

MINUTES OF MEETING

Ivy Tech Community College of Indiana Region 9 Board of Trustees

August 4, 2005

The August 4, 2005, Board of Trustees meeting was held in the Ivy Tech Annex boardroom, 2230 Chester Boulevard, Richmond. Chair Gibson called the meeting to order at 4:00 p.m.

Chancellor Steck shared with the trustees the sad news that a Region 9 employee, Jim Frakes, lost his life in an automobile accident on the way to work that morning. Jim Frakes was a member of the facilities team.

Chancellor Steck and the Regional Board welcomed new trustee Joe Meyer to his first meeting of the Region 9 Board of Trustees.

Trustees Roll Call

Trustees Present: Rebecca Gibson, James Koons, Joe Meyer, Malcolm Miles, Steven Slonaker and David Stidham

Trustees Absent: Ellen Bennett

Also in attendance: State Trustee William Goins, Chancellor James Steck, Gene Ayton, Kara Monroe, Diana Pappin, Sabrina Pennington, Kim Thurlow, Steve Tincher and Stella Davis

Guests in Attendance: Jeanne Ferguson, President's Award recipient; and Tiffany Erk, Student Life Director / Evening Coordinator

Steve Tincher announced that Jeanne Ferguson, full-time assistant professor of anatomy and biology, was the Region 9 recipient of the President's Award for Excellence in Instruction. As the award recipient, Ms. Ferguson was the grand marshal at Region 9's graduation.

Notice of Meeting

Formal notice of the meeting was verified.

Meeting Minutes

Chair Gibson called for action on minutes of the June 2, 2005, 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 Reports. Kara Monroe, executive director of finance, facilities and information technology, referred to the May 31, 2005, report. The operations fund balance is approximately \$1.4 million. Other revenue is still coming in well with 97% of revenue received with 91.7% of the year passed. Student fees account receivable is down considerably from same time last year due to financial aid being processed earlier this year. The contingency status for Johnson Hall still has a zero balance due to the unsettled insurance claim with LW Clinton. McDaniel Hall project fund had a balance of \$2.767 million and the contingency status was \$418,800. Under purchase orders over \$5,000, spring taxes paid were on the leased facility, Center for Health Education, as outlined in the lease agreement.

Kara Monroe continued with the June 29, 2005, financial report. This was the fiscal year end report. The operations fund balance of \$972,627 will roll over to the carry forward and come into the new fiscal year budget as an adjusted budget. Under sponsored programs, the Perkins account error has been corrected.

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

Chairman's Report – Foundation Committee

Diana Pappin, director of resource development, reminded board members that at the last meeting she reported the campaign amount of \$1,497,780 and it was hoped that the campaign would reach \$1.5 million for the ending total in gifts and pledges. At the "Hard Hat Picnic" on June 5, she was able to announce that the campaign had reached the \$1.5 million mark due to a pledge from Trustee David Stidham. A display listing all donors to the "Workforce Education-Building Our Future Now" campaign was shared.

Diana Pappin continued by sharing information on a \$2.5 million matching grant opportunity through Lilly Endowment. \$2,499,000 of the total matching grant will be allocated equally among the 14 regions of the College. The remaining \$1,000 of Lilly matching funds will be used to match a donation or donations for a statewide project or program, as determined by President Lamkin. The maximum amount any region can receive is \$178,500. The rate of match is \$1.25 of matching funds per \$1.00 of qualified contributions or \$142,800 of qualifying contributions to realize the \$178,000 allocation. Only irrevocable contributions of cash or property from private sources qualify for the match; deferred gift and pledges do not qualify. Contributions must actually be received after May 31, 2005 and before January 1, 2007.

Administrative Report

Chancellor Steck called on Sabrina Pennington, dean of student affairs, for an enrollment update. Summer semester enrollment as of August 4 was 1074 headcount, up 11.0%, and 388.67 FTE, up 7.5% from 2004 summer end-of-term. Fall enrollment unpaid to-date was 1468 headcount and 827.17 FTE, which is up 10.0% and 12.1% respectively compared to same date last summer. Paid fall enrollment was 915 headcount, up 30.9%, and 527.23 FTE up 29.9% compared to same date last year. Financial aid is making an extraordinary effort to get accounts paid.

