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# MEMORANDUM

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**TO: MADISON CAMPUS BOARD OF TRUSTEES**

**FROM: DR. AMANDA HARSIN**

**DATE: May 19, 2023**

**SUBJECT: May 23, 2023 TRUSTEE PACKET AND MEETING REMINDER**

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Enclosed is the packet for the May 23, 2023 Ivy Tech Community College Campus Board of Trustees meeting **beginning at 8:00 AM**. The meeting will take place at Ivy Tech Community College – **Madison Campus, 590 Ivy Tech Drive, Madison, IN** beginning in **Business Conference Center 2010-2030**. **Coffee and water will be served at 8:00 AM in Business Conference Center 2010-2030.**

If you have any questions, please contact Chancellor Dr. Amanda Harsin at (812) 701-5039; email: [aharsin1@ivytech.edu](mailto:aharsin1@ivytech.edu) or Karen Gorbett, Executive Office Coordinator, at 812-265-2580 ext. 4122, email [kgorbett1@ivytech.edu](mailto:kgorbett1@ivytech.edu).

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## Ivy Tech Community College Mission

We are Ivy Tech, Indiana’s Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.



MADISON CAMPUS BOARD OF TRUSTEES MEETING AGENDA

*May 23, 2023 – 8:00 a.m.*

*BCC 2010, 2020, 2030*

- I. Call Meeting to Order – **Carol Dozier**
- II. Roll Call – **Karen Gorbett**
- III. Report of Notice of Meeting – **Karen Gorbett**
- IV. Introduction of Guests – **Amanda Harsin**
- V. Board Chairman’s Report Action
  - a. Approval of Previous Minutes – **Carol Dozier**
- VI. Chancellor’s Report – **Amanda Harsin**
- VII. Discussion and Informational Items
  - a. Enrollment Report – **Dustin Stewart**
  - b. Correction Education Report – **Amber Finnegan**
- VIII. Future Meetings and Important Dates

**2023 Campus Board of Trustees**

<b>Date</b>	<b>Time</b>	<b>Room</b>
August 29, 2023	8:00 – 9:00 a.m.	BCC 2010-2030
November 28, 2023	8:00 – 9:00 a.m.	BCC 2010-2030

**2023 State Board of Trustees**

June 8, 2023.....Terre Haute Campus  
August 3, 2023.....Fort Wayne Campus

- IX. Adjournment – **Carol Dozier**

**Ivy Tech Community College of Indiana**  
**Madison Campus**  
**Board of Trustees**  
**Minutes for February 28, 2023**

The Madison Campus Board of Trustees of Ivy Tech Community College met on Tuesday, February 28, 2023 at 8:00 AM at the Madison Campus, 590 Ivy Tech Drive, Madison, IN. 47250.

**Campus Board of Trustees Present:**

Carol Dozier, Chairperson  
Joe Bulach, Vice Chair  
Neil Clayton, Trustee  
Chad Lewis, Secretary  
Tom Steveley, Trustee  
Britt Copeland, Trustee

**Campus Board of Trustees Absent:**

David Hertz, Trustee

**Ivy Tech Staff Members Present:**

Dr. Amanda Harsin, Interim Chancellor  
Dustin Stewart, Vice Chancellor for Enrollment Services and Student Success  
Cary Strouse, Vice Chancellor of Human Resources and Strategic Operations  
Randy Lakeman, Director of Development  
Andrea McDole, Director of K-14 Initiatives  
Chad Renfro, Director of Facilities  
Kevin Turner, Executive Director of Ivy+ Career Link  
Karen Gorbett, Executive Office Coordinator  
Amber Finnegan, State Director of Correctional Education  
Megan Chitwood, Director of Marketing and Public Relations  
Bridget Leach, Executive Director of Finance

**Ivy Tech Staff Members Absent:**

**Call Meeting to Order**

Chairperson Dozier called the trustee meeting to order at 8:04 AM.

**Roll Call**

Roll Call was held and quorum was present.

## **Report on Notice of Public Meeting**

Karen Gorbett, Executive Office Coordinator, reported the Notice of Public Meeting was duly posted at Ivy Tech Madison and was also posted outside of the meeting room.

## **Approval of Meeting Minutes**

Chairperson Dozier called for a motion to approve the minutes from the December 13, 2022 Madison Campus Board Meeting, Trustee Clayton moved to approve the motion, Trustee Bulach seconded the motion and the motion carried unanimously.

## **Chancellor's Report**

Chancellor Dr. Harsin presented the Strategic Plan and offered a high-level overview, touching on the streamlining of goals from eight to four, the shift in mission and synergy with donors.

The enrollment goal for 2022-2023 has been met, Harsin shared. Vice Chancellor Stewart communicated that the goal was set at 2,467 and is currently at 2,480.

