

WHEREAS, the Indiana General Assembly passed House Enrolled Act (HEA) 1002-2018 amending the Indiana Code to change the Ivy Tech statewide administrative structure from one of “regions” to “campuses”, and

WHEREAS, these changes to Indiana law took effect July 1, 2018, and

WHEREAS, these changes to the law require revisions to the former Regional Board By-laws to accommodate the change to Campus Boards to ensure the Campus Board By-laws are consistent with the Indiana Code, and

WHEREAS, under IC 21-22-6-9 a Campus Board of Trustees may adopt, amend, or repeal By-laws for the campus, subject to the approval of the State Board of Trustees, and

WHEREAS, attached hereto is a draft of the Campus Board By-laws being considered by all Campus Boards to recommend for approval by the State Board of Trustees.

NOW THEREFORE BE IT RESOLVED, that the Bloomington Campus Board of Trustees hereby adopts and recommends the State Board of Trustees approve the Campus By-laws attached hereto.

Bloomington Campus Trustees
Ivy Tech Community College of Indiana

_______________________________
Connie Ferguson, Chairwoman

_______________________________
Jim Touloukian, Secretary

Dated September 25, 2018
ARTICLE I
Definitions

SECTION 1. Statutes. The word “Statutes,” as hereinafter used, shall mean the laws of the State of Indiana under which Ivy Tech Community of Indiana is established and operates, as amended and supplemented, which include but are not limited to IC 21-22.

SECTION 2. State Board. The phrase "State Board," as hereinafter used, shall mean the State Board of Trustees of Ivy Tech Community College of Indiana, generally referred to in the Statutes as the "state board of trustees." [IC 21-22-1-6]

SECTION 3. Campus Service Area. The phrase “Campus Service Area,” as hereinafter used, shall mean that geographic area served by a Campus as determined by the Trustees of Ivy Tech Community College of Indiana (hereinafter called the "State Board"). [IC 21-22-6-1, State Trustee Resolution 2018-25]

SECTION 4. Campus. The phrase "Campus," as hereinafter used, shall mean an administrative Campus established under IC 21-22-6-1.

SECTION 5. Campus Board. The phrase “Campus Board,” as hereinafter used, shall mean a Campus Board of Trustees of Ivy Tech Community College of Indiana established under IC 21-22-6-2.

ARTICLE II
The Campus Board

SECTION 1. Campus Board of Trustees; Membership. The Campus Board of Trustees of a Campus shall consist of at least seven (7) members, including at least five members who are representatives of the manufacturing, commercial, agricultural, labor, and educational groups of the campus service area, all to be appointed by the State Board. Membership may include a representative from a school corporation that has part of its district within the campus service area and at least one (1) Ivy Tech Community College student who is enrolled at the Campus. All members of the Campus Board must be residents of the Campus Service Area. Appointments are for three (3) year terms, on a staggered basis, and all trustees must be citizens of Indiana. Members may be appointed to an unlimited number of terms. Vacancies on the Campus Board shall be filled according to IC 21-22-6-4. [IC 21-22-6-3]

SECTION 2. Election. At a regular meeting of the Campus Board, the Campus Board shall elect from its members a chairperson, a vice chairperson, and a secretary. All officers shall serve for a term of one (1) year and until successors have been duly chosen. [IC 21-22-6-5]

SECTION 3. Chairperson of the Campus Board. Except as herein otherwise provided, the chairperson of the Campus Board shall call and preside at all meetings of the Campus Board and shall have such other powers and duties as assigned or delegated by the State Board, the Campus Board or these By-Laws.
SECTION 4. **Vice Chairperson.** The Vice Chairperson of the Campus Board shall have all the powers and perform all the duties incumbent upon the Chairperson of the Campus Board during the Chairperson's absence or disability and shall have such other powers and duties as the Campus Board or the By-Laws may prescribe.

SECTION 5. **Secretary.** The Secretary of the Campus Board shall keep, or cause to be kept, a true and complete record of the proceedings of all regular and special meetings, and in general shall perform all duties pertaining to the office of Secretary of the Campus Board and as the Campus Board or the By-Laws may prescribe.

SECTION 6. **Compensation of Members of Campus Board.** Members of the Campus Board shall serve without compensation but shall receive reimbursement for necessary expenses incurred in the conduct of the business of the Campus under guidelines prescribed by law and the State Board.

**ARTICLE III**

Meetings of the Campus Board

SECTION 1. **Regular Meetings.** Regular meetings of the Campus Board shall be held at least quarterly. The Secretary of the Campus Board shall give written notice of the time and place of all regular meetings to each member of the Campus Board and the public in the time required by law.

SECTION 2. **Special Meetings.** The Chairperson of the Campus Board may call special meetings of the Campus Board at any time. A special meeting of the Campus Board shall be called by the Chairperson upon written request of three (3) or more members of the Campus Board. The Secretary of the Campus Board shall give written notice of the time and place of all special meetings to each member of the Campus Board and the public in the time required by law.

SECTION 3. **Form of Notice.** Any written notice required to be given of any meeting of the Campus Board shall be proper if delivered either personally, by mail, facsimile (fax), or via electronic mail.

SECTION 4. **Action at Regular and Special Meetings.** At all regular and special meetings of the Campus Board, it shall be valid for the Campus Board to act on any subject within the authority and responsibility of the Campus Board and the Campus.

**ARTICLE IV**

Procedures at Meetings

SECTION 1. **Quorum.** A majority of the number of Campus Board members shall constitute a quorum for the transaction of business. Action may not be taken unless a majority of the quorum votes to take action.
SECTION 2. Order of Business. The business at each regular or special meeting of the Campus Board shall be conducted in the following order, unless changed by the Campus Board.

A. Call Meeting to Order
B. Roll Call
C. Report on Notice of Meeting
D. Introduction of Guests
E. Approval of Minutes
F. Chairman’s Report
G. Chancellor’s Report
H. Action Items Including Other Matters to Come Before the Board
I. Discussion Items
J. Information Items
K. Future Meetings and Important Dates
L. Adjournment

SECTION 3. Participation by Electronic Means. (a) So long as one-third (1/3) of the campus Board members are physically present at a meeting of the Board, then a member of the Board may participate in the meeting by using a means of communication that permits all members participating in the meeting and all members of the public who are physically present at the meeting to simultaneously communicate with each other during the meeting. A member who participates in a meeting by electronic communication is considered to be present at the meeting, shall be counted for purposes of establishing a quorum, and may vote at the meeting. All votes of the Board during the electronic meeting must be taken by roll call vote. Each member is required to physically attend at least one (1) meeting of the Board annually. [IC 5-14-1.5-3.6]

(b) For committees appointed by the Campus Board who conduct a meeting by electronic communication there is no minimum number of members of the committee who must be physically present at the place where the meeting is conducted. [IC 5-14-1.5-3.6 (c)(1)]

ARTICLE V

Campus Board Duties

SECTION 1. General Duties of the Campus Board. A Campus Board shall do the following:

A. Make a careful analysis of the educational needs and opportunities of the campus service area.

B. Develop and recommend to the State Board, a plan for providing postsecondary education at less than the baccalaureate level for the people of that campus service area not inconsistent with the grant of authority under state law.

C. Develop and recommend a budget for campus service area programs and operations.
D. Identify and recommend alternative methods of acquiring or securing facilities and equipment necessary for the delivery of effective programs in the campus service area.

E. Facilitate and develop cooperation with employers, community leaders, economic development efforts, area vocational centers, and other public and private education and training entities in the campus service area in order to provide occupational and technical education and training in an efficient and cost effective manner and to avoid duplication of services.

F. Determine through evaluation, studies, or assessments the degree to which the established training needs of the campus service area are being met.

G. Make recommendations to the State Board concerning policies that appear to substantially affect the Campus Board's capacity to deliver effective and efficient programming.

**SECTION 2. State Board Request for Recommendations.** Before taking any action under IC 21-27-6-3, IC 21-27-6-4, IC 21-31-2-5, IC 21-38-3-7 (2), or IC 21-41-5-8 that would substantially affect a Campus, the State Board shall request recommendations concerning the proposed action from the Campus Board for that Campus Service Area. [IC 21-22-6-10]

**ARTICLE VI**

**Campus Administration**

**SECTION 1. President and Chancellor.** The President shall be Chief Executive Officer of the College and each Campus. A Chancellor, who shall be the Chief Administrative Officer of the Campus, shall assist the President. The Chancellor of the Campus, subject to the powers, duties, and authorities granted by the President, and the State Board and Campus Board, shall manage, direct and be responsible for the conduct of the Campus, except for those duties and responsibilities which by law or other authority are made the responsibility of other persons.

The President or the Chancellor, or a representative thereof, shall attend all meetings of the Campus Board and shall report upon the affairs of the College and the Campus. The President or the Chancellor, or their designee, shall provide the Campus Board at regular meetings and upon request, College reports reflecting the financial condition of the Campus.

**SECTION 2. Administrative Staff and Other Personnel.** Such administrative staff and other personnel as may be required for operation of the Campus shall be employed in accordance with policies established by the State Board and operational policies and procedures established by the President or his/her designee. The employment of the administrative staff and other personnel shall be made by the Chancellor of the Campus and reported to the Campus Board upon request.
ARTICLE VII

Committees of the Campus Board

SECTION 1. Permanent Committees of the Campus Board.

A. Executive Committee. The executive committee of the Campus Board shall consist of the Chairperson of the Campus Board and two (2) members of the Campus Board designated by the Campus Board. Members of the executive committee of the Campus Board shall serve for a term of one (1) year and until their successors have been duly designated. If, at any time between the regular meetings of the Campus Board, immediate Campus Board action is required to further or safeguard the best interests of the Campus, the Chairperson of the Campus Board shall cause each member of the Campus Board to be given notice in person, in writing, or via electronic mail of the action so required, and, if a special meeting of the Campus Board cannot be called and held in time to take such action, the executive committee of the Campus Board shall have and may exercise all the powers of the Campus Board with respect to the matter necessitating such immediate action. The Secretary of the Campus Board shall give written notice to the public of the time and place of an executive committee meeting where action is expected. All actions taken by the executive committee of the Campus Board under this section shall be reported to the Campus Board.

B. Standing Committees. At any regular or special meeting thereof, the Campus Board may designate such standing committees of the Campus Board as the Campus Board may deem necessary or desirable, which committees shall have such members and functions as the Campus Board may prescribe and shall operate under the general supervision of the Campus Board.

SECTION 2. Special Committees of the Campus Board. At any regular or special meeting thereof, the Campus Board may designate such special committees of the Campus Board as the Campus Board may deem necessary or desirable, which committees shall have such members and functions and shall exist for such period of time as the Campus Board may prescribe and shall operate under the general supervision of the Campus Board.

ARTICLE VIII

Policies and Procedures

Such policies and procedures as may be adopted and promulgated by the Campus Board from time to time, pursuant to the provisions of these By-Laws of the Campus Board, may not conflict with the Statutes or the By-Laws and policy expressions of the State Board or the operational instructions and procedures implemented by the President. The Campus Board shall make certain that its members receive copies of and are familiar with the Code of Conduct and the Conflict of Interest Policy that are included in the State Board’s By-Laws and that apply to both State Trustees and Campus Trustees of the College.
ARTICLE IX

Contracts and Other Documents

All significant contracts (as determined by the authorization levels established in College policies), agreements, and related written instruments shall be executed, on behalf of the College, by the Chairperson of the State Board or by the President or the President’s designee under authority delegated either generally or specifically by the State Board.

ARTICLE X

Amendments

As it is important for fair, efficient and effective operation that the By-Laws and Charters of the College’s Campuses be similar, requests for amendments to these By-Laws or a Campus’s Charter, are subject to the approval and consent of the State Board as provided in IC 21-22-6-9.
RESOLUTION NUMBER BL-2018-3

WHEREAS, the system wide Ivy Tech Community College budget has been approved by our State Board of Trustees, and

WHEREAS, the Bloomington Campus allocation has been received from Systems Office, and

WHEREAS, Campus Board of Trustees review and approval of the new year operating budget is required, and

WHEREAS, the 2018-19 operating budget has been presented, discussed, and deemed acceptable by the Board;

NOW THEREFORE BE IT RESOLVED, that the Bloomington Campus Board of Trustees approves the 2018-19 original operating budget as presented in the Board materials at the regularly scheduled meeting conducted on September 25, 2018.

Bloomington Campus Trustees
Ivy Tech Community College of Indiana

________________________________________
Connie Ferguson, Chairwoman

________________________________________
Jim Touloukian, Secretary

Dated September 25, 2018
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<tr>
<th>Category</th>
<th>2017-18 Adopted Budget Base</th>
<th>5/17/2018 Adjusted Budget Base</th>
<th>Increase Dollars</th>
<th>Increase Percent</th>
<th>2018-19 Recommended Budget Base</th>
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<td>16-17 Y-E Res. Est. &amp; Rainy Day</td>
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(1) 2017-18 Estimated Misc. Revenue included in the 5/17/2018 Budget Base
(2) 2018-19 Adjustment to Misc. Revenue Available for S&E
(3) Adj. to S&E Rate For Building Leases Funded by Region Available for S&E
(2) Other Allocations: Detailed
Internal Reallocation Formula
Total Other Allocations
$40,430
Dr. Larry Swafford, Vice Chancellor of Academic Affairs

School of Advanced Manufacturing, Engineering, Informatics and Applied Science
Kirk Barnes, Dean

Advanced Automation and Robotics Technology
Gene DeFelice, Program Chair

3D-Printed 6-Axis Robot Build Project
  • Student build of a Raspberry Pi controlled working model of a 6-Axis Industrial Robot.