Dean Pennington continued by reporting on the new, new student orientation process. New degree seeking students are not allowed to register for classes until they go through the new student orientation program. It is a four-hour program with several sessions on topics such as financial aid, drop/add courses, LRC/tutor assistance, electronic services, and student success. Students also receive their student I.D., take tours and have lunch/dinner. Faculty members are invited to join the students for the meal. As a thank you for their participation, students are given a flash drive.

Sabrina Pennington introduced Tiffany Erk, student life director and evening coordinator, to share the new student life plan for 2005-2007. Student life is a statewide initiative partial funded through a three-year grant from the Lilly Endowment. Region 9 was awarded \$231,388 for student development initiatives. Over the next two years, the student life plan will focus on student development through leadership, civic engagement and service learning, social and recreational opportunities, cultural awareness, and technology and facilities enhancement. A calendar of activities and events for 2005-2007 was shared. Chancellor Steck shared that strengthening student life is a major step for the region toward our role as a comprehensive community college.

Chancellor Steck called on Steve Tincher, dean of academic affairs, for an update on transfer opportunities with IU East. New transfer agreements in the works are chemistry (transfer to IU East chemistry for non-majors) and finite math courses. This would increase transfers with IU East to 51 course-to-course transfers. A transfer summary sheet is located on the website.

Chancellor Steck called on Kim Thurlow, executive director of CCES, for an annual activity report. Number of clients/companies served has increased to 40, students served increased to 1,531, programs delivered increased to 112, and gross revenue billed increased to \$298,000. Despite large volume loss in routine training activity from Visteon, the net position improved. CCES was selected as the provider of choice for the Gateway Training Partnership, expanded continuing education programs, and expanded services in Rush county. The Management & Supervisory Institute (MSI) program has been made available to other regions for delivery statewide. Workforce certification has become a connecting point for service to credit program areas.

Chancellor Steck announced the appointment of five new state trustees: Bruce Walkup, Jesse Brand, Mark Neff, Ned Pfau and Lee Marchant. (State Trustees roster was distributed.)

Action Items

Chair Gibson called on Kara Monroe to review the executive summary for Resolution Number 2005-4, approval of regional operating budget. The 2005-06 regional operating budget is composed of operating revenue and college-wide contribution as follows: student fees, \$2,697,826; CCES/other revenue, \$612,500; and college-wide contribution, \$4,838,080 resulting in a total revenue with contribution (general operating base budget) of \$8,148,406.

Trustee Slonaker made a motion to approve Resolution Number 2005-4; Trustee Stidham seconded the motion and the motion carried unanimously.

Chair Gibson called on Kara Monroe to review the executive summary for Resolution Number 2005-5, approval of annual write off of uncollectible accounts receivable. Annually the Region itemizes accounts receivable that are outstanding longer than one year and that do not have a reasonable expectation of collection after appropriate collection procedures have been utilized. The requested write off amount of uncollectible accounts receivable represents 1% of the student fee revenue; the College uses 2% of student fees for budgeting uncollectible accounts. Accounts Receivable in the amount of \$41,311.93 (\$24,591.52 operations fund and \$16,720.41 bookstore fund) are declared bad debts for accounting purposes and are requested for write off by the Business Office. (There was a request that in future reports to include the benchmark number for bookstore, like reported for operations fund.)

Trustee Koons made a motion to approve Resolution Number 2005-5; Trustee Slonaker seconded the motion and the motion carried unanimously.

Chair Gibson called on Kara Monroe to review the executive summary for Resolution Number 2005-6, authorization of purchase of equipment and furnishings for Johnson Hall. The Region is requesting Board approval of the purchase of equipment (instructional and technology) and furniture (classroom, office and special areas) not to exceed \$2,000,000 to furnish Johnson Hall. Extensive planning and research has occurred over the last two years that included meetings with interior designers and regional staff. The Region is still working out the budget issues. The steel bracing issue could be settled in the next few weeks. Lead time on purchases is four to five weeks and the Region wanted to be prepared to move forward with purchases if the claim comes through. If the structural bracing issue is unresolved, the Region will proceed with only the purchase of certain instructional equipment and furniture not to exceed available funding.

