MINUTES OF THE MEETING OF THE STATE
BOARD OF TRUSTEES
IVY TECH COMMUNITY COLLEGE
June 8, 2017

Chair Michael Dora called the June 8, 2017 regular meeting of the State Board of Trustees to order at 1:00 pm at the South Bend Campus, 220 Dean Johnson Blvd, South Bend, Indiana

ROLL CALL

Trustee Darrel Zeck called the roll and the presence of a quorum was announced.

The following State Trustees were present:

Mr. Michael R. Dora, Chairperson
Mr. Terry Anker
Mr. Jesse Brand
Mr. Larry Garatoni
Mr. Steve Schreckengast
Ms. Kaye H. Whitehead
Mr. Darrel Zeck

The following State Trustees were unable to attend:
Ms. Paula Hughes, Vice Chair
Ms. Lillian Sue Livers, Secretary
Mr. Lee J. Marchant
Mr. Stewart McMillan
Ms. Kimra Schleicher

Student Representatives:
Ms. Trisha Norfleet
Ms. Terri Sanders

A. EXECUTIVE SESSION MEMORANDA:

Following notice under IC5-14-1.5-4, IC 5-14-1.5-5 and IC5-14-1.5-6.1(d)

The State Board of Trustees met in Executive Session on June 7, 2017 at 1:00 pm at 220 Dean Johnson Blvd, South Bend, Indiana

Members present were:,Mr. Michael Dora, Mr. Jesse Brand, Mr. Larry Garatoni, Mr. Stewart McMillan, Mr. Steve Schreckengast, and Mr. Darrell Zeck

Members absent were: Ms. Paula Hughes, Ms. Lillian Sue Livers, Mr. Lee J. Marchant, Ms. Kimra Schleicher, and Ms. Kaye H. Whitehead

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 Darrel Zeck serving as secretary confirmed that notices of the June 8, 2017, regular meeting were properly mailed and posted.

C. APPROVAL OF BOARD MINUTES:

Trustee Larry Garatoni moved for approval of the minutes of the April 6, 2017, regular board meeting. Trustee Jesse Brand seconded the motion and the motion carried unanimously.

D. COMMITTEE REPORTS:

Item 1   Chair Michael Dora reported that the Executive Committee met, and were provided updates on ongoing legal matters, employee issues and updates on President's job performance

Item 2   Chair Michael Dora called upon Trustee Schreckengast, Chair of the Committee, to give the **Building, Grounds and Capital Committee Report.** Trustee Schreckengast reported four action item for approval.

Trustee Schreckengast moved for approval of

Resolution 2017-14, Authorize the College to Submit a Request to Proceed with the Renovation Projects of up to $2,952,000, Region 7/Terre Haute Indiana

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

Trustee Schreckengast moved for approval of

Resolution 2017-15, Authorize the College to Submit a Request to Proceed with the Renovation & Construction Project of up to $43,169,360 Region 5/Kokomo Indiana

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

Trustee Schreckengast moved for approval of

Resolution 2017-16, Authorize the College to Submit a Request to Proceed with the Construction & Renovation Project of Up to $43,027,234, Region 6/Muncie Indiana

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

Trustee Schreckengast moved for approval of

Resolution 2017-17, Approval of Contract with American StructurePoint, Inc, for Architecture & Engineering Services for 2017-2019 Capital Project at Kokomo Main Campus, Region 5/Kokomo Indiana

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

Trustee Schreckengast moved for approval of

Resolution 2017-18, Approval of Contract with Ratio Architects, Inc. for Architecture & Engineering Services for 2017-2019 Capital Project at Muncie Main Campus Locations, Region 6/Muncie Indiana

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

The committee received an update on the proposed timeline for bringing on Construction Manager as Constructor (CMc) and the financial strategy for funding capital projects approved in 2017-2019 biennium. We also received an introduction to Jon Barefoot, New Executive Director of Statewide Safety & Security.