Chancellor Dr. Harsin briefed attendees on current events, touching on the Early Childhood Education Convening that was held February 21, 2023 on Campus. The priorities for the community that came as a result of the session are infant care, more programming, and Early Childhood Coalition, Harsin shared.

Chancellor Dr. Harsin shared photos and spoke about the 15 Correctional Education quality review site visits that were held across the state.

Chancellor Dr. Harsin provided an update for La Casa Amiga, sharing a photo of students in attendance for the course which provides information on how the college system in the United States works. Vice Chancellor Stewart commended Chancellor Harsin for her passion towards and hands on approach for this project.

Chancellor Dr. Harsin communicated that the Paramedic Science construction is complete, and the Campus would be hosting a Ribbon Cutting on March 2, 2023. A tree dedication in honor of Hugh Garner would also occur at this time, Harsin shared, and extended the invitation to all in attendance.

Chancellor Dr. Harsin opened the floor for Mr. Turner to share feedback to the board. Mr. Turner expressed his gratitude for the opportunity to serve on the board and shared valuable insight.

Chancellor Dr. Harsin thanked Trustee Clayton for speaking at the Madison Correctional Facility graduation held on January 11, 2023.

Chancellor Dr. Harsin shared that Ivy Tech’s graduation would be held on May 13<sup>th</sup>, 2023 at Belterra.

Chancellor Dr. Harsin turned the floor over to Mr. Lakeman.

Mr. Lakeman informed the board of the Day of Giving on April 11<sup>th</sup> 2023.

Chancellor Dr. Harsin concluded her report and turned the floor over to Vice Chancellor Stewart.

**Enrollment Report:**

Dustin Stewart, Vice Chancellor of Enrollment and Student Success, presented the Enrollment Reports as follows:

**Spring 2022 vs. Spring 2023 Enrollment:** headcount for Spring 2022 was 902, current headcount for Spring 2023 is 900.

**Fall 2022 to Spring 2023 Retention:** at 75.17% with a goal of 72%.

Vice Chancellor Stewart gave a brief Marketing update, discussing the Ivy Tech website updates, paid advertisements, the digital marketing campaign, and upcoming campus photography.

Vice Chancellor Stewart shared Student Life happenings and concluded his report.

Chairperson Dozier turned the floor over to Amber Finnegan for a Correctional Education update.

Mrs. Finnegan began by sharing enrollment numbers are at 2,039 and reviewed vocational enrollment and completions. Finnegan shared that 9 sites that were previously without computers are now up and running.

**Future Dates:**

Chairperson Dozier mentioned the next Campus Board of Trustees meeting is May 23<sup>rd</sup>, 2023.

**Upcoming Important Dates**

<u>Meeting</u>	<u>Date</u>	<u>Time</u>	<u>Room/ Location</u>
Campus Board of Trustees Meeting	May 23, 2023	8:00 – 9:00 a.m.	BCC 2010-2030

**Adjournment**

There being no further business to come before the Campus Board of Trustees, Chairperson Dozier called for a motion to adjourn, Vice Chair Bulach made a motion to adjourn, Trustee Clayton seconded the motion, and the motion carried unanimously.

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Carol Dozier, Chairperson

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Joe Bulach, Vice Chairperson

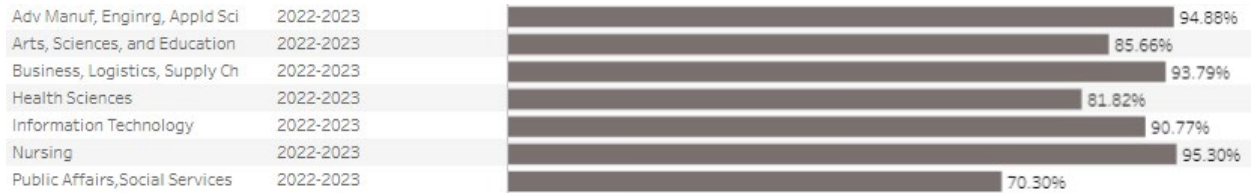
Submitted by:  
Karen Gorbett  
Executive Office Coordinator

Report to the Campus Board  
Academic Affairs  
May 23, 2023

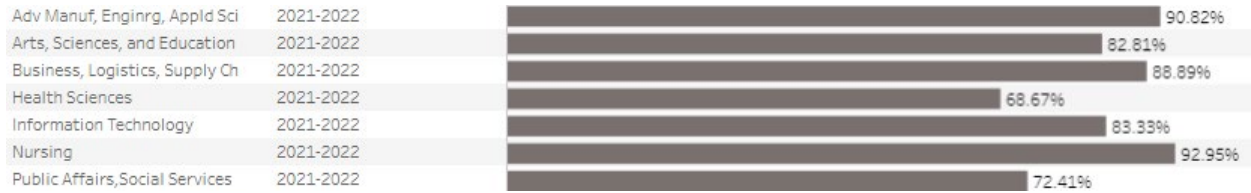
**Course Completion Rate by School**

The 2022-23 academic year (AY) saw an improvement in course completion rates across six of our seven schools. This is the result of our efforts to improve retention rates across the college. The academic side focused on reducing the final grades of D, F, FW, and W. Faculty actions included contacting students who missed classes, sending weekly updates of assignments due and assignments missing, and holding individual conferences with students throughout the term to discuss plans for success. The improvement in successful course completion by school in Madison is represented in the in the two graphs below:

