

MINUTES OF MEETING

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

August 7, 2003

The August 7, 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 in Attendance: Trustee Rebecca Gibson, Trustee Ellen Bennett, Trustee Boyd Huff, Trustee Malcolm Miles, and Trustee David Stidham. Trustees Absent: Trustee James Koons and Trustee Steven Slonaker.

Guests in Attendance: State Board Chair Francis Lueken, Jr. Also in attendance were: State Trustee William Goins, Chancellor James Steck, Roger Bingham, Kara Monroe, Diana Pappin, Sabrina Pennington, Kim Thurlow, Steve Tincher and Stella Davis.

Notice of Meeting

Formal notice of the meeting was verified.

Chair Gibson recognized State Board Chair Francis Lueken, Jr. and welcomed him to the regional board meeting.

Meeting Minutes

Chair Gibson called for action on minutes of the June 5, 2003, Board meeting. Trustee Huff made a motion to accept the minutes as mailed; Trustee Stidham seconded the motion and the motion carried unanimously.

Business Office Financial Reports

Board Chair Gibson called for approval of the Business Office Financial Report. Roger Bingham, Executive Director of Finance/Facilities, directed his comments to the June Financial Report included in the board packet. Under the other revenue section, there were two lines added addressing adjusted for distance education and for year-end closing. The Region was able to maintain a balance of \$721,000 in carry forward for the fiscal year. Over the past two fiscal years, the Region has been moving toward accrual accounting. Trustee Bennett made a motion to approve the financial report as presented to the Board; Trustee Stidham seconded the motion and the motion carried unanimously.

Chairman's Report - Foundation Committee

Trustee Huff reported that positive things were happening as the Development office continues to solicit for pledges and gifts toward the stretch goal of \$1.7 million for the Workforce Education-Building Our Future Now campaign. Board members were reminded that the feasibility study consultants said that the Region might be able to raise \$600,000 to \$700,000 during a capital campaign.

Diana Pappin, Executive Director of Resource Development, reported on the Statewide Foundation Committee meeting. The Ivy Tech Foundation meeting focused on four key points:

- approval of the Foundation budget for the year (very aggressive budget),
- update on the Lilly Endowment initiative (for the alumni/friends match of \$3.5 million, \$2.8 million has been raised),
- review strategic planning process still in progress (State Trustee Goins and Diana Pappin are members of the strategic planning subcommittee), and
- adjournment of the meeting with annual luncheon honoring the Glenn Sample Award recipient.

State Trustee Goins commented that the goals and standards set are high and the level of statewide involvement is also very high. The numbers given are aggressive but the methods of achievement are also aggressive.

Chairman's Report - Nominating Committee

In the absence of Trustee Slonaker, Chair of the Nominating Committee, Board Chair Gibson read the approved slate of officers for action: Trustee Rebecca Gibson, Chairperson; Trustee Ellen Bennett, Vice Chair; and Trustee Steven Slonaker, Secretary. (Official vote was taken under Action Items on the agenda.)

Administrative Report

Chancellor Steck called on Sabrina Pennington, Dean of Student Affairs, to report on enrollment. Summer 2003 end-of-term enrollment was 887 HC, down 8.2% compared to end-of-term summer 2002; and 336.87 FTE, down 13.6% compared to end-of-term summer 2002. Last year double nursing classes were held to synchronize the nursing calendar with the statewide term; these double classes accounted for an enrollment increase of 60 FTE. Fall 2003 semester enrollment as of August 4, 2003, is 1228 HC (up 21.3% from August 5, 2002, fall term) and 667.6 FTE (up 26.1% from August 5, 2002). Trustee Bennett indicated an interest in receiving an enrollment trends and sensus report.

Chancellor Steck called on Kim Thurlow, Executive Director of Corporate & Continuing Education Services, for an update. An annual CCES report was shared containing service activity summary data on number of clients/companies served, number of students served, number of programs delivered, gross revenue billed, and net revenue for the year-end. A list of CCES activity highlights was also a component of the report. A discussion was held on working with the EDC and EIDD (economic development councils), the aggressive approach to the incubator program and training opportunities available, web-based assessments, and the possibility of federal monies available for training initiatives. Board Chair Gibson shared that the Mayor of Rushville asked her to convey his appreciation for all the efforts put forth in bringing training services to the Rushville community.

Chancellor Steck called on Kara Monroe, Director of Regional Technology, for a report on regional training activities. Copies of the internal information technology training guide were distributed to the board members. The Region is preparing for transition from Microsoft Office 2000 to Microsoft Office XP and from Microsoft Windows 98 to Microsoft Windows 2000 for XP. To assist in a smooth transition, training sessions will be offered for employees. An invitation was extended to regional board members to participate in any or all of these (not for credit) training sessions at no cost. A registration form is in the center of the training guide. To register for sessions, board members should fill in and return the form to either Kara Monroe or Stella Davis.