INDT 211: Industrial Process Controls and Automation
  • Offered for the first time on this campus as an elective for AART.

New Training Equipment – From Systems Office
  • Amatrol Pneumatics System Suitcase Trainer
  • Amatrol Electric Relay Control System Suitcase Trainer
  • Amatrol Skill Boss Comprehensive Assessment System

Recent Professional Development – AART Instructor
  • NIMS Certified in Hydraulics Systems
  • NIMS Certified in Pneumatics Systems
  • NIMS Certified in Electronic Control Systems
  • FANUC Certified in iRVision

Biotechnology
Dr. Sengyong Lee, Program Chair

The biotechnology program has been collaborating with Catalent to better align its curriculum to the specific local workforce needs. Dr. Sengyong Lee (biotechnology program chair) has been meeting with a team of subject matter experts at Catalent to discuss a list of specific skills needed in the drug substance manufacturing operation. This continuous discussion allowed an opportunity for Ivy Tech’s current biotechnology course contents to be better aligned with the industry’s critical job skill needs as well as exploring an option for Ivy Tech courses utilizing some of Catalent’s equipment and work based learning scenarios

Engineering Technologies
Christine Griffith, Program Chair

Eric Bumbleough was hired as the full-time instructor for the Electrical Engineering Technology and Electronics and Computer Technology programs this summer. Eric was the lecturer
overseeing the introductory physics labs at Kettering University in Flint, MI prior to joining Ivy Tech. In addition to teaching, curriculum development, and lab equipment responsibilities he also helped organize campus wide classroom inclusion activities and peer reviews of instruction. Eric holds a bachelor’s degree in mechanical engineering from Kettering University and master’s degrees in mechanical engineering and applied mathematics from the University of Michigan.

**School of Business, Education, Public and Social Services**  
**Chris Carroll, Dean**

At the conclusion of the summer semester, Chris Carroll accepted and began the role of Dean for the School of Information Technology and the School of Business, Logistics, and Supply Chain Management. Chris will continue to fill the Department Chair role for the Fall 2018 semester. The School of IT hired a new Network Infrastructure instructor, Hieu Tran. Hieu hails from Vietnam, has a Master’s degree in Telecommunication, holds several high level Cisco Certifications, and has taught as an adjunct faculty member for the department the past year.

**Student Success**

Heather Hayes, current Database Management Systems and Software Development student and a Bloomington Salesforce Pathfinder cohort member (a work-and-learn program sponsored by Salesforce), and her teammate was chosen out of 50 team applicants nationwide to be finalists in the Salesforce Dreamforce Case Contest. Teams submitted proposals for designing a Salesforce-based solution to solve real-world use-case problem relating to a decline in the number of volunteers signing up for Big Brothers and Big Sisters initiatives. In late September, the finalists will travel on an all-expenses-paid trip to California to participate in the second round of the competition. Of the 8 teams, 3 will be selected to continue on to the Grand Prize round. Winners of the grand prize round will receive prizes with the overall winning team members receiving $1000 in American Express Gift Card. We are excited to have local representation and wish Heather the best of luck.

In early September Basil Houston, a School of IT recent graduate and current adjunct faculty member, accepted the Network Administrator role for the Bloomington campus CTS/OIT department filling the position recently vacated by Josh Brooks. Daniel Busch, SoIT recent graduate and current part-time employee in CTS/OIT has been offered a full-time position with local employer Envisage Technologies. Details are being finalized still but Daniel has expressed his excitement to begin his IT career. Jeremy Jackson, Network Infrastructure student and former Intern for the department, successfully completed his Cisco CCENT certification as well as the CompTIA Security+ certification at the end of summer semester and during the break between semesters respectively. Soon-to-graduate Software Development student and OIT/CTS part-time employee Trevor Pierce accepted an offer from Ivy Tech’s Systems Office OIT department. Trevor expressed his appreciation for all Ivy Tech has done for him and was excited to begin his IT career in September as a Software Engineer for the college.

**Business Administration, Supply Chain Management/Logistics**  
**Tina Sherrard, MSA, Department Chair**
All classes needed to achieve your CT’s and TC’s in Accounting are now being offered in Bedford. The certifications are stackable and will count towards the AAS in accounting as well as the AS Accounting degree. In addition to offering face to face classes in Bedford, we are also offering accounting tutoring and advising to Lawrence county, Martin, and Orange county residents at the Bedford Ivy Tech site. We are looking forward to building our enrollment and providing a strong workforce for our surrounding counties.

All classes needed to achieve your CT and TC in Business Operations, Applications and Technology (BOAT) are now being offered in Bedford. The certifications are stackable and will count towards the AAS in BOAT. In addition to offering face to face classes in Bedford, we will be offering BOAT tutoring and advising to Lawrence county, Martin, and Orange county residents at the Bedford Ivy Tech site. We are looking forward to building our enrollment and providing a strong workforce for our surrounding counties.

**Business Administration, Supply Chain Management/Logistics**
Nancy T. Frost, MS, MBA, Department Chair

Dr. Sydney Mmadi will be the faculty liaison for Kappa Beta Delta, the Business Administration Honorary, beginning this academic term. He represented the Honorary at the Student Involvement Fair on August 21st and was able to acquire several new members. A meeting to elect new officers will be held later this month.

Dr. Mmadi was a panelist for the “How Math is Used in Other Cultures” event, held in the campus library on August 23rd. He has been team teaching his Introduction to Business class with a Business Statistics class to provide students in both courses the opportunity to participate in a class project that compares and contrasts business practices between the U.S. and selected foreign countries.

Jennifer Richards has launched an up-dated version of Introduction to Logistics this fall that uses open resource materials, as opposed to a conventional textbook. The materials have been obtained from the Manufacturing Skill Standards Council (MSSC) and will be used to prepare students to sit for two certification exams: Certified Logistics Associate and Certified Logistics Technician. Both certification exams will be offered as part of the course.

Jennifer Richards has also initiated a new student club, Women in the Workplace, for which she will serve as faculty advisor. During the Student Involvement Fair, Jennifer was able to generate interest from several dozen students which she plans to follow up with an introductory call-out meeting.

Nancy Frost will be representing Ivy Tech at the Indiana Land Title Association annual conference in French Lick on September 24th to promote the new career certificate that will serve as a college-level credential for people who work at title companies across the state. (See attachment) This program has been approved and will be available to students in the Fall 2019 semester.
**Human Services**  
Chelsea Rood-Emmick, Program Chair

The human services program continues to see growth in enrollment. We currently have 49 students enrolled in Introduction to Human Services for fall 2018 and 23 students enrolled in an internship. We are experimenting with creative course delivery methods in anticipation of moving our schedule to an 8 week model in spring 2019. We are running three synchronous distance courses, courses where students may attend in person live, or participate in the class live through a computer from a remote location.

The human services club is currently one of the largest student organizations on campus held officer elections on September 10th. The human services club is a student run group that organizes several service projects on campus in partnership with student selected community partners. Not all students in the club are human services students. All three full-time human services faculty are club advisors.

The human services program statewide is working on state certification of HUMS 124, Activities Director. With certification from the Department of Health, this course can be taken by a student and lead to an Activities Director credential. Chelsea Rood-Emmick has taken the lead on this project for the curriculum committee and has written the HUMS 124 materials to be submitted for approval. We plan to offer this six credit class in fall 2019.

**School of Health Sciences**  
Dr. Larry Swafford, Dean

**Healthcare Specialist**  
Tessa Bales, Program Chair

- **TMAS**
  - We are successfully running a double co-hort.
  - Current cohort has 11 students.
  - We began charging a nominal fee for massages offered at our onsite clinic.
  - We have increased both TMAS 123 and TMAS 223 (clinics) hours to adhere to the increase in hours mandated by the State of Indiana from 500 to 625.
  - Added adjunct faculty: Janis Johnson.
  - Interest in beginning an evening cohort in the upcoming few semesters.

- **Healthcare Specialist**
  - CAN moved to Workforce Alignment beginning Fall 2018, Adam Gross will be the new contact person regarding that program.
  - QMA location relocated to the Marchant building and the site has been approved by the State Board of Health.
  - Beginning in the spring, our new certificate for Health and Nutrition (HLHS 123) will begin. This is a stand-alone certificate or can be used in the Long Term Healthcare Specialist certificate.
• New courses that began this Fall 2018:
  o HLHS 102: Essentials Anatomy & Physiology.
  o HLHS 121: Customer Relations in Healthcare.

• The Bedford Arts and Sciences building courses this Fall are all up and running:
  o HLHS 101: Medical Terminology
  o HLHS 102: Essentials Anatomy & Physiology
  o HLHS 105: Medical Law & Ethics
  o HLHS 100: Intro to Health Careers

• We will increase our Bedford offerings this Spring to include:
  o HLHS 113 Dementia Care
  o HLHS 121 Customer Relations in Health Care.

• We have hired a new full time faculty member for Healthcare Specialist: Bethany Gray.
  We are very excited to have her join our team!

**Medical Assisting**
Darlene Hooten-Polly, Program Chair

**MEAS Program**
• Medical Assisting Program is new to Bloomington campus.
• Started with 9 students – currently have 7. Two students dropped due to conflicts with class schedule and work.
• Classes are set on an 8 week format with students completing a TC in May.
• Students may obtain an AAS if they complete general education classes.
• New Medical Assisting Lab and classroom complete with two “physician” exam rooms, lab area, and phlebotomy draw area.
• Conducted a National Health Association CCMA (Certified Clinical Medical Assistant) course over the summer for Workforce Alignment. We had 6 students enrolled – all completed their exam and are now certified as CCMA’s!!

**HSPS Program**
• Currently have 11 students in the Introduction to Homeland Security class.
• Currently have 13 students in the Introduction to Public Safety class.

**Optometric Technology**
Leanne Short, Program Chair

• There was 100% job placement for students that graduated with TC or AAS in May 2018
• There was 80% pass rate for national certification exams, ABO & NCLE, for the class of 2018
• There are 8 students enrolled in the Fall 2018 cohort, and 4 students are continuing with AAS requirements.
• There are information sessions scheduled once-per-month for the remainder of the semester.
• John Oliver, owner of Columbus Optical, made a donation to the program of exam chair, exam stand, and auto-refractor/keratometer, with a value of approximately $7,000.
Paramedic Science  
Rodney Taylor, Program Chair

- Our Senior Paramedic class has (12) students plus (2) from the previous cohorts beginning their internship this semester.
- We have (18) Freshman students whom just began this semester’s Medic course.
- In the Fall of 2018 or early 2019 we are to have our accreditation site visit from our accrediting agency (CoAEMSP’s). We turned in our self study on August 1st.
- Due to demand, we are starting an additional Medic course cohort in January 2019.
- We will be hosting the Governor’s cup Regional Ambulance Competition on campus October 20th.
- We are having an outstanding turnout for the employee CPR initiative we began in September.

Basic EMT studies

- Our summer semester Basic EMT course graduated (9).
- We have (24) Basic EMT students in the fall semester between Bloomington and Bedford.
- Our First Dual Credit class for EMT’s was completed in May through Martinsville High School.

Radiation Therapy
Karlee Wyatt, Program Chair

- The Radiation Therapy Program began in the 2018 fall semester with 5 second year students and 8 first year students.
- National Radiation Therapy Exam first attempt pass rate for the class of 2018 was 100%
- July 17th the Program held their annual New Student Orientation for the new cohort that started this fall. All students were given information to prepare them to begin the program.
- The Radiation Therapy Assessment Committee met on July 24th for their annual meeting. Program outcomes, assessment plans and goals were discussed and reviewed. Following the meeting there were no actions required by the program.
- The Radiation Therapy Program received the June 2018 Site Visit Report of Findings from the Joint Review Committee on Education in Radiologic Technology (JRCERT). The report had no deficiencies cited for the program. The report has been reviewed and signed by the Chancellor. All reaccreditation documents will be taken to the JRCERT Board of Directors for final accreditation action.
- Program faculty attended various professional development activities on August 9th in preparation for the fall semester. Knowledge was gained about teaching techniques, organization skills and various other topics.
- Karlee, along with other Health Science and college representatives, attended the Bloomington Chamber of Commerce Health and Business Luncheon on August 22nd at the Bloomington Country Club. Topic of discussion was the Opioid Epidemic in Indiana.
and how everyone in the community including businesses, health care and educational institutions will need to be involved in helping individuals overcome drug addiction.