**AY 2022-23**

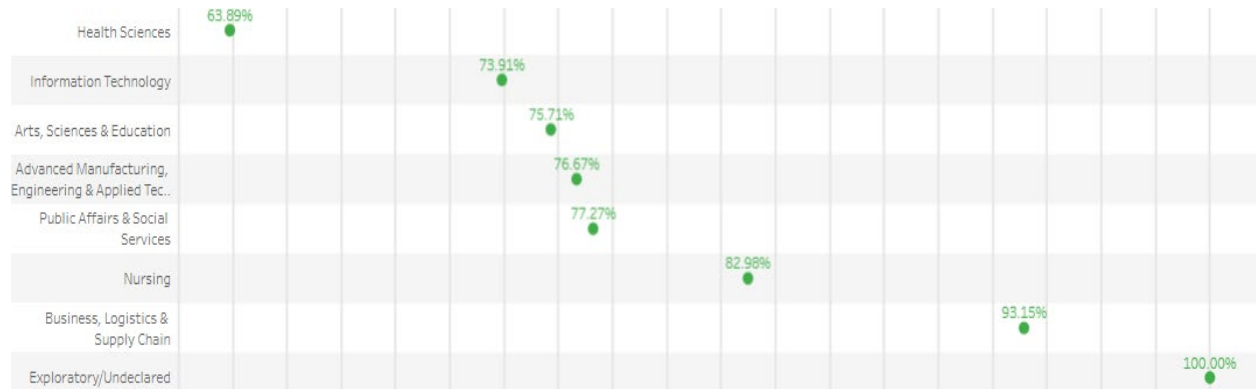


**AY 2021-22**



**Spring 1 to Spring 2 Retention Rate by School**

Below are the rates of retention from the first 8-week term to the second 8-week term in Spring 2023. Overall, Madison improved from 78.57% in spring 2022 to 80.29% in spring 2023.





