

# **MINUTES OF MEETING**

## **Ivy Tech State College Region 9 Board of Trustees**

**August 5, 2004**

The August 5, 2004, Board of Trustees meeting was held in McDaniel Hall, Room 135, at Ivy Tech State College, 2325 Chester Boulevard, Richmond. Chair Gibson called the meeting to order at 4:00 p.m.

### **Trustees Roll Call**

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

Also in attendance: State Trustee William Goins, Chancellor James Steck, Brenda McLane, Kara Monroe, Diana Pappin, Sabrina Pennington, Steve Tincher and Stella Davis.

Guests in attendance: Ed Soots with Lorenz Williams Clinton and Tom Weis with Skillman Corporation

### **Notice of Meeting**

Formal notice of the meeting was verified.

### **Introduction of Guests**

Chair Gibson welcomed and introduced the guests Ed Soots, Lorenz Williams Clinton, and Tom Weis, Skillman Corporation, who were in attendance for the building construction update.

Peter Wickman, who was listed on the agenda for recognition of the Community Service Honorary Degree, could not attend and will be rescheduled.

### **Meeting Minutes**

Chair Gibson called for action on minutes of the June 3, 2004, Board meeting. Trustee Miles made a motion to accept the minutes as mailed; Trustee Slonaker seconded the motion and the motion carried unanimously. Trustee Stidham had a follow-up question regarding the approval of the reciprocity agreement by the Ohio Board of Regents. Chancellor Steck responded that approval did occur and all participating institutions are moving forward with the agreement.

## **Business Office Financial Reports**

Chair Gibson called for approval of the Business Office Financial Reports. Kara Monroe, Executive Director of Finance, Facilities and Information Technology, reviewed the Regional Financial Board Reports for May and June that were included in the trustees' packet. The financial reports show percent of operations fund remaining (for May 15%, for June 11%), other revenue below projection both months, the status of sponsored programs not included in operations fund, Richmond planning and construction not included in operations fund and contingency status, and purchase orders over \$5,000 for operational funds and grant funds. The June financial report was the last report, close out, for fiscal year.

Trustee Slonaker inquired about the accounts receivable and the methods used to advise students of debt responsibilities. Kara Monroe responded that the invoicing process for uncollectible fees involves three notifications, 10-days apart, before turning over to collection agency (not sure if agency reports names to credit bureau). Sabrina Pennington responded that the financial aid office informs students upon registering and upon dropping classes the financial aid impact. A new process of one-on-one contact with student has been implemented to assist with informing students of the financial impact of withdrawing from classes. Students actually sign a promissory note only once—when they apply for the first loan. There are several points in the process when the student is informed—in writing or verbally—of the money they will owe if they drop classes. With the return of Title IV, students with bad debt are prohibited from registering at any institution. Trustee Miles suggested that working with a prosecutor to write letters to students regarding debt might assist with collection of fees.

Trustee Stidham made a motion to approve the financial report as presented to the Board; Trustee Miles seconded the motion and the motion carried unanimously.

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

Diana Pappin, Executive Director of Resource Development, reported that the College received the "match" from the Lilly II campaign; and of that amount, Region 9 received \$81,408.08. The Skillman Corporation made a \$30,000 statewide pledge to the Foundation. Of that gift, Richmond receives \$6,000 (Evansville, \$10,000; Valparaiso, \$3,000; Central Office, \$1,000; Statewide Operations, \$10,000). The regional campaign total is \$1,476,280 and work is continuing on the campaign.

## **Administrative Report**

Chancellor Steck announced that State Trustee Goins is the new chairman of the State Board of Trustees. A news article was distributed regarding the announcement.

Chancellor Steck called on Sabrina Pennington, Dean of Student Affairs, for an enrollment update. Summer semester 2004 enrollment as of August 4 was 969 HC, up 9.2%, and 361.02 FTE, up 7.2%, compared to summer 2003 end-of-term. Fall semester enrollment, unpaid, as of August 4 was 1335 HC, up 8.7%, and 737.97 FTE, up 10.5%, compared to August 4, 2003. Ivy Tech enrollments are up statewide.

Trustee Slonaker inquired as to the reason for increased enrollments and if CCI is having an effect on enrollment. Perhaps some impact has occurred from CCI, but the greater impact is that Ivy Tech has now defined itself as a community college. All Ivy Tech regions, not just the CCI partnership areas, have experienced enrollment growth. State Trustee Goins added that Ivy Tech was the best kept secret. The CCI helped to get the Ivy Tech word out. Ivy Tech campuses individually are doing more; they are sharing best practices and are now highly recognized. Other factors contributing to enrollment growth could be the economy, that tuition differential grows larger and the transfer of credit.