Respiratory Therapy
Christina Barnes, Program Chair

- The Respiratory Therapy Program accepted the class of 2020 with the maximum enrollment of 12 students. There are currently 10 students in the senior class.
- There were 8 students who graduated in May 2018, 6 of those 8 are Certified Respiratory Therapist (CRT) and 2 are Registered Respiratory Therapists (RRT). The 6 CRT’s are employed.
- The program continues to offer monthly information sessions throughout the year with the first one being on September 12.
- The Respiratory Therapy program is currently undergoing the process of reaccreditation with The Commission on Accreditation for Respiratory Care (CoARC). Jennifer is preparing the program’s self-study which is due by November 1, 2018. The expected site visit will be between February and April 2019. The program’s annual report has been postponed while CoARC is updating the reporting webpage.
- The program continues to use the new clinical documentation system called Traje.sys. The students and clinical preceptors are starting to become more comfortable with the system.
- Program faculty attended various professional development activities on August 9th in preparation for the fall semester. Knowledge was gained about teaching techniques, organization skills and various other topics.
- Christina Stone, Director of Clinical Education along with other Health Science and college representatives, attended the Bloomington Chamber of Commerce Health and Business Luncheon on August 22nd at the Bloomington Country Club. Topic of discussion was the Opioid Epidemic in Indiana and how everyone in the community including businesses, health care and educational institutions will need to be involved in helping individuals overcome drug addiction.
- Jennifer resigned her chair to position and the college has hired Chris Barnes as the new chair. She started during non-instructional week and is learning more and more about the position. Chris brings a great background to the position. She has worked at Riley, Union and IU Health University Hospital. She also worked as a student during the program at Wishard (Eskenazi Health) and Terre Haute Regional Hospital. She is a graduate of the Terre Haute respiratory therapy program (2011) when Jennifer was there. Chris and Christina will make a great team to continue the excellence of the program.

Student Success
Autumn England who will graduate in May 2019 is the recipient of one of the student scholarships awarded by the Indiana Society for Respiratory Care (ISRC). She will be presented this award at the annual ISRC conference on September 13. The conference is being held in Muncie, Indiana.
School of Arts, Sciences and Education
Martin Wolfger, Dean
Communications
Jennifer Woodburn, Program Chair

Don Forss, one of our long time adjuncts and an inspiration to his students is now driving again. He had a stroke 10 years ago and each semester he is an inspiration to his students to keep at it no matter the circumstances. His being able to drive has opened up the possibility of teaching day classes and influencing more students.

Richard Wilson, another long time adjunct, has taken many art classes here and received an Associate’s Degree in 2017 has 3 drawings on display on campus In the D wing and received 3rd place in the Fine Arts for his drawing at the Lawrence County fair.

Alex Semchuck, a full time faculty member, has his new film "The Slave Circle," selected for inclusion at the 2018 Great Lakes International Film Festival. The positive response to the film has also spawned a follow-up web series. Three episodes have been completed, with an additional five currently in production.

Student Success and Foreign Languages
Amber Celestin, Department Chair

- The Student Success program welcomed several new adjunct faculty members this semester. Among them are two recent Indiana University graduates who earned their associate degrees from Ivy Tech Bloomington. These instructors have literally sat where their students are now sitting and are proving to be wonderful teachers, mentors, and role models for first year Ivy Tech students.
- French adjunct instructor Danielle Coulson was chosen to serve as the course developer for the statewide online French 202 course.

Early Childhood and Elementary Education
Marjie Risen, Department Chair

- The need for trained teachers remains high in our service area and we are helping students meet the demand. Several of our students were offered positions at their practicum sites, which will make their job placements smoother once they have their degrees completed. One of our current students has just accepted the position of preschool teacher coordinator at the new Early Learning Center for MCCSC and one of our Advisory Board members and recent instructor of our capstone course will become Director of the same facility.
- Our annual ECED program accreditation report was submitted to the National Association for the Education of Young Children. We are in Year 2 of our second reporting cycle. We will be visited again for review in the spring of 2023.
- The Fall semester was busy with Welcome Week activities where faculty served as Employee Ambassadors and spoke with students at the Faculty/Student luncheon. We also attended a Practicum Mentoring session with local childcare directors to secure placements for our ECED students.
• Dr. Jasmine Zachariah attended the STEM in Africa program and renewed her CPR certification for working with our practicum students on and off campus.

• Faculty attended mentoring sessions for the ASAP program and the Smart Girls, Strong Women panel presentation to benefit children in our service area.

• Marjie Risen attended outreach activities at Jackson Creek Middle School and Dr. Jasmine Zachariah visited Head Start locations and Children’s Village.

• We are looking forward to attending curriculum meetings soon for ECED, EDUC and LTA programs and are also attending the Indiana Early Childhood Higher Education Forum. We are planning to take several students to local and state conferences during this academic year.

English
Annie Gray, Department Chair
Carol Simmons, Assistant Department Chair

• This fall the English department is running 66 sections of ENGL courses, 16 percent of which are in the 8-week format, 3 percent in the 12-week format, and 81 percent in the 16-week format. Beginning Spring term 2019, 70 percent of face-to-face classes and 50 percent of ENGL online classes will be in the 8-week format.

• This year, the English department is offering 35 dual credit sections in high schools throughout our service area. This is a 59% increase over last year’s offerings.

• Joe Betz read work in the Hungry Young Poets reading series hosted by River Styx in St. Louis.

Fine Arts and Humanities
Dr. Emily Bobo, Department Chair
Amy Brier, Program Chair

• Our ARTS 103 Three-Dimensional Design class started off with a bang and students went to the Sculpture Trails in Solsberry to make aluminum relief sculptures.

• Amy Brier is working on the design phase of a commission for one of her Roliqueries, a memorial to 19 men who lost their lives in the Normandy invasion.

• Amy Brier and Stephanie Robertson (Fine Arts Chair in Indy) have had a session panel accepted for the 2019 FATE (Foundation Art Teaching and Education) Conference Foundations in Flux, held in Columbus, OH. Their panel is titled, “Love and Compassion: Insuring Academic Success for the Undeserved College Student.”

• At its monthly meeting on August 28, the MCCSC School Board celebrated Jerry Hansen III, assistant professor of philosophy and humanities, for his efforts coordinating Classics in the Classroom during the 2017-2018 academic year at Highland Park Elementary School. Classics in the Classroom seeks to improve reading comprehension and cultural awareness in local students as they collaborate with Ivy Tech faculty and students to learn about the key concepts, characters, and stories of different academic fields.

• Jerry was also asked by the Chancellor to be director of the Bloomington's Alternative Spring Break program with Kyle Hetrick, assistant professor of life sciences, as assistant director. They will not only direct the program and travel experience, but work to make it sustainable.
Life and Physical Sciences
Dr. Steve Arnold, Department Chair
Sarah Cote, Biology Program Chair
Dan Halluska, Anatomy and Physiology Program Chair

- The Biology Transfer degree (TSAP) turns one in September. As we start our first full academic year, we have 20 declared Biology majors. This year we are running our new upper level biology courses (molecular biology and genetics) for the first time.
- Over the summer, additional fume hoods were added to one of our labs. This was done to prepare them for organic chemistry, which we plan to teach as part of the Chemistry TSAP program.
- The number of dual credit section overseen by the group has more than doubled, from 12 to 25 sections. We are excited about this growth!
- During the week of July 16, Sarah Cote teamed up with the Center for Lifelong Learning to run another successful Camp Invention. This year, 89 elementary school participants joined us at the ICLS building to learn about robots, anatomy & physiology, smart technology, sticking to and reworking ideas when they do not work, and other STEM principles and skills needed to be an inventor. Everyone had a great time. We will be moving to the Ferguson Building next summer in order to accommodate growth!
- Dan Halluska has begun the Master Teacher program conducted by Ivy Tech. He completed a weeklong seminar this past summer and will continue with meetings throughout the year.
- Kurt Messick has begun a new doctoral program at Lexington Seminary (Kentucky), with a project to study the relationship of science and religion among community college students.
- The Astronomy club has a half a dozen new members. Kurt Messick, club advisor, is planning movie nights and observation nights through the year. This will be the first year they have been able to do things from the start of the year.
- Sarah Cote attended the Statewide Summer Planning session for the Science Olympiad. We are planning our even and will hold it on Saturday, February 2, 2019.

Social Sciences
Richard Chambers, Department Chair

Economics
- Associate Professor of Economics, Richard Chambers, presented a seminar on financial stress and money management at Camp Atterbury July 20th, 2018.
- Chambers is also prepping the statewide Econ 202 course to an 8-week module format and performing major renovations on the course during the process.
- Instructor of Economics Jaclyn George and Associate Professors of Economics Richard Chambers and Associate Professor of Economics, Dr. Pierre Atchade completed revisions to the ECON 101 COR. These revisions have been submitted to the statewide curriculum committee for review.
• Dr. Atchade has been appointed to oversee the issuance of global studies certificates on campus for the upcoming academic year.

• Jaclyn George has volunteered to be the faculty representative with InsideTrack to be our campus trainer/facilitator for faculty training in mentoring students as part of our strategic plan (Strategy 1.4 and 1.5).

• Jaclyn is also prepping the statewide ECON 201 course to an 8-week module format.

History
• Donn Hall, Professor of History, has been working with Inquire Indiana (a segment on local radio WTIU) to answer questions about local history. In his most recent segment he discusses the origins of the name Salt Creek. Donn also worked with WFHB on a segment about the Underground Railroad.

• Dr Alex Garman, Associate Professor of History, has volunteered to be the Outreach Coordinator for the Seven Oaks Classical School’s PTCA.

Political Science
• Kasandra Housley, Associate Professor of Political Science and Jaclyn George, Instructor of Economics, will be providing programming for Girls. Inc Fall Break Camp focusing on global issues in politics and economics as a service learning project for their students.

Mathematics and Physics
Ben Markham, Department Chair
Luanne Benson-Lender, Assistant Department Chair

• For the fall term, we are currently running 53 face-to-face and 20 online sections of mathematics and physics courses. This includes a late-start 12-week and several 8-week online sections. We currently have 1,069 students registered in math and physics classes in all formats and all terms. We do anticipate the need for additional online sections of finite mathematics in the 2nd 8-week term, as we get closer to the start date.

• Dr. Carmen Paniagua once again teamed up with the Library Director, Carol Parkinson, to organize the “Global Adventures at the Library” as part of the Ivy Tech Welcome Week Fall 2018 with several different activities to bring a mathematics perspective to several global perspectives for our students. This year’s theme was Africa and had a variety of speakers from our own faculty, and elsewhere, to bring a more global perspective to mathematics.

School of Nursing
Pam Thompson, Dean

We awarded seventeen Technical Certificates in Practical Nursing at the end of the summer session. Currently, all of those that have taken the NCLEX-PN have passed. Out pass rate for the PN program continues to stand at 100%.

We started the fall semester with 81 returning ASN students and 20 returning PN students. We have 85 freshman starting. Both nursing programs are at full capacity currently, with a total of 186 students.
We hosted another successful “boot camp” for the incoming freshman the Friday before classes began. This is extremely helpful in assisting the students as they begin nursing school.

The Nursing Club is forming a team to walk in Hoosiers Outrun Cancer.

We have hired two full time faculty. Marvella “Renee” Hill comes to us from IU Health Bedford where she worked as a charge nurse on night shift. Marvella is a graduate of both our nursing programs and has a MSN.

Ashley Winter has been working as an adjunct faculty for us since 2015. She also has a MSN.

QMA classes are currently being held at the Marchant Building.

**Library Highlights**
Carol Parkinson, Library Director

Our door count statistics show that almost 5500 people have visited the Library so far this fiscal year. Additionally, we have already had 14 classes, with a total of 231 students, visit the library for an information literacy session.

We collaborated with Dr. Carmen Paniagua to host “Global Adventures in Africa,” the Math-Internationalization Kick-Off Ceremony during Welcome Week. Attendees were able to hear a panel discussion about life in Africa, play musical instruments from Benin, and enjoy South African treats made by Stacy Strand and our Culinary Department. Plans are now underway for the Carbon Footprint Award Ceremony scheduled for December. The library hosts and maintains the website for this project at: [https://library.ivytech.edu/bloomington-internationalization-math](https://library.ivytech.edu/bloomington-internationalization-math)
HUMAN RESOURCES
Bloomington Campus
September 25, 2018

Jennifer Daily-Mantha, Executive Director of Human Resources

Full-Time Position Searches on Campus

- Achieve Your Degree Coordinator
- Director of Student Life and Support Services
- IT Support Team Lead

New Hires

- **Christina Barnes, Program Chair/Instructor, Respiratory Therapy** - Barnes earned her B.S. in Respiratory Care from the University of Southern Indiana and her A.S. in Respiratory Care from Ivy Tech Community College. Prior to Ivy Tech she was a registered respiratory therapist at IU Health University Hospital in Indianapolis.

- **Eric Bumbalough, Instructor, Electrical Engineering Technology** - Bumbalough earned his M.S. in Mechanical Engineering and M.S. in Mathematics from the University of Michigan. Prior to his full-time faculty position at Ivy Tech, Bumbalough taught as an adjunct instructor. Prior to Ivy Tech, he worked in eLearning Design & Services at Indiana University.