# Enrollment Services and Student Success

## Madison Campus

**2022-2023 Enrollment Data**

*Term Specific Report*

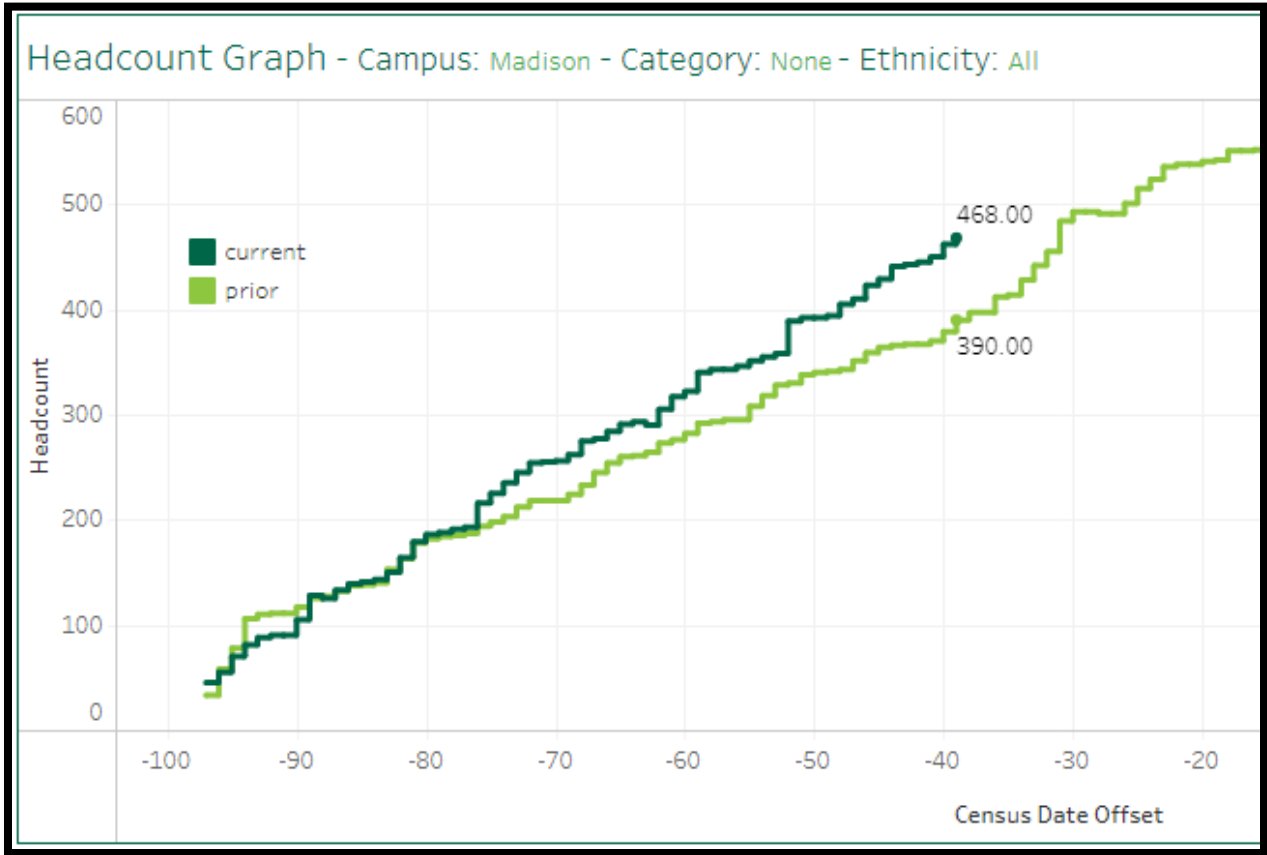
Spring 2023

Student Population	Term (vs last year)	
	Spring 2022	Spring 2023
	Total Headcount	Total Headcount
Continuing	392	392
Guest	14	27
High School Student	233	260
New First Time - Adult	137	210
New First Time - Traditional	15	19
Readmit	93	105
Transfer	18	14
<b>Grand Total</b>	<b>902</b>	<b>1,027</b>

Summer 2023

Student Population	Summer 2022	Summer 2023
	Total Headcount	Total Headcount
Continuing	217	245
Guest	44	35
High School Student	157	138
New First Time - Adult	62	11
New First Time - Traditional	32	18
Readmit	53	16
Transfer	5	5
<b>Grand Total</b>	<b>570</b>	<b>468</b>

Trend Data for Summer



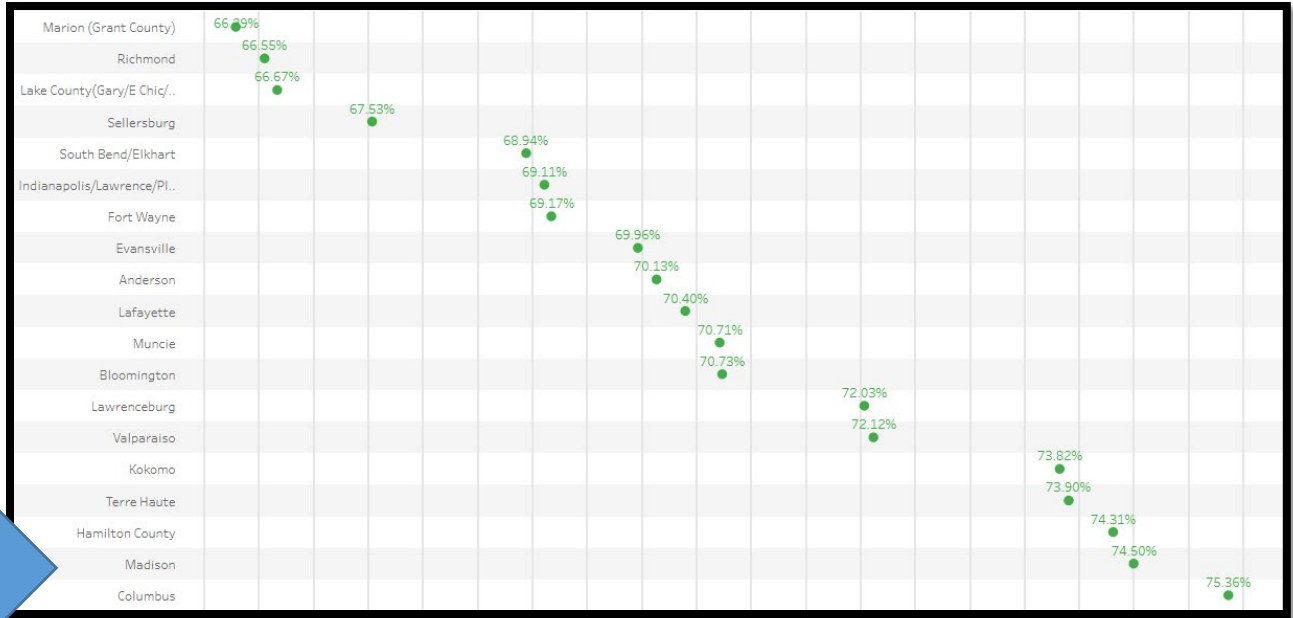
Annualized Total Enrollment Data for 2022-2023