Chancellor Steck called on Kara Monroe, Executive Director of Finance, Facilities and Information Technology, for an update on the campus bookstore agreement with IU East. The joint agreement calls for a one-year written notice to terminate the contract. IU East sent a letter stating its desire to end the joint agreement effective June 30, 2005. We responded back that we will meet that expectation and end the agreement on June 30, 2005. We are working toward providing distance education service for spring 2005 and full service by summer 2005.

Kara Monroe continued by sharing that Region 9 will be offering four courses this semester at the Rush-Shelby Energy building in Rushville (second floor training room and first floor coordinator office and handicapped learner station). This facility will also house the part-time Southeast College Coop Coordinator. The College Coop initiative is a budgeted line-item by the Commission for Higher Education, and ISU will be the fiscal agent for the Coop. The coordinator will be a resource for us and in the facility when our courses are being offered.

Chancellor Steck reminded the Trustees that the Indiana General Assembly approved Phase 2 of the building project during the last session and it has moved on to the State Budget Committee. There is a chance that Phase 2 may be on the State Budget Committee agenda in August (in Evansville) or September (in Muncie). We have been lobbying and working with local legislators to gain support for Phase 2 approval.

### **Action Items**

Chair Gibson called on Kara Monroe, Executive Director of Finance, Facilities and Information Technology, to review the executive summary for Resolution Number 2004-2, Approval of the 2004-05 Region 9 Operating Budget. The regional operating budget is comprised of operating revenue and the college-wide contribution. The break down is student fees, \$2,438,592; CCES/other miscellaneous, \$607,500, and college-wide contribution, \$4,174,632 for a total revenue with contribution of \$7,220,724. Trustee Stidham made the motion to approve Resolution Number 2004-2; Trustee Slonaker seconded the motion and the motion carried unanimously. It was suggested that the previous year's budget information be shown for comparison when reviewing new fiscal year budget for approval.

Kara Monroe continued by reviewing the executive summary for Resolution Number 2004-3, Approval of Uncollectible Accounts Receivable. Total write-off amounts to \$38,463.30: \$26,338.83 for operations fund and \$12,124.47 for bookstore fund. The amount of the current operations fund write-off is approximately 1.4% of the 03-04 student fee revenue. Trustee

Slonaker made a motion to approve Resolution Number 2004-3; Trustee Stidham seconded the motion and the motion carried unanimously.

### **Discussion Items**

There were no items for discussion.

### **Information Items**

Chair Gibson called on Kara Monroe, facilities director, to address the building update. Kara Monroe shared a rendering of the north side cap of the building which shows Ivy Tech State College lettering and emblem facing I-70; on the south side of the building the emblem only will be displayed (to comply with IU East practice of no names on buildings). A discussion on the visibility of the lettering was held. Meetings are taking place regarding other signage (way-finding signs) and the front entrance. Concept drawings for joint signage with Ivy Tech, IU, Purdue, and Reid Hospital are being developed by the IU architect's office; we are still awaiting the initial drawings. This signage would identify the health/education complex and would be visible from I-70.

Tom Weis, project manager for Skillman Corporation, indicated that a revised project schedule was released to the contractors to determine if they can meet the proposed new schedule. Request for Proposal (RFP) forms will come in indicating the impact to the project as a result of the new schedule. The "hard hatted" version of schedule was distributed. Completion date is still projected for November 2005.

Kara Monroe continued by sharing a "steel bracing cost centers" matrix developed by Ed Soots of LW Clinton. Staff members from Ivy Tech, Skillman and LW Clinton have met several times to review the process to go through to name the costs associated with the steel bracing issue. The matrix identifies the category of work, cost to Ivy Tech, cost to LW Clinton and how the cost is determined. The items that were identified as cost to Ivy Tech will be paid at cost at time of bidding, and LWC will pay the difference. Chancellor Steck sent a letter of response indicating an agreement with the cost centers matrix for the currently identified costs but pointed out that there are several corollary issues that are difficult to cost-quantify at this time and for which the College is not presently asking to be compensated, but reserved the right to add these items as they can be documented. It has been decided to hire an independent structural engineer, at College's cost, to review the original design and the corrective measures to assure the College and the public that the corrections are sufficient. Security issues for the new building were discussed.

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

The State Board of Trustees meeting will be held on August 12, 2004, in Valparaiso (Chesterton, Indiana).

The next Region 9 Board of Trustees meeting is scheduled for October 7, 2004.

The Annual Trustees and Directors Conference will be held on October 14-15, 2004, in Indianapolis.

**Adjournment**

Trustee Koons made a motion to adjourn the meeting; Trustee Stidham seconded the motion. Chair Gibson adjourned the meeting at 5:30 p.m.

Kara Monroe distributed copies of the floor plan for Johnson Hall and Board members regrouped at the construction site for a tour.

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**Rebecca Gibson, Chairperson**

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**Ellen Bennett, Vice Chairperson**

**Dated October 7, 2004**

**Prepared by Stella Davis CPS/CAP, Recording Secretary**