- **Bethany Gray, Instructor, Healthcare Specialist** - Gray earned her Master’s in Acupuncture from the Academy for Five Element Acupuncture and B.A. in Administration of Justice at Southern Illinois University at Carbondale. She earned her Certificate of Massage Therapy from John A. Logan College. Prior to her full-time faculty position at Ivy Tech, Gray taught as an adjunct instructor. Prior to Ivy Tech, she worked as an independent contractor in massage therapy and an acupuncturist at That’s The Rub.

- **Michael Gray, Instructor, Welding** - Gray earned his welding certification from the U.S. Coast Guard. Prior to Ivy Tech he owned his own business specializing in accurate engineering, motorcycle restoration, and precision machining and welding.

- **Marvella Renee Hill, Instructor, Nursing** - Hill earned her A.S. in nursing from Ivy Tech Community College Bloomington, B.S. and M.S. in nursing from Western Governor’s University. Prior to Ivy Tech she was a charge nurse at IU Health Bedford Hospital.

- **Leanne Hughes, Academic Advisor** - Hughes earned her Bachelor’s from Ohio Dominican College in Columbus, OH. Her Master’s degree was earned from Indiana State University in Terre Haute. She has spent the last 5 years as a Workforce Training Coordinator at Vincennes University – Workforce Development. She has a background as a Community Corrections officer and Probation Officer in Lawrence County. Before moving to Indiana she served as a State Trooper in OH.

- **Daniel Padgett, Assistant Director of Admissions** – Padgett earned an MS in Adult Learning and Leadership from Kansas State University and a BA in Criminal Justice
from Indiana University. He served many years in the US Army achieving the rank of Lieutenant Colonel.

- **Dr. Cara Reader, Assistant Director of Student Support Services** – Dr. Reader recently received her PhD in Guidance and Psychological services from Indiana University. She also has a master’s degree in school psychology from ISU and a BA in psychology from Hanover. Prior to Ivy Tech she served as a psychologist with the Orange-Lawrence-Jackson-Martin-Greene Joint Services in Bedford.

- **Melissa Shope, Student Success Center Assistant** – Shope has a BS in Business Administration from Pittsburg State University. She has many years of experience working in higher education. She was most recently as a Data Entry Clerk for Missouri Southern State University. Prior to that, she worked in admissions and registrar for Northeastern Oklahoma.

- **Hieu Tran, Instructor, Network Infrastructure** - Tran earned his M.S. in Telecommunications Technology from Aston University. Prior to his full-time faculty position at Ivy Tech, Tran taught as an adjunct instructor. Prior to Ivy Tech, he was a change control manager at Ericsson Vietnam Limited Company.

- **Natasha Wickenheiser, Academic Advisor** - Wickenheiser earned her Associates from Monroe County Community College in Monroe, Michigan. Her BS and MA in Written Communication are both from Eastern Michigan University. She has been an adjunct faculty member with us in the English department for the past year. Before Ivy Tech she worked at Eastern Michigan as a writing center consultant and was also an instructor in first-year writing and collegiate literacy.

- **Ashley Winter, Instructor, Nursing** - Winter received her M.S. and B.S. in Nursing from Pensacola Christian College. Prior to her full-time faculty position at Ivy Tech, Winter taught as an adjunct instructor. Prior to Ivy Tech, Winter was a nurse at Garden Villa Nursing and Rehabilitation Center.

**Organizational Changes**

- Doug Giles, Executive Director of Finance and Administration will now serve as the Executive Director of Administration and take on the role of Director of Facilities.
- Jim Shride has moved from IT Support Team Lead to IT Manager.
- Stephanie Amos will be joining Ivy Tech Bloomington as our shared Executive Director of Finance. Stephanie is responsible for serving Bloomington, Columbus and Lawrenceburg.

**Retirements**

- Katie Anderson, Career Development Director, retired after nearly 22 years of service with the collage. She was hired in 1996 as the Employment and Placement Services Coordinator and has worked in career development since day one of her service.
ADMINISTRATIVE AND ACADEMIC SERVICES
Bloomington Campus
September 25, 2018

Diana Fesler, Assistant Director for Administration

Completed Work Orders:
From July 25 to August 31, 1,558 documented work requests were completed by the Administrative and Academic Services team. The work requests included daily mailings; typing and printing classroom materials; creating and printing Certificates of Completion and Career Development Certificates; preparing packets for Chancellor’s meetings; updating office door placards and department signage; updating and posting course schedules the first week of the semester; creating and posting hours of operation signage; printing, laminating, and trimming flyers/posters; preparing and mailing welcome letters to new and returning students; and preparing materials for campus events. Signage was produced for the Cook Group Luncheon and the 9/11 Remembrance Event; and programs, signage, name tags, and table tents were produced for the Cook Institute.

In addition to daily work orders, the Administrative and Academic Services team is responsible for answering the main switchboard; preparing and mailing the Chancellor’s welcome letters; issuing employee parking hangtags; issuing copier key tags; assigning file cabinet space in the adjunct faculty office; distributing and metering the USPS mail; and ordering general office supplies for the campus to use. The fleet of 20 Xerox multifunctional devices requires ongoing supplies, training, and assistance with issues, thus the AAS team provides these services by placing orders for supplies and assisting with the troubleshooting and requesting service as needed. Xerox training sessions began on September 11. The toner for the standalone lab printers is ordered by the AAS team. The staff also keeps the mailboxes in the adjoining mailroom current and attends and takes minutes at advisory board meetings.
COMPUTER TECHNOLOGY SERVICES
Bloomington Campus
September 25, 2018

Jim Shride, IT Manager

IT Update
Office 365 Single Sign On complete, students can now use Ivy Tech Creds to access Office 365

IT Highlights
Centralized software management of projectors is under development.
- Ben Ackerman retired on 7/20/18, replaced by Jim Shride.
- Tier 1 Helpdesk Project continues for Columbus support.
- Single Sign on process for Office 365 has been implemented, this should be a big win for our students.
- Josh Brooks has left the role of Network and Systems admin. He has been replaced by Basil Houston who started 9/4/18.
- The IT Team Lead role has been advertised and interviews will be conducted within two weeks.
- IT Staff completed (local) 179 tickets in July, and 355 tickets in August.
- IT Staff completed (Tier 1) 39 tickets in July, and 46 tickets in August.
IVY TECH BLOOMINGTON FACILITIES
Bloomington Campus
September 25, 2018

Doug Giles, Executive Director of Administration

Ferguson Building
- Preformed campus upkeep to be ready for the start of classes.
- The transformation of classroom C-220 from a nursing assistant certification program to a medical assistant program has been completed. We have installed two “mock” medical examination rooms.
- Over the past year we have been gradually upgrading our welding lab. We recently added an eleventh stall and are currently discussing adding a twelfth stall.
- We removed the door recess in radiation lab to allow students more viewing area in the classroom.
- Completed boiler inspections in preparation for fall and winter.
- Electrical switch gear inspection is scheduled
- Other projects to be completed include, upgrade bridge walkway and paint of our second floor entry bridge, and replace one cooling tower pump motor.

Indiana Center for Life Sciences Building
- Replaced defective boiler
- Preformed general maintenance on roof top air conditioning units

Ivy Tech John Waldron Arts Building
- Installed network cable for the wireless access project
- Solar power panels install is about 60% completed. These will be used to provide power to the Flashlight Gallery.

General Maintenance Activities:
- 275 work orders were completed for the two-month period from July through August. 99.3% of all work orders were completed within 48 hours during that period. This exceeded the goal of 95%.
- General preventative maintenance activities are ongoing at each location.
FINANCE REPORT
Bloomington Campus
September 25, 2018

Douglas Giles, Executive Director for Administration

2017-18 Operating Budget
A fiscal year budget summary report for the period ending June 30, 2018 is attached for your review.

We have reached the end of the Fiscal Year 2017-18 and our current adjusted budget is $27,738,297. The Bloomington Campus is in stable financial position as we prepare for Fiscal Year 2018-19.

2018-19 Operating Budget
State Board of Trustees has approved the overall College-wide budget, including Regional allocations. Attached is Bloomington’s budget summary. Included in this summary:

- Full Time and Part Time Faculty and Staff received a 2% one-time stipend in July.
- An increase in in-state tuition of $2.76 per credit hour for both the fall and spring terms. As a result the tuition rate is $140.61 per credit hour the fall term and spring terms.
- An increase in out-of-state tuition starting with the fall term of $5.39 per credit hour to a rate of $275.08
- Our total Regional budget for Fiscal Year 2018-19 is $27,383,408. This includes a preliminary estimate for our carry forward in the amount of $4,950,000. As in the past, this budget assumes zero enrollment change for upcoming year and will be adjusted for actual enrollment change during the year.

The approval of the Bloomington Campus Board of Trustees is required for our 2018-19 original operating budget (see Board Resolution on page 15).

A fiscal year budget summary report for the period ending August 31, 2018 is attached for your review.

Our current adjusted budget is $27,665,537. Included in this is a net increase of $102,276 based on end of term summer enrollment. Current fall enrollment is even and we do not anticipate any reduction in budget. As exact dollar amount will be available for the January Board meeting.

Accounts Receivable Write-Offs
A review of accounts receivable has been conducted. College policy requires all accounts that are older than 1 year to be written-off; attached is the recommendation for accounts to be written-off in fiscal year 2018-19. The amount of tuition and fees to be written-off represents 2.16% of total operating revenue.

The approval of the Bloomington Campus Board of Trustees is required (see attached memo on page 38)
Expenditure Report

We do not have any purchases over $20,000 to report this period.
## Ivy Tech Community College
### Bloomington
### Fiscal Year 2017-2018 Operating Budget

<table>
<thead>
<tr>
<th>Major Category</th>
<th>As Of 6/30/2018</th>
<th>Percent of Total Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Salaries &amp; Wages</td>
<td>$11,103,602</td>
<td>40.03%</td>
</tr>
<tr>
<td>Part Time Salaries &amp; Wages</td>
<td>$3,669,037</td>
<td>13.23%</td>
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<tr>
<td>Fringe Benefits</td>
<td>$5,265,856</td>
<td>18.98%</td>
</tr>
<tr>
<td><strong>Subtotal Salary, Wages &amp; Fringes:</strong></td>
<td><strong>$20,038,495</strong></td>
<td><strong>72.24%</strong></td>
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<tr>
<td>Utilities</td>
<td>$453,575</td>
<td>1.64%</td>
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<tr>
<td>Leases</td>
<td>$122,915</td>
<td>0.44%</td>
</tr>
<tr>
<td><strong>Subtotal &quot;Unavoidables&quot;:</strong></td>
<td><strong>$20,614,985</strong></td>
<td><strong>74.32%</strong></td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>$2,227,161</td>
<td>8.03%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>$4,896,151</td>
<td>17.65%</td>
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<tr>
<td><strong>Total Budget Allocation:</strong></td>
<td><strong>$27,738,297</strong></td>
<td><strong>100.00%</strong></td>
</tr>
<tr>
<td>Less YTD Expenses</td>
<td>$22,543,037</td>
<td>81.27%</td>
</tr>
<tr>
<td>Less YTD Encumbrances</td>
<td>$1,627</td>
<td>0.01%</td>
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<tr>
<td><strong>Total Available Balance:</strong></td>
<td><strong>$5,193,633</strong></td>
<td><strong>18.72%</strong></td>
</tr>
<tr>
<td>Major Category</td>
<td>As Of 08/31/2018</td>
<td>Percent of Total Resources</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Full Time Salaries &amp; Wages</td>
<td>$10,494,324</td>
<td>37.93%</td>
</tr>
<tr>
<td>Part Time Salaries &amp; Wages</td>
<td>$3,255,937</td>
<td>11.77%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$5,303,616</td>
<td>19.17%</td>
</tr>
<tr>
<td><strong>Subtotal Salary, Wages &amp; Fringes:</strong></td>
<td><strong>$19,053,877</strong></td>
<td><strong>68.87%</strong></td>
</tr>
<tr>
<td>Utilities</td>
<td>$550,000</td>
<td>1.99%</td>
</tr>
<tr>
<td>Leases</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Subtotal &quot;Unavoidables&quot;:</strong></td>
<td><strong>$19,603,877</strong></td>
<td><strong>70.86%</strong></td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>$3,111,660</td>
<td>11.25%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>$4,950,000</td>
<td>17.89%</td>
</tr>
<tr>
<td><strong>Total Budget Allocation:</strong></td>
<td><strong>$27,665,537</strong></td>
<td><strong>100.00%</strong></td>
</tr>
<tr>
<td>Less YTD Expenses</td>
<td>$3,961,861</td>
<td>14.32%</td>
</tr>
<tr>
<td>Less YTD Encumbrances</td>
<td>$14,222,167</td>
<td>51.41%</td>
</tr>
<tr>
<td><strong>Total Available Balance:</strong></td>
<td><strong>$9,481,509</strong></td>
<td><strong>34.27%</strong></td>
</tr>
</tbody>
</table>
INTEROFFICE MEMORANDUM

DATE: September 25, 2018

TO: Jennie Vaughan
Chancellor

FROM: Doug Giles
Executive Director for Administration

RE: Write-Offs for Fiscal Year 2018-19

I am seeking the required approval of our Bloomington Campus Board of Trustees for our annual write-off of uncollectible accounts receivables. Uncollectible accounts receivable that are recommended for write-off for fiscal year 2018-19 are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>2017-18 Operating Rev.</th>
<th>Recommended Tuition &amp; Fee</th>
<th>Recommended Bookstore</th>
<th>Recommended Write-Offs</th>
<th>Recommended Write-Offs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomington</td>
<td>$14,339,132</td>
<td>$309,505</td>
<td>$76,528</td>
<td></td>
<td></td>
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</tbody>
</table>

The $309,505 tuition & fee write-off is 2.16% of Fiscal Year 2018 operating revenue. In general, the college would like to keep the percentage of write-offs as compared to operating revenue at or below 2%. This year we have an increase in third party receivables. Also, although we do wish to minimize bad debt, these numbers reflect a substantial effort on our part to do everything possible to remove financial barriers faced by our students. It should also be noted that our student collection efforts were in each case handled in accordance with College policy.

