

# **MINUTES OF MEETING**

## **IVY TECH STATE COLLEGE – WHITEWATER RICHMOND/CONNERSVILLE REGION 9 BOARD OF TRUSTEES**

**October 2, 2003**

The October 2, 2003, Board of Trustees meeting was held in the boardroom at the Ivy Tech Annex, 2230 Chester Boulevard, Richmond. Board Chair Gibson called the meeting to order at 4:05 p.m.

### **Trustees Roll Call**

Trustees Present: Rebecca Gibson, Ellen Bennett, James Koons, Malcolm Miles, and Steven Slonaker.  
Trustees Absent: Boyd Huff and David Stidham.

Also in attendance were State Trustee William Goins, Chancellor James Steck, Gene Ayton, Roger Bingham, Kara Monroe, Diana Pappin, Sabrina Pennington, Jeff Plasterer, Kim Thurlow, Steve Tincher and Stella Davis.

### **Notice of Meeting**

Formal notice of the meeting was verified.

### **Meeting Minutes**

Chair Gibson called for action on minutes of the August 7, 2003, Board meeting. Trustee Koons made a motion to accept the minutes as mailed; Trustee Slonaker seconded the motion and the motion carried unanimously.

### **Business Office Financial Reports**

Chair Gibson called for approval of the Business Office Financial Report. Roger Bingham, Executive Director of Finance/Facilities, directed his comments to the July and August financial reports mailed in the board packet. The August report shows the facility leases line in the negative, however, that area is not over budget (an accounting error). The July report shows several purchase orders over \$5000. The majority of these were blanket purchase orders for start of fiscal year business. Trustee Miles made a motion to approve the financial reports as mailed; Trustee Koons seconded the motion and the motion carried unanimously.

### **Chairman's Report - Foundation Committee**

Diana Pappin, Executive Director of Development, reported that the major gifts campaign total as of September 29 was \$1,396,080. The Trustees Fund allocation amount of \$2,220, an agenda action item for this meeting, has been included in this total. The Region has learned of a \$2,000 stock gift coming in that will take the total to over \$1.4 million. Diana Pappin distributed a handout with the breakdown of gifts showing the employee contributions (with Lilly match) of \$40,100 with a report on where those contributions will be allocated (employee gifts: 4 pillars, 11 caps for Fountain of Opportunity, 2 trees, 68 bricks, and \$20,050 for equipment only).

## **Administrative Report**

Chancellor Steck called on Sabrina Pennington, Dean of Student Affairs, for an enrollment report. Dean Pennington introduced Jeff Plasterer, Director of Admissions, for a detailed enrollment report for fall term. A handout presented and explained by Jeff Plasterer reflected enrollment data broken down by programs for fall 2003 as compared to fall 2002 and the percent of change. Connersville enrollment comparison and total regional enrollment comparison of fall 2003 to 2002 were reviewed. Reports on enrollment comparisons by registration type, ethnic identity, marital status, and age were also shared. The final comparison report included all student credit-hour enrollment for fall 2003 compared to fall 2002 (credit, regional, non-regional, noncredit, and guest credit).

Chancellor Steck called on Kara Monroe, Director of Regional Information Technology, to report on eLearning enrollment. Enrollment in eLearning courses, which includes both two-way video and Internet courses, for fall semester 2003 was a record high. We are serving 23% of our own students through distance education (this means of the 839.5 regional FTE at 10-day count, 190.0 of those FTE are being served in eLearning courses). In addition, 202 FTE from other regions are being served. For fall semester, an additional \$200,000 in additional tuition revenue will be collected. The Region is the third largest provider of eLearning courses in the state, with the next closest provider a very distant fourth.

Chancellor Steck shared a copy of Indiana's Blueprint for Policy and Planning Development in Higher Education (working draft) prepared by the Indiana Commission for Higher Education. This document is the Commission's thinking of how higher education should be structured in the State, including the Community College System of Indiana.

Chancellor Steck announced that a public roundtable discussion would be held with Aim McGuinness on October 8, 2003, at 8:15 a.m. at IU East in the community room. Aims McGuinness was the author of the NCHEMS report from which the Learning Corporation was development. Trustee Slonaker, a member of the Learning Corporation, commented on the NCHEMS report and the Learning Corporation; followed by a brief discussion of the Board and staff.

## **Action Items**

Roger Bingham directed the Board's attention to the executive summary for Resolution No. 2003-6, Uncollectible Accounts Receivable (supporting document for fund 01/operations, names and amounts, was distributed). The write-offs for this year have jumped significantly because of the change in calculations by the Department of Education from pro-rata refund to the return of Title IV. The write-off amount of \$26,999.06 consists of \$18,445.73 for the Operations Fund and \$8,553.33 for the Bookstore Fund. The amount of the current Operations Fund write-off is approximately 1.2% of the 02-03 student fee revenue, and the College utilizes 2% of student fees for budgeting uncollectible accounts. Trustee Bennett made a motion to approve Resolution No. 2003-6 as presented; Trustee Koons seconded the motion and the motion carried unanimously.

Diana Pappin reviewed the executive summary for Resolution No. 2003-7, Trustees Fund. The executive summary and resolution reflect the recommendation of the Board as stated at its August 7, 2003, meeting to approve expenditure of the available \$2,220 for the purchase of equipment for Johnson Hall or McDaniel Hall as part of the Region's "Workforce Education—Building Our Future Now" capital campaign. The equipment purchased with these funds will display a label identifying the gift from the Trustees Fund. Trustee Koons made a motion to approve Resolution No. 2003-7 as presented; Trustee Slonaker seconded the motion and the motion carried unanimously. Diana Pappin commented that she is not aware of any other region in the State with a fund of this type, and recognized Trustees Montgomery and Hinshaw for their vision in the creation of this endowment.

### **Information Items**

Roger Bingham reported on the construction progress of Johnson Hall. The steel has arrived, and the first steel was erected as of this date. The project is about two and one-half weeks behind schedule due to the late arrival of the steel. There will be a push to get enclosed by winter. If we don't get enclosed by winter, there could be as many as three months through the winter with little or no work done on the project. The contractors are working well together to move the project along.

### **Future Meetings and Important Dates**

The State Board of Trustees meeting will be held on October 8-9, 2003, in Indianapolis.

The Annual Directors and Trustees Conference will be held on October 10—following the State Trustees meeting in Indianapolis.

A Trustees Appreciation Dinner will be held on November 13, 2003, at Forest Hills Country Club.

The next Region 9 Board of Trustees meeting is scheduled for December 4, 2003, at 4 p.m.

### **Adjournment**

Chair Gibson commended Steve Tincher and Kim Thurlow on the Advisory Board in Connersville. The committee is taking a good turn and this, in turn, is good for Connersville and Fayette County.

Chair Gibson presented a certificate and letter of reappointment to Trustee Koons.

Trustee Miles made a motion to adjourn the meeting; Trustee Slonaker seconded the motion. There being no further business, Chair Gibson adjourned the meeting at 5:15 p.m.

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Rebecca Gibson, Chairperson

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P. Steven Slonaker

Dated December 4, 2003

Prepared by Stella Davis CPS/CAP, Recording Secretary