

**MINUTES OF THE MEETING OF THE STATE
BOARD OF TRUSTEES
IVY TECH COMMUNITY COLLEGE
December 6, 2018**

Chair Paula Hughes-Schuh called the December 6, 2018 regular meeting of the State Board of Trustees to order at 1:00 pm at the Culinary and Conference Center, 2820 N Meridian Street, Indianapolis, Indiana

ROLL CALL

Trustee Paula Hughes-Schuh called the roll and the presence of a quorum was announced.

The following State Trustees were present:

**Ms. Paula Hughes-Schuh, Chairperson
Ms. Marianne Glick, Secretary
Mr. Jesse Brand
Mr. Michael R. Dora
Ms. Kim Emmert O'Dell
Mr. Larry Garatoni
Ms. Gretchen Gutman
Mr. Harold Hunt
Mr. Stewart McMillan
Mr. Steve Schreckengast
Mr. Kerry Stemler
Ms. Stephanie Wade
Mr. Andrew W. Wilson**

The following Trustees were absent:

**Mr. Terry Anker, Vice Chair
Mr. Bradley Clark**

Student Representatives:

**Ms. Wendy Ndichu
Ms. Megan Sellers**

A. EXECUTIVE SESSION MEMORANDA:

Following notice under IC 5-14-1.5-4, IC 5-14-1.5-5 and IC 5-14-1.5-6.1(d)

The State Board of Trustees met in Executive Session on December 5, 2018 at 1:00 pm at 2820 N Meridian Street, Indianapolis

Members present were, Ms. Paula Hughes-Schuh, Chairperson, Mr. Jesse Brand, Mr. Michael R. Dora, Ms. Marianne Glick, Ms. Kim Emmert O'Dell, Ms. Gretchen Gutman, Mr. Larry Garatoni, Mr. Stewart McMillan, Mr. Steve Schreckengast, Mr. Kerry Stemler, Ms. Stephanie Wade and Mr. Andrew W. Wilson

The Trustees considered the following items as permitted under IC 5-14-1.5-6.1(b). For each subject, a reference to the applicable subdivision of IC 5-14-1.5-6.1 (b) and a description of that subject are included.

- (2) (B) Initiation of litigation that is either pending or has been threatened specifically in writing.
- (5) To receive information about and interview prospective employees
- (7) For discussion of records classified as confidential by state or federal statute.
- (9) To discuss job performance evaluations of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

With the approval of these minutes the Trustees present at the meeting certify that no subject matter was discussed in the executive session other than the subject matter specified in the public notice issued for this meeting.

B. NOTICES OF MEETING MAILED AND POSTED:

Trustee Marianne Glick Secretary, confirmed that notices of the December 6, 2018, regular meeting were properly mailed and posted.

C. APPROVAL OF BOARD MINUTES:

Trustee Andrew Wilson moved for approval of the minutes of the October 4, 2018, regular board meeting. Trustee Michael Dora seconded the motion and the motion carried unanimously.

D. COMMITTEE REPORTS:

Item 1 Chairperson Hughes-Schuh called upon Trustee Schreckengast, Chair of the Committee, to give the **Building, Grounds and Capital Committee Report**. Trustee Schreckengast reported four action items for approval.

Trustee Schreckengast moved for approval of

Resolution 2018-47, Approval of Request to Sell Property in Gary

Trustee Garatoni seconded the motion, and the motion carried unanimously.

Trustee Schreckengast moved for approval of

Resolution 2018-48, Approval of Request to Sell Residential Property on Elkhart Campus

Trustee Hunt seconded the motion, and the motion carried unanimously.

Trustee Schreckengast moved for approval of

Resolution 2018-49, Approval of Construction Contract for OIT Office Renovation Build Out, Indianapolis Campus

Trustee Brand seconded the motion, and the motion carried unanimously.

Trustee Schreckengast moved for approval of

Resolution 2018-50, Approval to Grant a Utility Easement to AEP Indiana Michigan Power for Construction at the Downtown North Muncie Campus

Trustee Wade seconded the motion, and the motion carried unanimously.

Item 2

Chairperson Hughes-Schuh called upon Trustee Jesse Brand, Chair of the Committee, for a report from the **Budget and Finance Committee**. Trustee Brand reported receiving updates on Employee Benefit plan, Financial Trends, Performance Funding and Fiscal Year 2019 Budget Update. Trustee Brand noted there are 4 action items for approval.

Trustee Brand moved for approval of

Resolution 2018-51, Approval of Accounts Receivable Write-Offs for the Fiscal Year Ending June 30, 2018

Trustee Garatoni seconded the motion, and the motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2018-52, Approval of a Four-Year Agreement with Oracle America, Inc, to Provide the College with the Database Required for Banner

Trustee Garatoni seconded the motion, and the motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2018-53, Approval of a Three-Year Agreement with Adobe, INC.