Item 3   Chair Dora called upon Trustee Jesse Brand, Chair of the Committee, for a report from the **Budget and Finance Committee**. Trustee Brand reported there were five action items to be considered by the Finance committee. We did receive an update on employee benefits, consumable fees along with foundation and grants.

Trustee Brand moved for approval of

Resolution 2017-19, Approval of a Three-Year Agreement Volume EES License Agreement with Microsoft Reseller SHI (formerly Software House International)

Trustee Anker seconded the motion, and the motion carried unanimously

Trustee Brand moved for approval of

Resolution 2017-20, Approval of a Three-Year Agreement with Dell Marketing, L.P. to Provide the College with Computing and Peripheral Equipment

Trustee Whitehead seconded the motion, and the motion carried unanimously

Trustee Brand moved for approval of

Resolution 2017-21, Approval of a One-Year Agreement with Oracle America, Inc. to Provide the College with the Database Required for Banner

Trustee Whitehead seconded the motion, and the motion carried unanimously

Trustee Brand moved for approval of

Resolution 2017-22, Approval of the Student Fees Rates for Fiscal Years 2018-2019

Trustee Whitehead seconded the motion, and the motion carried unanimously

Trustee Brand moved for approval of

Resolution 2017-23, Approval of the College 2017-2018 Fiscal Year Operating Budget

Trustee Zeck seconded the motion, and the motion carried unanimously

Item 4   Chair Dora called upon Trustee Kaye Whitehead, Chair, for a report from the **Planning and Education Committee.** Trustee reported there is four action items for approval.

Trustee Whitehead moved for approval of

Resolution 2017-24, Approval to Enter into a Statement of Work for Student Coaching Programs, Office of the President/Statewide

Trustee Garatoni seconded the motion, and the motion passed unanimously

Trustee Whitehead moved for approval of

Resolution 2017-25, Approval of Degree Programs

Trustee Garatoni seconded the motion, and the motion passed unanimously

Trustee Whitehead moved for approval of

Resolution 2017-30, Approval of Degree Program

Trustee Garatoni seconded the motion, and the motion passed unanimously

Trustee Whitehead moved for approval of

Resolution 2017-31, Approval of Degree Program

Trustee Garatoni seconded the motion, and the motion passed unanimously

Steve Tincher specifically addressed the proposal to establish a new Associate of Science in Psychology. The degree would provide an educational pathway in psychology beginning at the community college. Job placement is recognized at the minimum of a bachelor degree with a graduate degree needed for many of the psychology related professional positons. The proposed AS in Psychology is a Single Articulation Pathway (TSAP) degree. TSAPs were initiated by legislation and are coordinated by the Indiana Commission for Higher Education. A workforce alignment analysis was also reviewed.

Sue Smith presented a proposal to establish a separate Associate of Applied Science degree in Diesel Technology. Currently the certificates in the diesel area link to the Associate of Applied Science in Automotive Technology. A workforce alignment analysis for the proposed Associate of Applied Science in Diesel Technology was also reviewed.

Aaron Baute also presented a proposal to establish a separate Associate of Applied Science degree in Fire Science. Currently the Fire Fighter certificate links to the Associate of Applied Science in Automotive

Technology. A workforce alignment analysis for the proposed Associate of Applied Science in Fire Science was also reviewed.

Aaron also presented a proposal to establish a separate Associate of Applied Science degree in Environmental Health and Safety. Currently the Environment Certificate links to the Associate of Applied Science in Public Safety. A workforce alignment analysis for the proposed Associate of Applied Science in Fire Science was also reviewed.

Sue also presented a proposal to establish an Associate of Applied Science in Professional Flight. Currently Ivy Tech offers a Certificate in Aviation Operations and a Technical Certificate in Aviation Flight. The Associate of Applied Science in Professional Flight degree is built from these two degrees and provides the additional programming to produce trained, qualified pilots to address the emerging needs in the aviation industry. This degree is workforce aligned and in response to industry demand.