Current 2022-23 Total Enrollment	2022-23 Enrollment Target	Enrollment Target Difference
2,691	2,467	<b>+224</b>

**Fall 2022 to Spring 2023 Retention**

**GOAL: 72%**

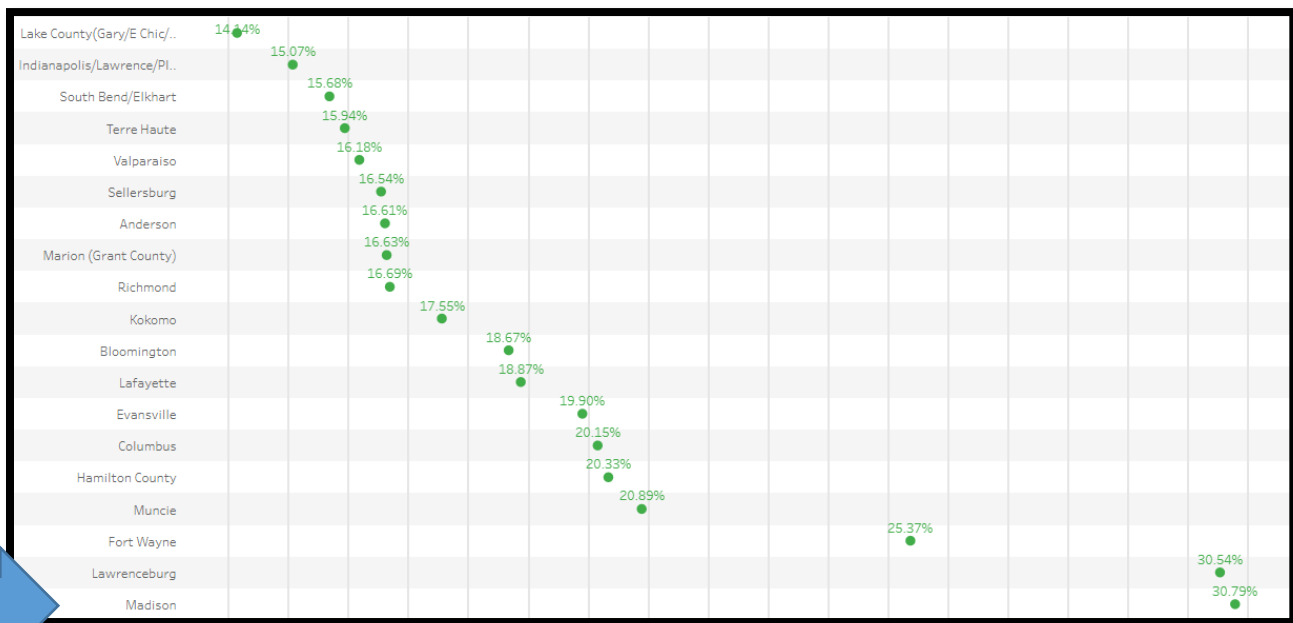
**ACTUAL: 74.5% (2<sup>nd</sup> in State)**



**Fall 2022 to Fall 2023 Retention**

**GOAL: 51%**

**CURRENT: 30.79% (1<sup>st</sup> in State)**



## **Positive Impacts on the Student Experience this Spring:**

### **Engaging with Dual Enrollment Students**

- Embracing 4DX, the K-14 team hosted events this spring targeting online, on-campus, and dual credit students
- Student participation in these events were highlighted on social media and throughout campus

### **Community Resource highlighted and shared with student body**

- Sent in a weekly email and often with a 'resource theme' - including resources in many communities
- Kiosk created as part of SGA Legacy project for on campus students to easily search for resources

### **Implemented student mentorship program headed up by HR and Facilities teams**

- Goal to engage students who need an extra 'connection' to campus

### **Coffee and Conversation Series**

- Born out of our Philosophical Counseling Services program
- Opportunity for students to learn, share, ask questions in group setting

### **Nursing Student Summer Scholarship**

- Allows students to take a non-NRSG course during summer at no cost; also covers Nursing program fee
- 49 enrolled for summer 2023; 51% (25 students) had no aid available otherwise

### **In 22-23, Madison was one of only a few campuses to request additional FWS funding to use for student placement**

- Process used by FA Director to asses federal work study (FWS) funding, match up with eligible students, and work with departments on campus to hire a FWS student.



## Correctional Education for IDOC

**May 2023**

Correctional Education continues to move forward in process improvement, team building, communication, and data outcomes. The last three months have consisted of providing guidance for team building and professional development, traveling to sites for Mid-Year Site Reviews, developing on-board training plans, planning for the transition from HiSET high school equivalency testing to GED, presenting Correctional Education information to over 400 IDOC Case Managers, preparing next school year budgets, and developing SWOT analysis and Needs Assessments for sites.

