

# **MINUTES OF MEETING**

## **Ivy Tech Community College of Indiana - Richmond Regional Board of Trustees**

**August 2, 2007**

The August 2, 2007, Board of Trustees meeting was held in the Lingle Boardroom, at Ivy Tech Johnson Hall, 2357 Chester Boulevard, Richmond. Chair Rebecca Gibson called the meeting to order at 4:00 p.m.

### **Trustees Roll Call**

The trustees roll was called and the presence of a quorum was announced.

The following Regional Trustees were present: Rebecca Gibson, Joe Meyer, Malcolm Miles, Steven Slonaker, David Stidham and John Webb.

Trustee unable to attend the meeting: Ellen Bennett.

Also in attendance: Chancellor James Steck, Gene Ayton, Stella Davis, Kara Monroe, Diana Pappin, Sabrina Pennington, Kim Thurlow and Steve Tincher. Guests attending were State Trustee Robert McCreary; Jeff Terp, Vice President of External Affairs; Steve Bishop, WED Project Manager; and Mike Gibbs, WED Manager.

Kim Thurlow, executive director of WED, introduced Mike Gibbs and Steve Bishop, new WED department employees, and asked them to share a little about themselves with the Board.

### **Notice of Meeting**

Formal notice of the meeting was verified.

### **Meeting Minutes**

Chair Gibson called for action on minutes of the June 6 and June 7, 2007, Board meetings. Trustee Meyer made a motion to accept the minutes as mailed; Trustee Stidham 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, reviewed the May 30, 2007 financial report and stated the regional operations fund balance as \$1,680,873. A decrease to the adjusted budget was due to final payment on the Connersville loan. Other revenue year-to-date actual was \$543,957; revenue was stated as 119.6% received with 91.7% of year passed.

Student fee accounts receivable was \$209,087. Under sponsored programs account balances, the Perkins account showed a negative balance and typically runs over until transfer from central office. The Johnson Hall project account had a balance of \$676,125 with a contingency status balance of \$0. The McDaniel Hall project account had a balance of \$268,240 with a contingency status balance of \$23,762. Purchase orders over \$5,000 were listed.

The June 30, 2007 financial report showed a regional operations fund balance of \$1,128,049. The negative balance in travel is off-set by S&E funds. A significant amount of travel for Banner meetings has occurred, and the Region should receive a transfer from central office (approximately \$7,000) to cover a portion of that expense. Other revenue year-to-date actual was \$572,499; revenue was stated as 125.8% received with 100% of year passed. Student fee accounts receivable was \$182,512. Sponsored programs information showed the Perkins account with a negative \$35,945; however, a transfer for that amount has occurred at central office but does not yet reflect on the financial reports. The Johnson Hall project balance was \$581,195 with a contingency status balance of \$0; and the McDaniel Hall project balance was \$275,883 with a contingency status balance of \$23,762. The note that adjusted budget does not reflect interest earned on project should not be on the report as the amount shown does include interest earned. Purchase orders over \$5,000 were listed.

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

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

There were no committee reports. Chair Gibson distributed an updated list of Regional Board Committee assignments.

### **Administrative Report**

Chancellor Steck called on Jeff Terp, vice president of external affairs, for a report from the Office of the President. President Snyder toured the State visiting campuses before assuming his position as President. It was a great experience; he realized that Ivy Tech has great, passionate people and was surprised how many people had been with the College 20 plus years. The visits reinforced to him how vital Ivy Tech is to the future of the State. There were two general themes that came out of the President's visits:

- 1) Accelerate the Excellence of the College. It has a great strategic plan; great foundation for the College. On a statewide level there are opportunities to enhance the College. He wants to tell our story in a consistent theme and show everyone what we are doing. Also, there has been restructuring of College administration. The new organizational structure will consist of the Office of the Provost (position has been posted and will serve as chief liaison to the Chancellors), the Department of Workforce and Economic Development and the Office of the President. This new structure will replace what was commonly referred to as the College's central office.

- 2) Students Come First. The President wants to make sure that the programs and things we are doing are driven by the students coming first. The first point is the “save 10” process. A program to save 10 percent of the college’s operating budget through group purchasing and statewide contracts. The goal is to save 10 percent of the approximate \$122 million budget and “plow” those dollars back into hiring full-time faculty; we are about 200 faculty members short statewide. Another area is to find efficiencies in facility design. The College received from the legislature \$163 million in appropriated capital funds. A new facility design committee has been formed to look for efficiencies; Chancellor Steck will serve as Vice Provost for Facilities Planning. The College needs to do a better job of minority recruitment and a minority diversity committee is being formed. An aggressive legislative campaign is starting to address parity in funding.

Chancellor Steck shared that we are regionally working on hosting an African American Male Summit. The Region is pulling people from the community to plan the summit. Since October 1985, our Region has had a dedicated diversity outreach position.