Chancellor Steck reported on a common signage initiative for the shared campus and distributed a packet of different sign designs. The increased visibility of the building/campus from I-70 and within the Richmond community has the potential to greatly impact economic development. The recognition that three institutions of higher education and Reid Hospital share a complex/educational campus in

Richmond will assist people in seeing Richmond in a new light. Chancellor Steck is working with David Fulton, IUE Chancellor, and Barry MacDowell, Reid Hospital CEO, in moving forward with this initiative. The order of the institutions on the sign is alphabetical, and the wording Richmond, Indiana, will probably be added. If Vincennes University comes to Richmond, it would impact the signage. Trustee Stidham commented that this signage concept is a real opportunity for the community. He also stated that the symbols and wording might be hard to read and that an attention or peg line of the message trying to be sent should be included, such as “this is a higher education and health campus.” All the institutions will share in the cost of the sign and any utilities it needs.

Action Items

Roger Bingham reviewed the executive summary for Resolution No. 2003-5 requesting approval of the 2003-2004 Operating Budget of \$6,893,559 (consisting of base operating budget of \$6,113,559 plus the other revenue budget of \$780,000). Pie charts illustrating components of the operating revenue budget and the operating expenditure budget were reviewed. Summary of the 2003-2004 operating budget by category was also shared. A brief discussion was held on the hiring of additional employees and salary adjustments. State Board Chair Lueken commented on the State Board of Trustees efforts in recognizing the faculty of Ivy Tech and the steps taken to address the statewide commitment to bring faculty salaries up to the state average. Trustee Stidham made a motion to approve the regional 2003-2004 operating budget as presented; Trustee Miles seconded the motion and motion carried unanimously.

Board Chair Gibson called for action on the slate of officers presented during the Nominating Committee report: Trustee Rebecca Gibson, Chairperson; Trustee Ellen Bennett, Vice Chair; and Trustee Steven Slonaker, Secretary. Trustee Stidham made a motion to approve the 2003-2004 Region 9 Board officers as stated; Trustee Huff seconded the motion and the motion carried unanimously.

Discussion Items

Diana Pappin, Executive Director of Resource Development, presented an executive summary on the Trustees Fund. Trustees Ted Montgomery and Carol Hinshaw formed the Trustees Fund with the goal of creating an endowment that would generate a small pool of funds that would be available to the Trustees of Region 9 to designate for special projects, within the realm of Foundation expenditures. Through donations from Trustees Montgomery, Hinshaw and Huff plus the charitable remained trust established by Mrs. Mary Johnson, the accumulated funds available to spend this year are \$2,220. The executive summary outlined three alternatives for designation of the funds. After a brief discussion, it was decided to use the available funds of \$2,220 to purchase a specific piece of equipment and identify that equipment as purchased by the Trustees Fund. Board members commended Trustees Montgomery and Hinshaw for their initiative in creating this fund. A resolution requesting official approval to spend \$2,220 of the Trustees Fund will be an action item before the Board at a future meeting.

Information Items

Chancellor Steck commented on the 2002-03 Strategic Plan year-end status report (document mailed with the board packet prior to meeting) and specifically noted the HPOs (high priority objectives). The Region sets realistic but yet “stretch” objectives aimed at continual improvement that sometimes leads to not all objectives being completed. Chancellor Steck addressed each of the six high priority objectives (highlighted in the document). Steve Tincher walked the trustees through the quality measure index identified as a HPO. Trustee Huff complimented the Region on setting objectives and measuring them; and stated that this documentation gives the Board and the community something with which they can identify.

Chancellor Steck continued with comments on the 2003-04 Strategic Plan (document mailed with the board packet prior to meeting). Input from the special strategic planning session of the Board on the mission, values, vision, and goals helped to refine and develop strategic goals. From the list of strategic goals approved at the last regional board meeting, objectives have been built and six regional high priority objectives have been identified. The entire document is located on the Trustees webpage.

Roger Bingham presented a building project update. The major issue has been ground and rain water on the site; curtain drain has been added. Some potential future issues were discussed along with a list of tasks/work that has been completed. Progress meetings are held every-other Thursday at 9:00 a.m. with the next one scheduled for August 21. Board members can attend these meetings if interested; contact Roger Bingham to confirm date/location in advance.

Roger Bingham continued by reporting that the HVAC system for McDaniel Hall is being installed. This facility will be without air conditioning during the installation process that is estimated to take three weeks; process scheduled to be completed before fall semester begins on August 25.

Future Meetings and Important Dates

The State Board of Trustees meeting will be held on August 14, 2003, in Anderson.

The next Region 9 Board of Trustees meeting is scheduled for 4 p.m. on October 2, 2003.

Adjournment

State Board Chair Lueken thanked the Board for allowing him to join the meeting. He commented that he enjoyed reading through the analysis of last year, what was achieved and what lies ahead as a challenge and opportunity; and the process the region has gone through. He further commented that it speaks well of the commitment of this Regional Board to this Region. The emphasis referred to on the signage to a community system of life-long learning is what Ivy Tech is all about and where the futures of its students lie.

Trustee Miles made a motion to adjourn the meeting; Trustee Huff seconded the motion. There being no further business, Chair Gibson adjourned the meeting at 5:45 p.m.

Rebecca Gibson, Chairperson

P. Steven Slonaker, Secretary

Dated October 2, 2003

Prepared by Stella Davis CPS/CAP, Recording Secretary