Kara Monroe stated that a payment of \$200,000 in good faith was received from the insurance company. Dialogue with legal counsel continues with the hopes of settlement in a few weeks.

Trustee Miles made a motion to approve Resolution Number 2005-6 as stated; Trustee Koons seconded the motion and the motion carried unanimously.

Discussion Items

Chair Gibson called on Sabrina Pennington for information on the new logo and marketing campaign. A community college awareness campaign will take place from September through November 2005. Commercials, radio ads, and billboards will be utilized using the theme of "changing lives." An overhaul of websites across the state is taking place. A style guide on the use of the new logo has been developed. Packets of information on marketing slots, radio ad scripts, and examples of the various horizontal/vertical formats of the new logo were provided.

Information Items

Chair Gibson called on Kara Monroe, facilities director, for an update on the construction projects. Kara Monroe shared:

Update on Phase 1, Johnson Hall: Floor tile is nearing completion on the second and third floors, finish work on the wood trim in well underway, glass storefront installation at building

entrances and along the commons is well under way, drywall/final finishing is nearing completion, casework has been installed on first floor, technology rough ins will begin again next week, and preparation for the purchase of equipment and furnishings has begun. The construction manager anticipates substantial completion in eight weeks and has contractors working on an eight-week task list to ensure that this goal is attainable—110 days until occupancy.

Update on Phase 2, McDaniel Hall: Re-roofing of existing structure is complete, block walls are going up in expansion area (brick is being added to the exterior of the block walls), pre-cast mezzanines were installed in two new lab areas and steel delivery is set for August 11. Occupancy of the newly renovated automotive lab is anticipated for Christmas break.

Chair Gibson called on Chancellor Steck for a report on the final status of the 2004-05 Regional Annual Plan and a review of the 2005-06 Regional Annual Plan. Copies of both of the annual plans were distributed to the Trustees. As part of strategic planning process various strategies were identified and then supporting objectives were attached to the strategies. Six of those objectives have been identified as High Priority Objectives (HPOs). A summary document was provided that illustrated the final status of the six HPOs for 2004-05 and the newly established goals/targets for the same HPOs for 2005-06.

Future Meetings and Important Dates

The State Board of Trustees meeting will be held on August 11, 2005, in Kokomo.

The next Region 9 Board of Trustees meeting is scheduled for October 6, 2005, at the Ivy Tech Annex boardroom.

The Annual Trustees and Directors Conference will be held on October 14, 2005, in Indianapolis.

Adjournment

Chancellor Steck presented new trustee Joe Meyer with a framed certificate and letter of appointment. A letter of re-appointment was presented to Trustee Gibson (and one will be presented to Trustee Bennett at the next meeting).

Chair Gibson thanked everyone involved in planning the “Hard Hat Picnic.” It was a wonderful event and the tours were great. Joe Meyer and Ron McDaniel were recognized for attending.

Chair Gibson thanked Sabrina Pennington for her assistance in getting a speaker, Jeff Plasterer, on short notice for a Rotary meeting in Rushville.

State Trustee Goins recognized Rod Brown for his contribution as Region 9’s representative to the Black Expo. Rod worked all three days of the event.

Chair Gibson also shared her conversation with a Region 9 nursing student at the Indiana State Fair. The student was very complimentary of Ivy Tech. Student shared that she had previously attended another school but loved her courses and instructors at Ivy Tech.

Chair Gibson also recognized Chancellor Steck for his 20 years of service to the College on August 16.

Chancellor Steck reminded the trustees of the lunch and visit with Carol D' Amico on Monday, August 15.

Trustee Slonaker made a motion to adjourn the meeting; Trustee Stidham seconded the motion. Chair Gibson adjourned the meeting at 6:05 p.m.

Rebecca A. Gibson, Chairperson

P. Steven Slonaker, Secretary

Approved October 6, 2005

Prepared by Stella Davis CPS/CAP, Recording Secretary