The Bloomington Campus Board of Trustees approval is requested below.

Approved: __________________________ Date: __________________________
Summer 2018
Summer programs reached 847 enrollments; 850 was our stretch goal. This is the most summer registrations in the history of the CLL, surpassing the record we achieved last summer. As we had hoped, we increased enrollment in all programs, across the board, even while increasing our program fees. Fee increases brought our programming more in line with local pricing—the City of Bloomington, Boys & Girls, Wonderlab, and others.

Our two work study students this year were a solid success. Danielle Willis played a big role as site manager for main campus with our College for Kids/Teens programs and Megan Humphreys-Savell was an excellent classroom assistant with Ivy Arts for Kids. Both Danielle and Megan received strong positive feedback from parents, students, staff, and instructors. This feedback was compiled into a dossier and presented to them to use in future job applications. Both are currently in the application process for jobs in the area and are using these materials.

Fall 2018
Programming is underway and we are on target for a stretch goal of 850 registrations.

We have had strong support from Angie Price at Systems Office and we have finally built the financial backend to support online registration. Chancellor Vaughan, Doug Giles, and Sheri Cox were vital in this process as well. We are within weeks of rolling out online registration to the public. We hope to go live during September. Due to turnover we have to retrain the Waldron/CLL front line staff and this has pushed back the live date.

In Summary
Summer 2018 Record enrollment for the third summer in a row.
Fall 2018 Online registration will go live this month. We’re on target across the board.
DIVERSITY AND OUTREACH PROGRAMS
Bloomington Campus
September 25, 2018

Debra Vance, Executive Director of Diversity and Outreach Program

Debra attended the NAACP Daisy Bates Educational Summit in San Antonio, Texas July 11th-14th. The Daisy Bates Summit is designed to inspire and promote activism toward the goal of educational equity and using that equity as a platform for building solutions to the challenges confronting us in public education.

On July 18th, Debra assisted in facilitating with the Washington Mandela Fellows visit. This year we had 25 Fellows joining us from 19 different African countries. There were 15 women and 10 men from Benin, Burkina Faso, Cabo Verde, Cameroon, Democratic Republic of the Congo (2), Côte d’Ivoire (2), Ethiopia (2), Ghana (2), Kenya, Liberia, Mali, Nigeria (3), São Tomé and Príncipe, Senegal, Sierra Leone, South Africa, United Republic of Tanzania, Zambia, and Zimbabwe. Some of their professional interests included public health, media/journalism, human rights advocacy, community development, education, disability rights advocacy, conflict resolution, women’s rights, entrepreneurship, and tourism, among others.

Debra and other colleagues assisted with the Indiana Black Expo at the Indiana Convention Center July 19th-22nd. Ivy Tech Community College once again sponsored a 4,000-square-foot exhibit for the Black Expo Summer Celebration! This was an awesome event where we had the opportunity to interact with the community demonstrating and highlighting our high-value programs that lead to high-wage, high-demand careers in Indiana.

The Martin Luther King, Jr. Birthday Celebration Commission has chosen to ask Janai Nelson, Assistant Director of the NAACP Legal Defense, to be the 2019 keynote speaker.

The Bloomington Diversity Committee and the Global Studies Committee have combined into one committee. The committee will meet every second Friday of the month to discuss Diversity and Global Studies issues on our campus and plan programs around issues. The committee will be working closely with other campus committees and Student Development to have a successful academic year this fall.

Upcoming Events:
International Education Week November 12th - 16th
Human Library Project November 28th
Taste of the World March 2019
Diversity Speaker Series April 2019
ENROLLMENT SERVICES
(Admissions/Recruitment, Associate Accelerated Program (ASAP), Express Enrollment Center, Financial Aid, Registrar, and Secondary Initiatives)
Bloomington Campus
September 25, 2018

Jessica Strunk, Vice Chancellor of Enrollment Services

ADMISSIONS AND RECRUITMENT

On August 13th the Admissions team welcomed a new member with the addition of Dan Padgett as Assistant Director of Admissions. Dan comes to Ivy Tech Community College Bloomington after retiring from the United States Army and serving for 26 years. Dan will assist with recruitment efforts in Brown and Owen counties.

Campus Visits
During the period of July 7th thru September 9th the Admissions team, which includes Adam Gross, Director, Esthela Rodriguez, Assistant Director, Dan Padgett, Assistant Director, Niki Blackwell, Assistant Director, and Carol Hudelson, Orange County Learning Center Coordinator, assisted with two on campus visits that focused on local summer camps. These two on campus visits brought over 46 students from our service area to visit the Bloomington campus.

High School Events Attended/Held
During the period of July 7 - September 9 the Admissions team, which includes Adam Gross, Director, Esthela Rodriguez, Assistant Director, Dan Padgett, Assistant Director, Niki Blackwell, Assistant Director, and Carol Hudelson, Orange County Learning Center Coordinator, attended 11 high school events. During those visits the admission team interacted with over 415 high school students.

Community Visits
During the period of July 7 - September 9 the Admissions team, which includes Adam Gross, Director, Esthela Rodriguez, Assistant Director, Dan Padgett, Assistant Director, Niki Blackwell, Assistant Director, and Carol Hudelson, Orange County Learning Center Coordinator, attended 17 community events in our service area. These events included visiting the Broadview Learning Center, attending local Chamber events, volunteering at community events, meeting with local community partners, presenting to area youth organizations, attending high school honors nights, and much more.

Express Enrollment Days
During the period of July 7 - September 9 the Admissions team, which includes Adam Gross, Director, Esthela Rodriguez, Assistant Director, Dan Padgett, Assistant Director, Niki Blackwell, Assistant Director, and Carol Hudelson, Orange County Learning Center Coordinator, participated in three statewide Express Enrollment Days. To better serve our area communities, enrollment events were setup at the StoneGate Arts and Education Center in Bedford, the
Springs Valley Learning Center in Orange County, The Main Connection in Martinsville, as well as the Connie and Steve Ferguson Academic Building in Bloomington.

International Student Services

This fall, Ivy Tech Community College-Bloomington will have 89 F-1 students from 15 countries, including our first F-1 student from Jamaica, plus an additional 5 F-1 students on post-completion Optional Practical Training (OPT) employment. The top 3 countries from which our students hail are China (51%), South Korea (19%), and India (8%). Of note, India has experienced a 233% jump since spring 2018 term.

Fall recruitment activities will include visits to Broadview Learning Center and the Intensive English Program at Indiana University.

The co-presentation of Ben Grimwood, Assistant Director, International Admission (with Susan Snider Salmon, Senior Paralegal, Adams Immigration Law, LLC and Ron Cushing, Director, International Services, University of Cincinnati) on “Changes of Nonimmigrant Status: Institutional Hazards and Student Jeopardies” has been selected for the 2018 NAFSA Region VI Conference November 4-6 in Columbus, Ohio. NAFSA is the premier professional organization dedicated to international education.

ASSOCIATE ACCELERATED PROGRAM (ASAP)

2018-2019 Program Update
39 students are enrolled in the 2018-2019 ASAP program. Students are majoring in Education, Business, Informatics, Psychology, General Studies and Liberal Arts. At the completion of the summer session, students had an average grade point average of 3.0, with 12 students on the Dean’s list. ASAP summer to fall retention rate is 97%.

2019-2020 Program Planning
187 students have shown interest, 10 have applied to the program, 3 have been interviewed and 3 have been accepted.
The next open house is scheduled for February 26, 2019.

Success Stories
2017 ASAP Liberal Arts Graduate Jordan Maley
Jordan is currently a student at Indiana University, graduating in May 2019. Her major is Social and Historical Liberal Studies with minors in Human Resources, Criminal Justice, and Sociology. She is also currently interning with the ASAP program on the Bloomington campus. She aspires to work with the ASAP program full time and is also considering different master’s degree programs.

EXPRESS ENROLLMENT CENTER

The Express Enrollment Center (EEC) is a one-stop shop for prospective, new, and current students. The EEC staff is trained to provide answers to most frequently asked questions in
Financial Aid, Registrar, Advising, and Admissions. Students visit the EEC without an appointment and can usually get what they need in a few minutes. The College has recently moved to a new sign in system called IvyQ. The Bloomington campus was the first campus to pilot the new system. The new system usage began in March. The Bloomington EEC has seen 3,515 visitors since beginning with the new system.

FINANCIAL AID ADMINISTRATION

During this period, financial aid reviewed summer aid files to ensure accuracy. Financial aid files for fall term were reviewed and student loan offers were made. Workforce Ready Grant eligible student numbers have doubled since 1718 school year. This program now allows dependent students to receive the state tuition aid. We have an increase in the number of students receiving the Mitch Daniels Scholarship. Last year, four students on our campus received this $4000 scholarship, we have 8 students for the 1819 school year.

The Bloomington campus continued to pilot the Second Chance Scholarship program. This program was met with success in the spring term and we have doubled the number of participants for the fall 2018 term. Students who do not meet academic progress standards and are close to achieving good standing are invited to apply for the program.

Financial aid staff are participating in the National Student Financial Aid Association (NASFAA) Credential training. Staff attend NASFAA trainings, locally, on financial aid administrative topics and then sit for credential exams. The Bloomington Financial Aid Director is on the training team and is providing NASFAA trainings for the 1819 school year in southern Indiana.

Staff continue their involvement in College Strategic Plan meetings, as well as Financial Aid and Veteran Affairs Hub Analysis meetings.

Veteran Student Services
Veteran service staff joined the National Guard at Bloomington North High School for a recruitment day. Financial aid outreach events are being scheduled now for high school parent nights, Counselor Workshops and College Goal Sunday.

18-19 Financial Aid awards to date

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Amount Paid</th>
<th># of Recipients</th>
<th>Type of Aid</th>
<th>Amount Paid</th>
<th># of Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honor Incentive</td>
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<td>33</td>
<td>Pell Grant</td>
<td>$2,413,703</td>
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<td>Accelerated Degree Incentive</td>
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<td>Push to Complete</td>
<td>$9,739</td>
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<td>Scholarship Program</td>
<td>Amount</td>
<td>Application Period</td>
<td>funded by</td>
<td>Award Description</td>
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</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------</td>
<td>--------------------</td>
<td>-----------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Security Staff Scholarship</td>
<td>$1,912</td>
<td>Fall</td>
<td>$993</td>
<td>3</td>
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<tr>
<td>Adult Student Grant</td>
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<td>58</td>
<td>$22,602</td>
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<td>Central Office Scholarship Initiative</td>
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<td>SGA Officers Award</td>
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<td>Child Disabled Veteran Fee Remission</td>
<td>$117,762</td>
<td>86</td>
<td>$1200</td>
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<tr>
<td>Federal Work Study</td>
<td></td>
<td>13</td>
<td>Student Ambassadors</td>
<td></td>
<td></td>
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<tr>
<td>HOSA Scholarship</td>
<td></td>
<td></td>
<td>Student Ambassadors</td>
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<tr>
<td>Ivy Tech Grant</td>
<td>$30,396</td>
<td>80</td>
<td>$2,530</td>
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<tr>
<td>Ivy Tech Scholarship</td>
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<td>Subsidized Loan</td>
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<td>2nd Chance Scholarship</td>
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<td>Summer Completion Scholarship Award</td>
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<td>Mitch Daniels award</td>
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<td>Supplemental Grant</td>
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<td>National Guard Supplemental Grant</td>
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<td>Unsubsidized Loan</td>
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<td>New Horizon Scholarship</td>
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<td>Valedictorian Award</td>
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<td>O’Bannon Grant</td>
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<td>Veteran Chapter 33 Tuition</td>
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<td>Parent Loan</td>
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<td>21st Century Scholar Summer Completion</td>
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<td></td>
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<td></td>
<td>Award</td>
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<td>Private Loans</td>
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<td>21st Century Scholar</td>
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<td>Foundation Scholarships</td>
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<td>State FastTrack</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL AID AWARDED TO DATE</td>
<td>$4,672,295</td>
</tr>
</tbody>
</table>

Please Note: The awards above do not include third party contract payments or private scholarships. Veteran tuition billing is occurring within the next quarter. Payroll has not processed yet for fall Federal Work Study students.