One highlight from March comes from the Putnamville Correctional Facility Education Team for hosting a large event featuring The Last Mile (TLM) program. The Last Mile is a Technology Accelerator program provided at Putnamville, Indiana Women's Prison, Plainfield Correctional, and Rockville Correctional. Information on this program can be found at:

<https://thelastmile.org/about/>

In 2018, IWP was the first prison outside of California to provide TLM to incarcerated individuals. In September 2021, the first Video Production Program (AVP) in the county was launched at Putnamville. This event was the launch of a new Offender Podcast in partnership with Sirius XM which will be conducted out of Putnamville. The founders and supporters of this program want to show the tremendous opportunity this program provides to participants upon release, and would like to expand the program around the country. A number of people were in attendance and provided support including:

- IDOC Commissioner Christina Reagle and DC Chris Blessinger along with numerous IDOC personnel
- TLM Founders – Chris Redlitz and Beverly Parenti
- Steven Simon (Indianapolis Pacer Owner)
- 50 Cent (yes – THAT 50 Cent)
- A former NFL New York Jets player

This group went to the TLM and AVP classrooms to talk with students and conducted interviews throughout the day. The Putnamville CE Education team organized the event, and the Culinary Class provided a sit-down lunch to the guests with student servers among the 3 different classrooms that were made into dining areas. It was a great event.

**IT/Computer Update:**

Movement toward having a computer with internet access for correctional education staff continues to be a struggle, but progress has been made over the past week. Currently six teachers are in need of computers and 3 sites are left for internet connections. After a year and a half of not having a Business Tech lab at New Castle Correctional Facility, the lab is now up and running as of this week! After all teachers have computers and the 3 remaining sites have internet connections with refreshed computers, CE will move onto the next IT priority which will include all business tech labs fully operational.

**IDOC Case Manager Booth and Presentation:**

In April, members of the Correctional Education team and Indianapolis Ivy Tech Team were invited to the annual IDOC Case Manager Conference attended by over 400 case managers, wardens and deputy wardens. The first day consisted of having an information booth at the vendor fair where this team was able to talk with participants and provide information/answer questions on Correctional Education programs at each prison, Ivy Tech crosswalks with those programs, and Ivy Tech benefits to IDOC employees to further their education. The second day the State Director Amber Finnegan; the 2 Regional Coordinators Mike Thombleson and John Rajanayakam; 2 Site Managers Shawn Hughes and Laura James; and Madison Chancellor Amanda Harsin provided a presentation on the current programs and services offered at the facilities. This event raised awareness to case managers to increase our enrollments, provided an avenue to network, and created new relationships with IDOC staff. CE is hopeful to have the opportunity to participate in this conference each year.

**Adult Basic Education:**

Enrollments continue to improve in Adult Education. The education teams at each site have been collaborating with site unit team leaders, case managers, wardens and deputy wardens to increase referrals to education. Ivy Tech has increased marketing and incentives to “brand” Ivy Tech into the education departments. Sites have continued to hold open houses with flyers and information documents to promote educational services.