Trustee Dora seconded the motion, and the motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2018-54, Approval of Contract for Custodial Services Evansville Campus

Trustee Wilson seconded the motion, and the motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2018-58, Resolution of the State Board of Trustees of Ivy Tech Community College of Indiana to Amend the Ivy Tech Community College of Indiana Defined Contribution Retirement Plan

Trustee Gutman seconded the motion, and the motion carried unanimously.

Foundation President, John Murphy provided a few highlights to the board.

Item 3

Chairperson Hughes-Schuh called upon Trustee Michael Dora, member, for a report from the **Planning and Education Committee**. Trustee Dora reported there are no action items for approval. Trustee Dora called upon Provost, Dr. Kara Monroe for Committee update.

Dr. Monroe provided an update to the Board about the upcoming reaffirmation of accreditation visit which is scheduled for April 15 and 16, 2018. Yesterday, the Board participated in a mock interview with a team of Ivy Tech staff who also serve as members of the Higher Learning Commission's Peer Corp with further updates in February and April prior to the visit.

Dr. Monroe shared that the Board will receive an update on the College's initiative regarding online education – internally named the Online Academic Unit – at the February meeting.

Dr. Cory Clasemann-Ryan presented to the Board on the Student Success Commitments. The Commitments were developed with input from students, faculty and staff and as such, Dr. Clasemann-Ryan was joined by student board member Wendy Ndichu, faculty Rebecca Keen and staff member Jessica Metz to discuss their perspectives on the Commitments. A communication and professional development plan is well under way for the implementation of the Commitments across the College. I'd like to ask for your approval of **Resolution 2018-46, Endorsement of Student Success Commitments.**

Trustee Dora moved for approval of Resolution 2018-46. Trustee Garatoni seconded the motion and the motion carried unanimously.

Next, Dr. Stacy Atkinson joined Dr. Clasemann-Ryan to provide the board an update on the College's transition to a predominantly eight week serving institution. Dr. Atkinson and Dr. Clasemann-Ryan outlined the history of this transition and reviewed the data, both internal and external, that was used to identify this as a strategy for the college to improve student success. Each campus has been asked to develop a plan for transitioning to predominantly eight week courses by the Fall of 2021. Many campuses have already begun that transition – with more than 20,000 enrollments already in eight week courses this fall. While there is no specific percentage target for each campus or for the college regarding how many courses or sections will be offered in eight week format, the overall goal is to become predominantly eight week serving by the end of 2021.

Dr. Deanna King is the Vice Chancellor for Academic Affairs for the Terre Haute campus – one of the three campuses that has already moved to a majority eight week. Dr. King outlined the year-long transition that she and the faculty and staff have undertaken to support students in eight week courses. Chief among those were faculty professional development for transitioning courses to this format and providing guidance to students on this transition and what to expect. Of the approximately 200 students surveyed near the end of their first fall eight week course, about 80% said that the pace of the course was just right.

The decision to transition to eight week classes began with a look at Ivy Tech's own data and extended to review other College's that have also done this work. Dr. Rod Brown, Dean of the School of Arts, Sciences, and Education and incoming Vice Chancellor for Academic Affairs for the Indianapolis campus, participated in the visit to Odessa College. Odessa

College was recognized as an Aspen Institute Rising Star in 2017 and this year is a finalist for the Aspen Prize. Odessa College has implemented a similar program of Student Success Commitments as well as eight week courses and linear pathways as part of their work to improve student success. Due in large part to this work, Odessa College now has a 3-year graduation rate for full-time students of 43% and a 30% rate for part-time students, both of which are the highest within the state of Texas.

Item 4 Chairperson Hughes-Schuh called upon Gretchen Gutman, member of the Committee, for a report from the **Audit Committee**. Trustee Gutman reported there are no action items from the Audit Committee. We discussed the entrance conference related to the financial audit that occurred in August and the exit conference for the financial statement audit and federal compliance entrance conference that took place in October. We discussed the reports to the confidential hotline and an update on pending litigation. We reviewed the audit schedule for 2018-19 and the three-year audit plan, reviewed internal audit reports that were issued since our last meeting.

Item 5 Chairperson Hughes-Schuh called upon Trustee Andrew Wilson, member, for a report from the **Workforce Alignment Committee**. Trustee Wilson reported there were no action items for the board to consider. Trustee Wilson reported the committee provided many updates including Governor's Workforce Cabinet sharing a quote from Governor Eric Holcomb "We are working to build a workforce system that gets more Hoosiers into training and better jobs. The streamlined structure of the new Governor's Workforce Cabinet lets us quickly react to changes in the economy and meet the needs of employees and employers."

Career and Technical Education Action Team *chaired by Paul Perkins, President and CEO, Amatrol, INC.* Key outcomes: Give schools the flexibility to partner directly with employers and training providers on student-first career and technical education. Get more high school students postsecondary certificates before they graduate by funding outcomes, not activity, along CTE pathways.