REGISTRAR’S OFFICE

<table>
<thead>
<tr>
<th>Degree Information as of 9-12-2018</th>
<th>Summer 2018 - AWARDED</th>
<th>Fall 2018 - PENDING</th>
<th>SPRING 2019 - PENDING</th>
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</thead>
<tbody>
<tr>
<td>Associate of Arts (AA)</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associate of Applied Science (AAS)</td>
<td>29</td>
<td>39</td>
<td>2</td>
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<tr>
<td>Associate of Fine Arts (AFA)</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Associate of General Studies (AGS)</td>
<td>21</td>
<td>19</td>
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<tr>
<td>Associate of Science (AS)</td>
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<td>22</td>
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<tr>
<td>Certificate (CT)</td>
<td>54</td>
<td>5</td>
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<tr>
<td>Technical Certificate (TC)</td>
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<td>20</td>
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<tr>
<td>Totals</td>
<td>232</td>
<td>106</td>
<td>3</td>
</tr>
</tbody>
</table>

- The numbers above are duplicated students who have been awarded more than one degree, example; AAS and TC or AS and CT. Please note, pending does not mean the degree will be awarded. The student must complete all their degree requirements successfully to be awarded their pending degree.

- 307 Ivy Tech transcript requests have been processed from July 12, 2018 – September 12, 2018

- 275 college transcripts were received, evaluated for transfer credit, entered into U.Achieve, and students were notified of their transfer credit from July 12, 2018 – September 12, 2018
132 high school transcripts were received and entered into Banner from July 12, 2018 – September 12, 2018

SECONDARY INITIATIVES

Graduation and Career Coaches
On September 12th, the Graduation and Career Coaches participated in an industry tour to SAIC EastGate and Bedford Machine & Tool both located in Lawrence County. Participants learned about the following:

- Knowledge, Skills & Abilities needed for entry-level positions,
- Pathways for advancement within SAIC EastGate and Bedford Machine & Tool,
- The impact of working in a highly-regulated environment,
- The unique culture of SAIC EastGate and Bedford Machine & Tool, and
- Opportunities for internships and education.

The thought process behind us doing industry tours is so that we know more about the various careers that are available for our students and to better guide them in terms of degrees/certificate pathways they may want to pursue.

Early College Pathways (Dual Credit and/or Dual Enrollment)
In an effort to clearly communicate our early college options for high school aged students and to market our dual enrollment program, we have developed marketing specific to Early College Pathways. As a result, we have seen an increase in dual enrolled high school aged students this Fall with 141 currently enrolled compared to 61 students last Fall.

Ivy Tech’s dual enrollment program allows high school students to take classes online or on Ivy Tech’s campus for the full college experience and immersive, hands-on learning. Students can choose from all Ivy Tech course offerings. The dual enrollment program is also available to high-school age homeschool students. Regular tuition and fees apply for dual enrollment courses and Ivy Tech offers the lowest college tuition in the state. Students must demonstrate readiness for college-level work, through the ACT, PSAT, SAT tests or Ivy Tech’s assessment test.

High School students in the dual enrollment program can get an early start on statewide transfer programs to save on the cost of a bachelor’s degree. The Statewide Transfer General Education Core (STGEC) transfer certificate is a block of 30 credit hours that transfers toward the general education core requirements of any public Indiana college or university, upon student admission. “Transfer as a Junior” associate degrees allow students to transfer to any public Indiana four-year institution, upon admission, with automatic junior status.
SBDC Updates
- Steve Bryant, Antonella Barker and Terri Brown attended the America’s SBDC annual conference in Washington DC to build professional development skills. Terri accepted the State Star award for the ISBDC which was really neat to see. She has a nice piece of crystal and had to go stand on stage with all the other State Stars from around the US.

Cook Center Updates
- The Cook Center recently supported the Crane STEM Summer Camp for middle and high school kids down at the Westgate Academy. The group submitted the STEM camp for a national award from the Federal Lab Consortium and it won best Economic Development category. There will be an awards ceremony in Cocoa Beach, FL an Joyce/Steve will attend to accept the award with the Crane staff present.
- We hosted our annual Cook Institute for Entrepreneurship event on September 11th at Shreve Hall and Steve Huse, from Huse Culinary Incorporated did a wonderful job of talking about his entrepreneurial pursuits and his failures along the way. We use the event as a fundraiser for our Cook Center Foundation account and will add over $10,000 to the fund based on the strength of the sponsorships and table sales.
- The Cook Center team will be meeting in the coming weeks to carve out a new strategic plan as the previous plan was for 5 years and expired about the time we took over the SBDC host operation and Steve split his role between the two organizations. The new plan will incorporate stakeholder interviews from across our Campus region as well as partners in the entrepreneurial skills development organizations we work with each day.
- Antonella Barker reports a record number of industry users of the Indiana Center for the Life Sciences where we provide free space for training activities.
- Jim Silberstein retired from Ivy Tech and the Cook Center and faculty member, Dr. Sydney Mmadi from our Business Administration team has taken over the role he played on the academic side of the house. Jim will continue to help with business valuations for the SBDC side of the house and perhaps other roles over time. We wish Jim the best!
Los Braceros
The Waldron galleries are partnering with the IU Center for Latin American & Caribbean Studies and City of Bloomington’s Latino Outreach Department to present an exhibit from the Mexican government on Los Braceros, the guest worker program that was crucial to the US war effort during World War II. Historic photographs taken during the Braceros program will be displayed. A member of the Mexican consulate in Indianapolis has been invited to open the evening’s activities. Local singer-songwriter Diana Velazquez is scheduled to perform two short sets of songs during the event. Luz Lopez, a local artist, is designing and creating a Dia de los Muertos altar to accompany the exhibit. November 2 is the third night of the Mexican Dia de los Muertos celebration, known to English speakers as the Day of the Dead. The altar will honor the memory of those Braceros who died in the USA before being able to return home, as well as anyone who has died since trying to get to the United States.

The opening reception is on Friday, November 2 from 5-8 pm in the Rosemary P. Miller Gallery. Ivy Tech Culinary students will prepare refreshments. The event is free and open to the public.

On Tuesday, November 13, there will be a panel discussion, “Mexican Labor in Indiana”, in the Miller Gallery from 6-7:30 pm. Featured speakers include:

Michael Snodgrass, History, IUPUI
Sergio Lemus, Latino Studies, IUB

2018 Community Arts Awards Winners Selected
As we do every year, we received such a positive response from the community for this awards ceremony, and had a very tough choice as we sifted through so many amazing and generous advocates for the arts. Bloomington and the entire surrounding area is incredibly lucky to have this tremendous support for the arts. Our community is filled with a myriad of talented artists, strong arts advocates, and passionate educators.

The winners for the 2018 Arts Awards are:

Arts in Business: Monster House Press
Arts in Education: Cardinal Stage - Cardinal for Schools Program
Arts Advocate: Danielle McClelland
Special Citation/Lifetime Achievement: Sandi Clark
Regional Arts Service: Gerry Masse/Sculpture Trails Outdoor Museum

The Community Arts Awards will be held on Saturday, November 17 from 6:00 p.m. to 8:00 p.m. at the Ivy Tech John Waldron Arts Center, downtown. In addition to the awards ceremony,
the event offers attendees an entertaining night out with workshops to learn new skills. A beer and wine bar and culinary delights will be available. The evening will culminate in the Community Arts Awards ceremony to honor local arts advocates, educators, and businesses.

Admission to the event is free due to the generosity of the Bloomington Arts Commission and Ted Jones.
HUBS + Reorg Update
Systems Office Marketing has notified the college that marketing is moving toward implementation of its accepted future state (at net neutral) including, a newly created executive director of marketing for C3 campuses internal job posting as of 9/12. This position was created to fill gaps in service to students and campuses that did not have marketing representation after the statewide re-org of campuses. One C1 and one C2 marketing lead will be identified and notified of new strategic duties aligned with statewide initiatives in the coming days or weeks. A creative services hub led by a creative director at SO has been developed and will also be implemented with a target date of January 1 for a clean handling of financials, however March 1 is the long goal for implementation, which will include posting of newly created positions for graphic designers and content developers within the creative hub. The hub will be billed at $12,500/fy.

Statwax digital (Google search) marketing
The digital campaign buy for 2018 wrapped with 124 applications (and 90,262 impressions) at $155.13 per app (industry standard about $200). Total for the 2018 buy was $19,236.33. Our full commitment for 17/18 was $30,000. Our commitment for 18/19 Google search efforts has been doubled to $60,000. These reallocated dollars from print advertising and other extraneous expenses is expected to directly increase our applications for the campus.

Academics + Enrollment/Recruitment Support
Focused on promoting 8 week classes that begin Oct. 15, including: classified print advertising for quad one academic programs in Bloomington, Martinsville, and Bedford; direct mail to non-returning students; express enrollment direct mail to applicants, prospects, and re-admits; bi-weekly emails on demand to current students promoting “pick up another class;” radio ads in the Bloomington and Bedford markets to promote express enrollment day; and direct mail to high school seniors to apply now (early college efforts).

Developed new promotions for early college marketing efforts, including brochure and website landing page (www.ivytech.edu/startcollegeearly), direct mail to previously enrolled hs students, and created email on demand templates directed at early college communications.

More 8 weeks promotions at IU include advertising in “Headlines” emails to 11,000 IU parents, twitter posts via IU, and IDS ads online and one print.

Advertising
Bloom Magazine Oct/Nov advertisements focused on early college opportunities and Center for Lifelong Learning non-credit course offerings.
Chancellor’s Office
Inside Ivy Tech Bloomington e-newsletter continues to distribute on a (usually) bi-weekly basis. The newsletter continues to hold a strong 20+ percent open and read rate, which is above industry standard. Some current strategies to keep interest and strong readership include a redesign to align with statewide campaign efforts and putting student successes at the forefront of each issue.

Media Releases – Advisories – Story Pitches

July
Arts Awards Nominations
Express Enrollment Day
Greene County EMT
Library for Community
Mandela Fellows Visit

August
9/11 first-responder remembrance event
Cook Institute Steve Huse
Dedrick Joins the Board
Express Enrollment Day
Theatre Season announcement
Youth Leadership Application period

September (to report submission date)
Oasis Massage Appointments (planned)
Community Arts Awards
Early College Enrollment Open
Statewide Fundraising Campaign: Campus Funding Priorities
With input from faculty, staff and administration, the Bloomington campus submitted to Systems Office on August 31 its funding priorities for the upcoming statewide campaign. Embracing a provisional total of $12.5 million in fundable initiatives, the campus’s focus will be in 3 key areas: scholarships, endowments and technology investment. The 5-year campaign will launch publicly in summer 2020, operating in a “silent” phase for its first two years to secure 60% of its target through major gifts and grants prior to announcing a public goal.

Circle of Ivy/Women in Philanthropy: Call for Proposals Issued
Through the generosity of its 48 Circle of Ivy members, over $20,000 in grant funding will be awarded to faculty and staff for the 2018-19 academic year. This marks a 19% increase over available funds from last year, and 67% over the initial funding year in 2016. Requests for proposals are being accepted through September 21 with selections being made by member-vote at Circle of Ivy’s annual meeting Oct. 26 in Indianapolis.

College Names TASUS 2018 Benefactor of the Year
Tsuchia Group North America—TASUS—has been named the 2018 distinguished benefactor by the Bloomington campus. The honor recognizes TASUS’s consistent and longstanding support of the Bloomington campus, especially of capital projects. A dinner event in French Lick will celebrate TASUS and the 18 other Ivy Tech distinguished benefactors throughout the state.

Scholarships: FALL 2018
The Ivy Tech Foundation awarded 65 named scholarships valued at $44,752 to 83 eligible students attending the Bloomington campus for the 2018 fall term. Funds awarded represent gifts from individual donors, corporations and foundations, including both annual contributions and endowment dividends. Scholarship awards for the spring 2019 term will be made in early December.

Foundation Office Adds Alumni Relations
Alumni relations for all campuses have been realigned to work through respective Resource Development offices. In Bloomington, Lori Purcell will coordinate those efforts, which will include both alumni engagement and recognition. The restructuring also includes a newly created position of director of alumni and donor relations at Systems Office.

Employees Continue Commitment to Supporting Campus-based Initiatives
Employees have funded over $36,000 in direct aid to projects through the Bloomington campus’s Denim Donations philanthropic initiative. Of that amount, over $900 is committed each month through payroll deduction. Since its inception in 2015 contributions have funded:
- Here We Grow Again capital campaign - $3,205
- Student Emergency Assistance Fund (SEAF) - $6,026
• Library Book Fund - $12,624
• ROI/College & Career Coaches - $10,751
• International Student Travel - $7,264

Successful Cook Institute Featured Entrepreneur Steve Huse
Restauranteur Steve Huse headlined this year’s Cook Institute for Entrepreneurship, held Tuesday, Sept. 11 in Shreve Hall. Huse reflected on the successes and failures he endured throughout his long career, which began in Bloomington in the 1970s as an Arby’s franchisee. He went on to own and manage many restaurants, including legendary St. Elmo Steakhouse in downtown Indianapolis. The annual Cook Institute raises funds for the Gayle and Bill Cook Center for Entrepreneurship.