Chancellor Steck called on Sabrina Pennington, dean of student affairs, for an enrollment update. FTE enrollment from summer semester 2004 compared to summer semester 2007 has increased 13.95%; headcount enrollment has increased 15.95% during that same time. Fall semester 2007 total registrations as of August 2, 2007 were 1,729 headcount, up 2.1%, and 966.90 FTE, up 2.8% compared to same date 2006. Connersville fall semester 2007 total registrations as of August 2, 2007, were 309 headcount, up 12.4%, and 115.27 FTE, up 14.5% compared to same date 2006.

Chancellor Steck called on Stella Davis, alumni chapter advisor, to report on the alumni movie event. An Outdoor Dinner and a Movie will be hosted by the Richmond Alumni Association Chapter on Friday, September 7, as part of Welcome Week activities. Food and games will start at 5:00 p.m. and the movie, *Shrek the Third*, will be shown at 7:30 p.m. (dusk). The activities will be held at McDaniel Hall, and it is a free event for all students, alumni, faculty, staff and families/friends.

Chancellor Steck called on Diana Pappin, executive director of resource development, for a report. The Executive Board of the IUE/CWA Local 919 in Connersville presented a \$50,000 check to the Region to be used for renovation and expansion of the life sciences lab at the Connersville Instructional Center. The Fayette County Foundation identified an anonymous donor to match that contribution and made “the ask” for the donation. They also raised \$20,000 for equipment and are actively soliciting funds to create an equipment replacement endowment. Diana Pappin thanked everyone who helped with the gift and Chair Gibson for attending the check presentation.

Chancellor Steck called on Kim Thurlow, executive director of WED, for a Visteon update. The second “providers” meeting was held to review actions taken to date. The closure date is now December, not September. Visteon employees are working overtime and there is less interest in additional training at this time. Resume workshops were presented, but training workshops were dormant over the summer. The Region still does not have aggregate

information on training interests from Visteon employees but continues to solicit information needed to be prepared when the training is needed. TAA benefits don't activate until the employee is displaced; and once they commit to a training plan with their TAA benefits, they get only one shot. More layoffs are anticipated in September and November. WED started two tracks of the MSSC certification program that is funded completely for them through the Department of Labor Grant (\$1.8 million manufacturing grant). Ivy Tech is in the plant on a weekly basis; we are where we need to be at this point.

Chancellor Steck called on Steve Tincher, dean of academic affairs, for an update on the college-wide implementation of Fast Track. Fast Track allows a student to come to Ivy Tech to enroll in courses that will count toward completion of high school diploma requirements and will count toward a college degree. The diploma is awarded by the Department of Education upon the recommendation of Ivy Tech. An implementation committee is in place looking at a fall pilot launch of the program. There are three tracks of the program, determined by Compass assessment: pre-collegiate path, college ready track (no remediation), and academic advancement or basic education courses. Students 16-19 years old linked with a high school would need high school permission to participate. Ivy Tech would bill the high school through ADM (average daily membership) funds for tuition but students would be responsible for the cost of textbooks. Information regarding the implementation of the program will be on the Ivy Tech website soon. Programs will be closely monitored. High school counselors identified students for the program; students who are excelling or that need a different environment.

Chancellor Steck announced that Dr. Kara Monroe will leave the Region on August 15 to assume the position of Executive Director of the Center for Instructional Technology in Indianapolis. Kara moved into the Richmond facilities position in the middle of a crisis situation with the steel bracing issue and has done a stellar job at the Region. Kara is wished the best with this new position in the Office of the President. On an interim basis, Information Technology and the Business Office will report to Steve Tincher and Facilities will report to Sabrina Pennington.

### **Action Items**

Chair Gibson called on Kara Monroe for review of Resolution Number 2007-2, Approval of the 2007-2008 Regional Operating Budget. Kara Monroe, executive director of finance, reviewed the executive summary which stated that the regional operating budget is comprised of operating revenue and the college-wide contribution. Regional operating revenue is made up of student fees, WED revenue, and other miscellaneous revenue. The college-wide contribution makes up the difference between the operating revenue estimate and the operating expenditure budget. The 2007-08 fiscal year budget is: student fees, \$4,002,174; WED/other miscellaneous, \$511,500; and the college-wide contribution, \$5,195,110; a total of \$9,708,784. A table showing the operating budget for the last four years was reviewed. A handout was provided that illustrated how the allocated budget provided by central office will be distributed out to the regional budget line items. The reserve line amount included the regional recurring of \$125,000 as well as additional monies that will be allocated by the Chancellor for regional initiatives; it did not include the one-time carry forward balance which will be transferred to the region in late August/early September (estimated carry forward will increase the budget by

approximately \$1.6 million). The College is utilizing a new model known as IBAM, Incentive Budget Allocation Model, to allocate enrollment change funding. The amount available to the Region from IBAM was not known when the original budget was prepared but has since been announced and will represent an increase to the budget of \$57,337 in recurring funds.

Trustee Stidham made a motion to approve Resolution 2007-2 and approval of the 2007-2008 Regional Operating Budget as presented; Trustee Slonaker seconded the motion and the motion carried unanimously.