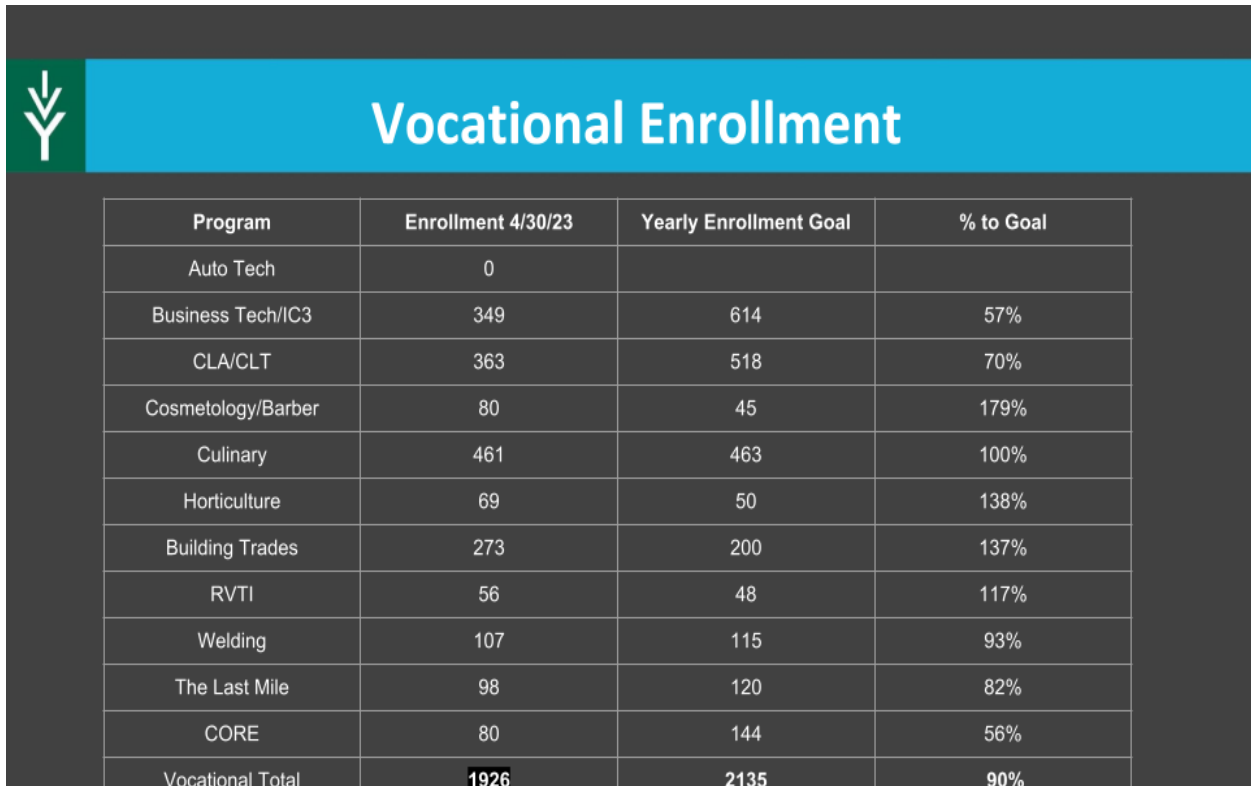
Enrollment 5/17/23	Yearly Enrollment Goal	% of Yearly Goal	2022 School Year End Enrollment	Improvement
2576	3015	85%	2445	5%
Completions	Yearly Completion Goal	% of Completion Goals	2022 School Year End completions	Improvement
521	723	72%	453	15%

Branchville, Putnamville, and Madison met all ABE metrics in Quarter 3. Edinburgh was one completion shy of meeting its completion goal but otherwise met all other metrics.

At this time, CE has increased enrollments 5% from last year end of school year and has increased completions 15% from last school year.

**Vocational Programs:**

These two slides display vocational program enrollments and completions by each vocation. As of April 30, 2023, 1926 incarcerated individuals have been enrolled in vocational programs this school year - 90% of the goal. Ivy Tech CE has 1028 vocation completions - 66% of our goal.



Program	Enrollment 4/30/23	Yearly Enrollment Goal	% to Goal
Auto Tech	0		
Business Tech/IC3	349	614	57%
CLA/CLT	363	518	70%
Cosmetology/Barber	80	45	179%
Culinary	461	463	100%
Horticulture	69	50	138%
Building Trades	273	200	137%
RVTI	56	48	117%
Welding	107	115	93%
The Last Mile	98	120	82%
CORE	80	144	56%
<b>Vocational Total</b>	<b>1926</b>	<b>2135</b>	<b>90%</b>



## Vocational Completions

Program	Completions 4/30/23	Yearly Completion Goal	% to Goal
Business Tech/IC3	257	461	56%
CLA/CLT	173	343	50%
Cosmetology/Barber	10	34	30%
Culinary	187	332	56%
Horticulture	25	38	67%
Building Trades	171	171	100%
RVTI	47	36	131%
Welding	58	80	73%
The Last Mile	37	89	41%
CORE	62	113	55%
<b>Vocational Total</b>	<b>1028</b>	<b>1566</b>	<b>66%</b>



## Out Custody

Enrollments / Completions 7.1.22 - 5.17.23

Site / Campus	Program	Enrollment	Completions
Edinburgh / Columbus	Welding - AWS certification	33	32 (1 removed from class)
	CPT - MSSC certification	8	8
Chain O'Lakes / Ft. Wayne	Welding - AWS certification	30	20 (new class of 10 just started)
Madison Correctional / Madison	Welding - AWS certification	29	18 (new class of 10 just started)
	CLA/CLT - MSSC certification	40	26 (1 removed from class) (3 re-test CLT) (new class of 10 just started)
	CNC Machining - NIMS Mill and Lathe certifications	30	29 (1 removed from class)
Wabash Valley Correctional / Terre Haute	Welding - AWS certification	10	8
	CNC Machining - NIMS Mill and Lathe certifications	26	23 (2 removed/transferred / 1 r'cud 1 cert)
South Bend Re-Entry Facility / South Bend	Welding - AWS certification	39	37 (2 removed from class)
Indiana State Prison / Valpo	Basic Electricity & Motor Controls	12	12
<b>TOTALS</b>	<b>Pass Rate for completed classes = 93.8%</b>	<b>257</b>	<b>213</b>

**Out Custody: (7/1/22 - 5/17/23)**



Quarter 4:

This last quarter, each IDOC site will be working hard to hit metric expectations. Sites will also be developing SWOT and Needs Assessments, completing the annual report and developing goals for next school year. The State Correctional Education Team and the Madison IDOC Ops team will also be completing these reports along with reviewing current staffing levels and programing needs by site.