Graham Serving as Bloomington Campus Change Agent
Executive Director of Development Susie Graham has completed training to serve as the college’s change agent for the Bloomington campus. In her role she will work with staff across the campus to lead, support and/or coach others through organizational change. A significant focus will be helping employees effectively plan, implement and experience change; increase their ability to manage future change; and increase our internal capacity to manage and lead change at all levels in a sustainable manner.

Fundraising Report Statement FYE 6.30.19
As of July 31, 2018
Cash, pledges, stock, events, annual fund, gifts in kind $59,842
Planned gifts 750,000
Grants to college $291,000
Other (sponsored students, apprenticeships, etc.) $152,721
ROI total $1,253,563

Upcoming Events:
• Circle of Ivy Annual Meeting, October 26, 2018
• International Student Travel Fundraising Dinner, Nov. 8, 2018
• Showcase of Chefs, November 13, 2018
• Cornerstone Society Dinner, November 15, 2018 (Indianapolis)
• Giving Tuesday, November 27, 2018
• Annual Scholarship Reception, March 26, 2019
ACADEMIC ADVISING

Outreach and Activity
Academic advisors operated on a drop-in basis from July 9 to September 4, 2018. During this time, 2,572 student advising sessions were held. As of September 4, the Advising Center is encouraging students to make appointments with their assigned advisor. However, to ensure accessibility to academic advisors, we will continue to hold “Drop-In Days” every Wednesday for the fall semester. Drop-in Days allow students to meet with the first available advisor without an appointment. In addition to scheduled appointments, advisors continue to be available daily for students who have an immediate need to see an advisor. Currently, academic advisors are focusing on outreach to students who are flagged by faculty for academic issues.

The Advising Center continues to work towards the goal of reaching 90% of enrolled students with academic completion plans in the initiative called “Focus 10.” Each week, every advisor has the goal of updating 10 students’ academic completion plans and emailing a degree audit with the goal of connecting with students and keeping them on track for graduation.

Faculty were asked to raise a flag in Ivy Advising for any student who missed their first class. The 1st Class Missed flag initiative resulted in 892 flags being raised in Ivy Advising. A staff member called students who received a flag from an instructor to check-in regarding their class attendance.

Yvonne Zhao, Academic Advisor, was selected as one of the 8-week course champions for the Bloomington campus. Yvonne will work with Cory Clasemann-Ryan, Assistant Vice President for Student Success; Stacy Atkinson, Vice Chancellor of Academic Affairs-Richmond; and 8-week course champions from around the state to provide leadership and support for the 8-Week Course offering implementation.

Leanne Hughes, Academic Advisor, joined the Academic Advising team on August 27, 2018. She was previously employed as a Career Advisor for the WorkOne office. She received a Bachelor’s Degree in Criminal Justice from Ohio Dominican College in 1999 and is currently pursuing a Masters in Criminal Justice from Indiana State University. She is also an instructor with the National Cave Rescue Commission and a former education committee member.

Natasha Wickenheiser, Academic Advisor, joined the Academic Advising team on August 13, 2018. Natasha moved to Bloomington, IN in August 2017 after earning a Master’s degree in Written Communication, with a concentration in teaching writing, from Eastern Michigan University. For the past year, Natasha taught writing courses part-time in Ivy Tech’s English
department. She also currently serves as the Vice President of Public Relations for the Bloomington Good Morning Toastmasters Club.

In coordination with the Student Success Committee, Natasha Wickenheiser, Academic Advisor, created “GR8T Start,” a supplemental support handout that can be distributed to students who enroll in 8-weeks classes. The handout was emailed to all faculty on August 16, encouraging faculty to upload the document into IvyLearn as a student resource.

**Trade Adjustment Assistance (TAA)**
Amanda LeFaure and Kayla Dusseau, Academic Advisors, have been working with new WorkOne TAA coordinators across the state to help TAA students through the enrollment process. We currently have 6 students utilizing TAA benefits through area WorkOne offices to pursue degrees in HVAC, Supply Chain/Logistics, Hospitality Administration, and Nursing. One student, Jon Elgar, is on track to graduate in December with a Technical Certificate in HVAC and is working as an adjunct instructor in our welding program.

**Transfer Services**
On May 17, academic advisors were invited to participate in a webinar hosted by the Indiana Transfer Council entitled “Transfer Talk #3: Great Partnership Programming Efforts for Smooth Transfer Transition.” Topics included: How Can You Adopt These Programs to Facilitate Smooth Transfer?, 4 Touchpoints to Ensure Smooth Transfer, and Biology TSAP Transfer Support Program.

On June 21, academic advisors were invited to participate in the follow-up webinar hosted by the Indiana Transfer Council entitled “Transfer Talk #4: Reverse Transfer.” Topics included: Description of Reverse Transfer, Transfer Student Trends, Examples of Reverse Transfer, Number of Hoosiers Potentially Affected, Benefits of Reverse Transfer, and the State’s and Institutional Roles in Reverse Transfer. Webinar attendees had the opportunity to participate in the Questions and Answers portion of both webinars.

Ferdinand Borrero, Assistant Director of Academic Advising, continues to coordinate monthly campus visits with Indiana University Bloomington Admissions. Students have the opportunity to speak with an Indiana University Admissions counselor to discuss transfer deadlines and how their credits transfer.

**CAREER DEVELOPMENT**

**Hire Ivy**
Employers have posted 135 jobs throughout July and August. The steady usage by employers is due to the ongoing effort to recruit students before earning their degrees, with a focus on work-learn opportunities related to their field of study. Employer communications continue to feature the value of hiring students for part-time positions as a good way to partner with Ivy Tech on meeting workforce needs. HireIvy promotes timely, inclusive access to the online job board. It is the logical first step toward the recruitment process for Ivy Tech students and alumni who live in the community of South Central Indiana.
There were over 15 new employer accounts created, including the following companies: Bloomington Montessori School, Bucceto's, Carter Law Office, Culvers Restaurant, Dollar General, Employbridge, First Care Clinics, Kilroy's Group, Leading Edge Security and Home Technology, Paoli Health & Living / Cardon & Associates, Right Brain Thinkers, Sanden International, The Golf Club at Eagle Point, United Tote Company, VolunTe.

Over 100 students and alumni created HireIvy accounts, which is a significant 25% increase compared to the prior reporting period. Additionally, over 20 resumes were reviewed and approved. The ongoing usage is directly related to students seeking jobs upon graduation, seasonal employment, and resume writing assignments included in capstone classes.

**Career Development Leadership**
Career Development Week will occur in November, promoting a team approach to career assessment, professional presence, and networking activities.

Katie Anderson, Career Development Director, and Eliza Erxleben, Academic Advising Director, have been working on a succession plan for career development leadership. Katie met with Jennifer Daily-Mantha, Executive Director of Human Resources, for guidance on the retirement process. Katie’s retirement date has been set for September 4. She appreciates the “hugs” from her friends on the state wide team regarding her retirement this September. She is grateful to Jennie Vaughan, Chancellor; Sam DeWeese, Ph.D., Vice Chancellor of Student Success; and Eliza Erxleben, Director of Academic Advising, for the professional development opportunities to represent the Bloomington campus at the Indiana meetings over the past 20 years.

**SCIHRA**
Katie is the former certification chair for the local SHRM chapter. Her membership has been transferred to Jessica Duncan, Achieve Your Degree (AYD) Director, who will attend future meetings. The November meeting will feature a presentation by Chris Schrader, President of Schrader and Associates. His presentation on the mid-term elections continues a tradition of learning how the election outcomes may impact the local community.

**Bloomington Kiwanis**
Allen Pease, Program Director, provided the following review of the program presented by Debra Vance, Executive Director of Diversity and Outreach:

“Ms. Vance noted that she’s been with Ivy Tech for 36 years. The school makes every effort to be sensitive to diversity as well as to be inclusive of all ethnicities and races in its offerings. Indicative of this is the annual Latino Heritage Month, the Human Library and the annual Taste of the World event as well as other events. Ivy Tech’s offerings also reflect the international students who make up 3.5% of the student body. Vance also noted that the campus is open to the Indiana public. Residents of Indiana are able to utilize Ivy Tech’s library and other facilities, usually at no cost. She fielded a lively question and answer session as she wrapped up the well-received presentation.”
Katie will continue in the Bloomington Kiwanis Club as a member of the community after her retirement. Chili for Children will be held on Friday, October 19 to support fundraising for youth services organizations in Bloomington.

**College Relations / Employer Visits**
Career Development’s Wildly Important Goal (WIG) is to increase the number of unique internships from 5 to 10 by the end of fall term. With the following internships currently in place, we are on track to complete this goal:
- Habitat for Humanity ReStore; Natane Montandon; Business Administration
- Crider & Crider; Susan McClary, Business Administration
- IN Fab Solutions, Darius Walker; Design Technology
- Whitney Tool; Bode Swango; Design Technology
- WFHB; Christopher Hack; Visual Communications

The outlook for increasing the number of internships by the end of December is good due to the number of employers who are willing to structure their full-time positions into paid, part-time work-learn opportunities with flexible start dates. The following employers have made this structural change: Artisan Electronics, Carlisle, HFI, Organized Living, Catalent.

Ivy Tech partnered with the City of Bloomington in celebration of the 28th anniversary of the Americans with Disabilities Act on Saturday, July 28 at the Farmer’s Market. Katie and Dr. Cara Reader, Assistant Director of Student Support Services, organized the challenge activity. The Academic Administrative Services Team created portraits of famous people for our display related to questions about disabilities. Human Services alumna Anna Aleman, who graduated in May 2018, and Human Services graduating student Danielle Willis led the way as volunteers. A spinning wheel was used to engage participants in this educational activity intended to showcase accessibility measures, and to raise awareness on how we can make this community friendlier for people with disabilities. Student Disability Support Services cups, which change color depending upon content, were given away to the hundreds of participants who visited our Ivy Tech booth.

On Thursday, October 4 from 1 to 2 pm in Lamkin Hall, alumnus Tony Ranard, Human Resources Management from NSWC Crane, will present a Student Trainee Information Session regarding Administrative and Technician Student Trainee Positions at the NSWC Crane. In summary:
- Technician student trainees are involved in learning basic skills and techniques in the electrical, mechanical, physical science, biology, or mathematics fields.
- Administrative student trainees are involved in work in areas such as human resources, budgeting, accounting, contracting and procurement, and similar occupations.
- Administrative student trainees are involved in technical work other than that performed by scientists and engineers, such as legal, IT management, librarianship, and similar occupations.

Tony Ranard will discuss the application process for degree seeking students who are interested in learning more about trainee positions at the NSWC Crane.
Internship and Hiring Highlights

International Business Administration student Natane Montandon was hired for a social media internship at the Habitat for Humanity of Monroe County ReStore. Lilybeth M. Doglione-Williamson, Volunteer Engagement Coordinator, said that Natane “is doing an excellent job already, we are so happy to have her!”

Achieve Your Degree (AYD)

On July 25, Jessica Duncan, Director of Achieve Your Degree, presented to a Health Care Luncheon in Bedford. This presentation was intended to promote the Achieve Your Degree (AYD) program as a retention and recruitment tool for the Human Resources departments. Several connections were made with area employers, and follow up conversations have been initiated.

New student orientation for AYD students, was hosted on July 25 by Erin Luppo, Achieve Your Degree Coordinator. The main goal of orientation is for students to learn more about the resources the college offers and provide a way of making connections to the AYD team. The AYD team continues to host an information session table at Boston Scientific for new and prospective students. The information session table has been a successful event to assist our students in navigating the enrollment process, and support throughout advising. We will continue to host the informational table at Boston Scientific on a monthly basis.

On August 10, Jessica Duncan met with Printpack to discuss the Achieve Your Degree program. The meeting was successful, and ended with the signing of the Memorandum of Understanding. The company currently will support one employee through the AYD program, with hopes of additional employees being added in the near future. The degree currently supported is the Technical Certificate in Industrial Technology with an Industrial Electrical concentration.

On August 30, Paragon Force was hosted on campus by Workforce Alignment. Attendees were Jessica Duncan, Director of Achieve Your Degree, Chris Carroll, Dean for School of Informatics, Adam Gross, Director of Admissions, and Katrinka Schroeder, Workforce Consultant. The purpose of the meeting was to discuss how to upskill current employees into different areas including Design Technology and Information Technology Support.

Activity during the month of August focused on advising and enrollment for AYD students. Appointments were scheduled to assist students with application to the college, completing the FAFSA (Federal Application for Federal Student Aid), and advising/enrollment for returning students.

Jessica Duncan continues to be involved in the process improvement efforts for the Achieve Your Degree program hosted by Systems Office. The goal of the meetings are to gain insight on how to better streamline the process from the beginning stages of partnership through enrollment of a student into the program.