Chair Gibson called for action on Resolution Number 2007-3, Approval of Uncollectible Accounts Receivable. Kara Monroe, executive director of finance, lead a discussion on the executive summary which stated that each year the Region itemizes accounts receivable that are outstanding longer than one year as of the end of the most recent fiscal year and that do not have a reasonable expectation of collection. The Region turns over accounts to a collection agency after internal collection attempts prove unsuccessful. Write-offs are primarily attributable to student financial aid disqualification. The total amount of the current operations fund write-off is \$53,189.50 (\$29,346.61, operations funds; \$23,842.89, bookstore fund). This amount is approximately 1.6% of the 2006-07 student fee revenue, and the College utilizes 2% of student fees for budgeting uncollectible accounts. A table showing five-year accounts receivable write-off history of all Regions was shared for comparison.

Trustee Miles made a motion to approve Resolution Number 2007-3 and the write-off of uncollectible accounts receivable as presented; Trustee Meyer seconded the motion and the motion carried unanimously.

### **Discussion Items**

Chair Gibson called on Trustee Slonaker for discussion on the Learning Corporation. The Learning Corporation Board is a non-profit volunteer group co-sponsored by a Lilly Grant that is trying to increase the culture of education. The group held its first community-wide meeting with about 100 attendees. A fall Education Summit, funded by the Wayne County Foundation, is planned for this fall with the idea to get back to valuing education. There are five critical leak points to higher education, and the Learning Corporation is working with the schools and communities to see what is needed at each of the different points.

### **Information Items**

Chair Gibson called on Steve Tincher, dean of academic affairs, for an update on the results of the 2006-07 High Priority Objectives (HPOs). Of the regional HPOs; five are the overarching goals of the College Strategic Plan 2010. Steve Tincher walked the Board members through the HPO metrics. A trend dashboard illustrating the outcomes of the objectives was presented and the Region met four of the objectives. Chancellor Steck presented a brief update on the college-wide five overarching goals outcome and trend charts. The College fell short on three of the five objectives.

Chancellor Steck share a comprehensive enrollment report that outlined the total credit hours delivered by Ivy Tech Richmond (credit hours taken by Ivy Tech Richmond students, credit hours taken by students from other Ivy Tech campuses and credit hours taken by Indiana College Network students) plus the total noncredit hours delivered by Ivy Tech Richmond. Total credit and noncredit hours delivered by Richmond increased to 53,928; a 15.3% change from previous year of 46,788.

Chair Gibson called on Kara Monroe, executive director of facilities, for an update. The parking lot project in Connersville is complete except for the landscaping which should be done by late August/early September. This renovation project was funded through central office R&R funds. Also, campus collaboration continues to complete the three major projects: Reller Drive and main entrance signage projects have been completed and the I-70 signage project will officially kick-off the end of the week and is slated to be completed by November.

Ivy Tech will expand its presence at the Connersville facility as IU East decided not to continue its lease for the first floor, and Ivy Tech has taken over their lease—and will lease some space back to them. The Director's office will move to the first floor along with LRC center, open computer lab and testing lab. A Connersville facility floor map with noted changes was shared.

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

The State Board of Trustees meeting will be held on August 9, 2007, at Fort Wayne.

The next Ivy Tech Regional Board of Trustees meeting is scheduled for October 4, 2007, at Johnson Hall.

Ivy Tech Technology Day will be hosted by the Richmond campus on October 26, 2007.

### **Adjournment**

Chair Gibson extended a welcome to Bob McCreary to the State Board and to Ivy Tech Richmond. She also extended a welcome to Mike Gibbs and Steve Bishop.

Chair Gibson wished Kara Monroe the best with her new position with the Office of the President.

Chair Gibson continued by acknowledging the two receptions recently held at Ivy Tech Richmond for Charlie Nelms and William Goins. They were very nice events. Chancellor Steck remarked that the reception for Charlie Nelms was the first joint reception held with IU East and was really to kick-off a scholarship plan that is part of the IU Foundation. The scholarship is for Ivy Tech students that are interested in transferring to a baccalaureate program at IU after course completion at Ivy Tech. The idea of providing the reception was generated by Ivy Tech.

Chair Gibson recognized the Chancellor and cabinet members for being in Connersville for the presentation of the check by IUE Local 919. This is a devastating time but the graciousness of the gift will leave a legacy in Connersville for the Visteon employees. William Goins played a large part in obtaining the donation.

State Trustee McCreary offered his assistance with anything he can do...we'll learn a lot together. He was glad to meet everybody.

Chair Gibson recognized Chris Cline, Kara Monroe, Marianne Schulze and Stella Davis for assisting her with accommodating Roots with a location for a video conference with a customer in Paris. Roots came to the Richmond campus to hold the video conference and are still talking about Ivy Tech and how accommodating everyone was to their need.

Trustee Webb made a motion to adjourn the meeting; Trustee Slonaker seconded the motion. Chair Gibson adjourned the meeting at 6:00 p.m.

---

Rebecca A. Gibson, Chair

---

Ellen T. Bennett, Vice Chair

Approved October 4, 2007

Prepared by Stella Davis CPS/CAP, Recording Secretary