Sites are scheduled to present their year-end report to the Madison IDOC cabinet the last week of July either at the Madison Campus or the Plainfield Office.

# Human Resources

May 2023

We have recently hired three critical positions on our campus. Dr. Jason James will be our next Vice Chancellor of Academic Affairs. He begins with us on July 10; Kate Sutter will be our next Director of Development. She begins with us on May 31; Carol Brown will be our next Executive Director of Ivy+ CareerLink. She begins with us on June 12. We will be interviewing late this month to fill the Dean of Arts, Science and Education position.

We are wrapping up our annual evaluation period. All supervisors have done a wonderful job in the execution of this process this year.

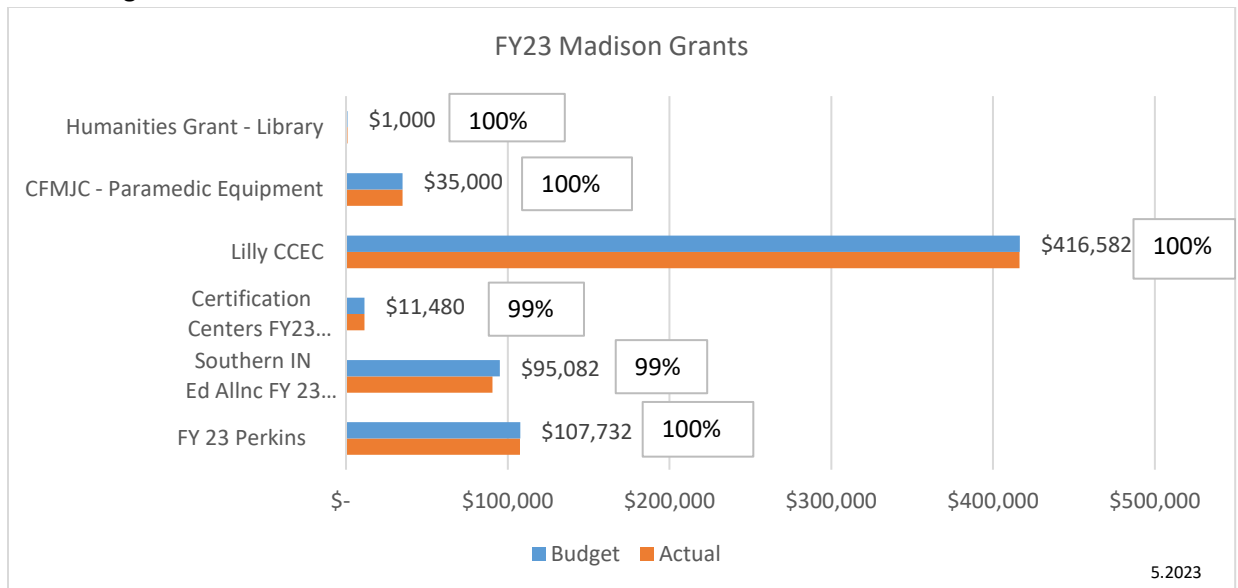
Randy Lakeman retires on June 30<sup>th</sup> as our Director of Development. We are planning a party in his honor and plan to invite past retirees to the event in addition to the Board. The party is tentatively scheduled for June 22<sup>nd</sup>.

**Fiscal Year 2023 Finance Highlights:**

- FTE increases/positive base budget adjustments all three terms!

Term	FTE Goal (Previous EOT)	Total FTE (Current EOT)	Budget Adjustment
Summer 2022	108	157	+\$109,163
Fall 2022	400	402	+\$ 10,464
Spring 2023	367	398	+\$95,254

- 2<sup>nd</sup> year of FREE Ivy+ Textbooks for all students
- \$375,000+ in revenue from Skills Training for Madison campus
- Granted one-time equipment or departmental requests
  - Including: Medical Assisting simulators/mannequins, Apple computers for IT program, Life Science lab equipment, etc.
- Madison Business Office is the Statewide iCAP billing hub serving over 1000+ students and over 25 high schools across the state. Special thank you to Business Office Director, Maridith Buchanan Lee, and Business Office Assistant, Kim Briner, for all their work this year on iCAP student accounts and billings.
- Almost 100% grant dollars utilized in FY23



**Fiscal Year 2024**

- Workday Finance Go-Live: July 5, 2023