The College will serve 289 AYD students from 16 area employers. Employer partners are Bell Trace Health and Living, Boston Scientific, Circle Prosco, Inc., German American Bank, IU Credit Union, Old National Bank, Paoli Health and Living, Printpack, Pro League Cuts, Singota Solutions, Stonecroft Health Campus, Hearthstone Health Campus and Cook Group which
includes Cook Medical, CMI, Cook Polymer Technology, CFC Properties, Cook Family Health Clinic, French Lick Resort.

The Student Success Center (Tutoring Center)
The Student Success Center was very busy this summer, even with a small staff we were able to provide nearly 800 hours of tutoring during the Summer 2018. Kristy LeVert, Director of Retention has been busy hiring new staff for the center and we finally have a full crew. Tutors and Supplemental Instruction Leaders both went through training in the Student Success Center the week of August 13. Melissa Shope has been hired as the new coordinator to assist in the management of the Student Success Center, she began work with the college on September 10.

Student Success Coaching
Kristy LeVert, Director of Retention, Beth Warner, former Director of Student Development, and Jaclyn George, Economics Instructor presented the first of five Coaching Skills trainings called Strong Meeting Facilitation to the faculty at their professional development day on August 9. Faculty feedback was very positive, many noting that the tips given were extremely useful. Jaclyn George and Kristy LeVert will be working together to offer these monthly trainings throughout the year for staff and faculty. These trainings will be held in addition to the Student Success Coaching trainings already offered through the Office of Student Success and Retention.

Supplemental Instruction
Supplemental Instruction is transitioning to the Office of Student Success and Retention and will be running out of the Student Success Center this year. Supplemental instruction leaders went through training on Thursday, August 16 in the Student Success Center. Currently we have four supplemental instruction leaders in the HUMS area and another four providing SI help in APHY 101. The leaders in APHY have very little trouble getting students to come to SI, but there have been a few struggles for SI leader in the HUMS area.

College Career Connections 3C
The Student Success Team is offering a new mentoring program for Ivy Tech students, College Career Connections, (3C). College Career Connections mentors help students make a successful academic and social transition from life before college to life as an Ivy Tech Community College student. Mentors seek to support a student’s academic progress and social adjustment through regular meetings and the use of planned activities which promote thoughtful attention to the personal and academic goals of Ivy Tech Students. College Career Connections mentors direct the students they work with to existing resources offered throughout the campus and community. These Peer Mentors will be given a scholarship and will also be connected to a staff mentor who will help student mentors to progress successfully through the semester as well. Training for Peer Mentors will took place on August 24 with our first four mentors. They are currently doing outreach to new first time students in their program areas to encourage them to get signed up to be connected to a mentor.

Second Annual Studython
The event will be a marathon of studying that takes place in Shreve Hall on Tuesday, October 2 from 12pm-6pm, the week before midterms for 16 week classes and finals in 8 week classes. At the event students will have access to Faculty-led study sessions, Tutors and SI’s, and study
break activities. During the event we will provide food, fun activities & prizes. Space will be available for faculty who are interested in leading review sessions or willing to be available to tutor students in your area of expertise.

**Ivy Tech and Community Resource Fair**

At the Ivy Tech and Community Resource Fair, nearly 100 students played the game of Ivy Life and found out about resources to help them be successful at Ivy Tech. Students who visited at least 5 tables got to pick up a cool Ivy Tech tote bag. Students also learned how to use their planners, get organized, meet with staff, talk to over 20 community resource representatives and enjoy a popcorn bar. Students commented on how helpful the materials were and how pleasant all the staff are at Ivy Tech. In addition, many vendors expressed their happiness with the event, one telling me that a student was able to get some very valuable resources that helped deal with a family member’s recent health diagnosis.

**Student Success Traveling Cart**

The Office of Student Success and Retention is using the Student Success Traveling Cart to provide Workshops on the Go. Resource information includes study tips, habits of highly successful students, test taking tips, coaching information, stress relief activities and more. We spread this information by utilizing a weekly schedule, fun giveaways and slides that mirror our former Student Success Workshops. The cart allows us to make student contacts and share valuable success information. In the SPRING 2018 semester we logged over 490 student contacts. Our goal for the Fall semester is to make over 600 student contacts and we are well on our way. In addition, Kristy LeVert, Director of Retention and Kathy Morrison, Retention Specialist, provided 3 1hr trainings on ways to be successful to all new nursing student in the first week of classes and plan to return with more tips for mid-term exams.

**WALK Ivy Tech Wellness Committee**

The Wellness Committee is busy planning to participate in the Hoosiers Outrun Cancer event on September 29th. The Hoosiers Outrun Cancer race benefits the IU Health Olcott Center which provides education and support for cancer patients and their families. Team Jim Heinzen was named in memory and honor of Professor Emeritus Jim Heinzen. Team members are also encouraged to honor any loved one who has battled cancer with an honorary bib. All students, staff, friends and family are invited to join!

**STUDENT LIFE, LEADERSHIP, AND DEVELOPMENT**

**Recreation and Wellness**

The Office of Student Life has expanded its offerings for recreational sports leagues in the fall semester. In addition to indoor soccer, which was well received in the previous fall and spring semesters, student teams will be formed for basketball and volleyball through leagues organized by the YMCA and the City of Bloomington. The Office of Student Life is also exploring the possibility of forming a team for IU Bloomington’s intramural Rugby league.

For the fall semester, we are hosting three weekly exercise classes, held in the evening: Zumba, Strength Training, and Yoga. All three have had steady attendance of about 4-5 students each week so far, and numbers are anticipated to increase as awareness of these opportunities
increases. Nutrition and cooking classes, hosted by Chef Stacy Strand of the Hospitality are also scheduled for the fall, to be held monthly in the Yellowwood Restaurant. In order to encourage attendance to these events, students who attend exercise classes will be entered into raffles to win prizes such as exercise and sports equipment and Ivy Tech gear.

Student Life and Ivy Tech Wellness Committee worked together to host a staff and faculty “Field Day”, to be held July 17. At this event, staff and faculty competed in games such egg tosses and races. The Wellness Committee will also be working with Student Life to continue hosting the weekly 5K Fridays events for the fall, scheduled to begin the first week of October.

**Student Programming**

Student Life hosted its annual “Welcome Week” for the start of the fall semester, held from August 20 through 24. Events included the Ivy Tech Student Involvement Fair, the Campus and Community Resource Fair, informational tables about the upcoming elections, a breakfast buffet, a “Mental Health First Aid Station”, a Movie Night, and the return of Food Truck Tuesdays. Student Life also served coffee in the mornings and evenings at the front entrance in conjunction with the Employee Ambassadors in order to greet new students, answer questions, and offer supplies for the new school year.

Attendance for this semester’s Welcome Week events was good. The most attended event was the Student Involvement fair, with over 200 sign-ins at the event. The voter registration table and Mental Health First Aid Station were also both well attended; over 60 students either registered to vote or confirmed their registrations, and over 100 interactions with students recorded at the Mental Health table. Movie Night had over 40 students attend, with many bringing family and friends as guests. The morning and evening coffee bars consistently had interactions with over 300 students each day, and Employee Ambassador volunteers passed out over 1000 student planners.

Continuing into September, the Office of Student Life will host the first of a Financial Wellness Workshop series. To be held the second Wednesday of each month this fall, this series will inform, over lunch, students of ways they can ensure their financial wellness both during and after their college careers. The first session will discuss Credit Scores and what affects them, with a variety of topics planned throughout the fall. We are also planning to encourage more Ivy Tech students to register to vote or confirm their registrations at a Constitution Day event on the 17th. At this event, students will have the opportunity to register or confirm in just a few minutes, as well as sign up for Turbo Vote, a service that provides reminder notifications to voters about upcoming elections. In the first week of October, in conjunction with Phi Theta Kappa, we will be hosting Commit to Complete Week, a series of events encouraging students to finish their semester and degree program.

We are also preparing for our annual “Family Fright Night”, a community event held yearly on October 31st that strives to be a fun, family-friendly opportunity for students, faculty, and staff to have fun on Halloween. This year’s activities are being planned in coordination with the Campus Activities Board.
**Student Government**
The Student Government Association has begun hosting its meetings for the fall semester. The position of President is held by Casey Crouch, Vice President was filled by appointment to Maggie Nardi, Director of Outreach and Publicity is Aras Kinley, and Secretary is Tejas Bhatt. A training day for the incoming SGA was on August 16th and 17th. SGA is beginning their planning for their yearly student feedback project, as well as activities for Commit to Complete week.

**Service Engagement**
Students have the opportunity to support Middleway House with a knitting and crocheting project this semester. Wednesdays in September, students of all skill levels are encouraged to help make a “tree sweater” in order to raise awareness of domestic violence and its victims. The completed project will be on display downtown throughout October.

**DISABILITY SUPPORT SERVICES**
For Fall 2018, a record-breaking number of 160 of students have currently registered for Disability Support Services. Comparatively, the Fall 2017 semester had a total of 133 students registered throughout the semester. DSS staff are still conducting new intake sessions with potential DSS students and are expecting to service new DSS students this semester. Likewise, DSS staff are still receiving requests for renewal of accommodations from previous DSS students.

DSS has also launched the use of Accommodate, an online software system used to account for student data, accommodation requests and renewals, and other DSS services. Accommodate streamlines the DSS process and is allowing DSS to communicate more effectively with faculty and students.

DSS staff are working to familiarize students and faculty with DSS by presenting to classes and IVYT success courses. Dr. Cara Reader, Assistant Director of Student Support Services, has presented to twenty classes so far during the fall semester. Dr. Reader has also communicated with every previous DSS student from the last year by conducting outreach phone calls and emails. Dr. Reader sees 10 to 15 DSS students weekly for organization and mentoring.

DSS staff are anticipating midterm outreach. Staff will contact students who are registered with DSS and receiving a D+ or below at midterm. Students will be contacted by phone and email to invite them in to “catch up” with the staff of the DSS Office. This meeting will be used to evaluate each student’s accommodations and to make sure those accommodations were being used as needed. This meeting will also be used to remind students to register for their spring classes before the fall semester ends.

**Wrap Around Services**
DSS staff have worked to make Wrap Around service information more accessible to students. DSS staff are currently working on outreach events that will address the specific needs of our students, such as students who are experiencing food insecurity, mental health concerns, homelessness, and domestic violence.
DSS and Wrap Around currently have the following events planned for the fall semester: food stamp and food event insecurity on October 4, public housing event and outreach on October 25, toiletries, clothing, and other essentials event on November 8, food stamp and food insecurity event on November 15, and stress and mental health event on November 29.
The Workforce Development Consultant develops deep collaborative partnerships with regional employers to understand their specific market and individual training and education needs. Actively listen to and engage employers to co-develop and deliver demand-driven, voice-of-the-customer solutions leveraging state, regional and customer data. We then work collaboratively with our Ivy Tech Regional Chancellor, Academic Deans, and Academic Affairs to successfully implement metrics tied to employers, employees and College outcomes and ensure services and products exceed customer and College expectations.

**Workforce Alignment Current Projects**

1. **Certified Clinical Medical Assistant (CCMA)** is a DWD sponsored training. We had 6 students complete the 120 hours of classroom and lab training and take the exam on September 4th. All six (6) students successfully passed the exam! The classes are conducted by our Ivy Tech faculty and will cross-walk to credit if desired.

2. **PTS Electronics in Bloomington** successfully bid on a project to test and refurbish cell phones for resale in foreign markets. They anticipate hiring over 100 new employees in the next 6 months. We are contracting with them to deliver a customized ITSP 135 class that has been approved for NextLevelJobs funding. We plan to train 50 of their new hires over the next six months. The class as proposed would be the first half of the ITSP 135 and would prepare them for the CompTIA 901.

<table>
<thead>
<tr>
<th>Course #</th>
<th>ITSP 135 Customized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Intro to Cell Phone Troubleshooting &amp; Repair</td>
</tr>
<tr>
<td>Course Outline</td>
<td>Modified Course Outline to reflect training requirements with a focus on cell phones. PTS would supply the cell phones for the labs</td>
</tr>
<tr>
<td>Skills developed</td>
<td>PTS Course Levels I &amp; II (see attached)</td>
</tr>
<tr>
<td>Contact Hrs.</td>
<td>60 hours</td>
</tr>
<tr>
<td>Cost</td>
<td>$1,050 per person with a minimum of 8 students</td>
</tr>
<tr>
<td>Industry Cert.</td>
<td>CompTIA 901</td>
</tr>
</tbody>
</table>

3. **General Motors Bedford** – we are contracting with them to deliver Machining, Basic Math, Trigonometry, Physics and Metrology classes for a group of Apprentices (five 48 contact hour classes) from June thru October 2018.
4. **Pending Projects:**
   a. **CNA classes** will now run through WA to allow for modified schedules. First class should start in October 2018.
   b. **Cook Medical** has two major initiatives we are involved in: Core Competencies gaps identified through analysis of Job Descriptions and Computer Skills Workshops to support the roll-out of new technologies for the Manufacturing employees.
   c. **Cook Medical** has a Project Management division that is assessing their need for MS Project, Project Management Fundamentals and Project Management Professional (PMP) certification. We will support that team as needed.
   d. **E-3 Skill Up Grant** has training dollars available for local training needs for industry. The first class will be PMP certification training in October.