Career Coaching and Navigation Action Team *chaired by Chris Lowery, Sr VP for Workforce Alignment at Ivy Tech.* Key Outcomes: Adopt the Engage > Explore > Experience Navigation System and develop a menu

of career guidance activities, a system that emphasizes the roles of educators, employers, parents, and students in K-12 through adults.

Support local planning through Local Career Coaching Grants for teams of employers, educators, and other stakeholders to develop and deliver more direct student career advising, both on campus and through community partners.

College and Career Funding Review Action Team, *chaired by Bruce Watson, Director of Facilities, Fort Wayne Metals*. Key Outcomes: Expand the successful Workforce Ready Grant Program for credit-bearing as well as shorter-term credentials. Fight for Pell Funds flexibility to be used for shorter-term, non-credit bearing certificates, redefine “full time student” under Pell to match requirements for on-time completion, and expand Pell eligibility to high school students taking college coursework.

Workforce Programming Review Action Team, *chaired by Brad Rhorer, Senior Manager of Human Resources, Subaru of Indiana*. Key Outcomes: Expand the Employer Training Grants Program and strengthen its credential attainment requirements. Maximize existing federal Adult Basic Education dollars and better leverage Workforce Ready Grants to get more Hoosier adults high-value certificates.

E. TREASURER’S REPORT:

Chairperson Hughes-Schuh called upon Matt Hawkins to provide the Treasurer’s Report.

Matt Hawkins noted for the Period Ending June 30, 2018, the College writes-off accounts receivables that are deemed not collectible by each campus administration and Campus Board of Trustees. Receivables in excess of one year are to be written-off, unless there is a reasonable expectation of collection. The definition of a reasonable expectation of collection is that payments are being made currently.

Operations Fund

June 30, 2017 - \$4,317,806

June 30, 2018 - \$3,911,306

Bookstore

June 30, 2017 - \$1,891,102

June 30, 2018 - \$1,229,553

The decline in receivable write offs is due to enrollment and the College's participation in the tax intercept program.

Retirement changes effective February 1, 2019, College's Non-Elective Contribution will be 10% for newly hired full time benefits eligible employees. And Auto-Enrollment of employee's pre-tax retirement deduction at 2% for newly hired full time benefits eligible employees.

State Board of Accounts issued an unmodified opinion for the 2018 fiscal year financial statements and the Audit of federal funds began Monday, December 3 and will continue thru February 2019.

Trustee Dora moved for approval of the Treasurer's Report. Trustee Emmert O'Dell seconded the motion.

F. STATE OF THE COLLEGE

Chairperson Hughes-Schuh called upon President Ellspermann to give the State of the College. President Ellspermann introduce newly hired K-12 Initiatives Vice President Katie Jenner noting in her first 30 days her two priorities at relationship building and reviewing quantitative data and qualitative themes. She provided updates on the students we serve 68% are part-time, 27 average age, 50% Pell Eligible, 24% have dependents 32% full time and 8% first-time, full time. She updated the Board of Metrics related to Student Success, Recruitment and Enrollment and Completion, Financial and Community. She highlighted stewardship of resources: eliminated 420,232 square feet of one million square foot goal, FY19 Salary Plan reduced recurring costs for FY20 by over \$3.5M, implemented internal performance-based budget model in alignment with the State's performance funding, reducing retirement contribution for new employees, reduced 148 full-time employee headcount since last session, realignment of "back office" service delivery through process improvement and analysis of 21 functional areas statewide and shared space with VU, Gary Career Center, WorkOne, and Goodwill Excel to expand higher education access. President Ellspermann noted we have proven and promising practices: 8-week courses, Achieve your Degree/Chamber agreement, Credential to Work: Department of Correction partnerships, Cyber Academy at Muscatatuck and Gateway to Work (pre-launch). Dual credit has more than 61,000 students earning nearly 400,000 credits with more than 400 high schools and career centers. We are intentional in our offerings- workforce or STGEC credential completions while in high school.

Capital project prioritization an internal capital review committee evaluated projects on criteria based on impact of student success, demonstrate strong workforce needs, reduces or repurposes space and addresses R&R and building needs. Columbus Campus main building replacement (\$28M) and Fort Wayne Campus Harman Renovation and Carrol Hall Demolition (\$17M) and statewide deferred maintenance (28M) are the top 3 requests.

G. OLD BUSINESS

Chairperson Hughes-Schuh called for old business.

H. NEW BUSINESS

Chairperson Hughes-Schuh called for new business.

Trustee Hunt moved for approval of

Resolution 2018-55, Appointment of Campus Board of Trustees

Trustee McMillan seconded the motion, and the motion carried unanimously.

Trustee Dora moved for approval of

Resolution 2018-57, Resolution on Performance and Compensation Metrics

Trustee Schreckengast seconded the motion, and the motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, Chairperson Hughes-Schuh adjourned the meeting.

**STATE TRUSTEES
IVY TECH COMMUNITY COLLEGE**



Paula Hughes-Schuh, Chairperson



Terry Anker, Vice Chair

Dated December 7, 2018

Prepared by Gretchen L. Keller, Recording Secretary