The Aviation Technology Flight Technical Certificate at Ivy Tech is a general Aviation Technology Technical Certificate focused on flight and piloting a single engine aircraft in the field of Aviation Technology. There are currently three Aviation Technology Programs being offered at the Ivy Tech Columbus Campus; 1.) Aviation Technology Flight Certificate, 2.) Aviation Technology Technical Certificate, and 3) Aviation Technology Management Associate of Applied Science degree.

Dr. Cory Clasemann-Ryan presented an update on InsideTrack coaching. The retention rate for 21st Century Scholar students continues to exceed the historical average, with coaching for the 16-17 year having also been expanded to all first-time, non-Scholar African American students statewide. A new pilot will be conducted during the upcoming year coaching online students through InsideTrack's Strong Start program.

Dr. Kara Monroe provided an update on the IvyLearn roll out. IvyLearn is the College's new Learning Management System. The transition from the College's previous learning management system to IvyLearn was completed in just five months. This included over 1000 hours of training and the migration of twenty-six terabytes of content – mostly by individual instructors and instructional designers. The College's faculty and staff are to be commended for the incredibly hard work done to complete this monumental undertaking.

Anne Valentine and Kara Monroe provided an update on the College's Structured Scheduling initiative. The Structured Scheduling project began

with identifying student goals and needs through a survey that touched more than 4800 students. Faculty and staff built on this data and their own experience using the Simplex methodology to identify the problem to be solved and develop potential solutions. From that process, four work paths emerged to address the need for structured scheduling for students.

First, is the development of structured schedules in several key programs at a small number of campuses. Initial program selections were guided in each region by the workforce needs of the region and focus on those program areas where the region has high need and available capacity to serve students (i.e. Quadrant 1 programs). Four regions: Central Indiana, Northwest, Bloomington, and East Central will develop structured schedules in three or more pilot programs each. The focus for these initial pilots is on building a toolkit for other regions and other programs to use as they build out structured schedules in future programs. The first round of programs will launch Spring 2018.

The other three work paths identified through the Simplex model likely dovetail with the development of the pilot programs, but may also have standalone implications for the College's broader development of structured schedules. Those additional work paths are development of metrics and dashboards to aid campuses as they schedule classes; to continue to investigate alternatives to the traditional sixteen week class delivery and to address sequencing issues from the start of each pilot.

Kelsey Batton: We received an update on summer enrollment numbers. As of Sunday, overall revenue generating enrollment for the College is 9 percent lower than last summer, as around 3,000 less students are taking classes this summer term than last summer term. We saw a decrease in guest students due to IU Bloomington not accepting a course that we've seen hundreds of students take at Ivy Tech in the past.

Our statewide digital campaign will continue to run through the summer and drive numbers for fall. Early indicators show success with ad clicks, applications and program engagement on the website.

Item 5   Chair Dora called upon Trustee Brand, Committee Member, for a report from the **Audit Committee.** Trustee Brand reported there are no action items from the Audit Committee. We discussed the exit conference related to the federal compliance audit that took place in February. As part of the discussion of the federal compliance audit, it was noted that this was the

6th consecutive year where there were no federal findings. We discussed the reports to the confidential hotline and an update on pending litigation. Reviewed and approved the estimated Internal Audit Department budget for fiscal year 2017-18. Reviewed and approved the Audit Committee Charter, the Internal Audit Department Charter, the Internal Audit Mission Statement, the Trustees Code of Conduct Policy, Trustees Conflict of Interest Policy, and the procedures for confidential, anonymous submissions by employees. Reviewed the audit schedule for 2016-17, 2017-18 and the three-year audit plan, the Enterprise Wide Risk Assessment performed by Clifton Larson Allen. Reviewed internal audit reports that had been issued since our last meeting.

Item 6   Chair Dora called upon Trustee Zeck, Chair of the Committee, for a report from the **Workforce Alignment Committee**. Trustee Zeck reported there were no action items for the board to consider. Trustee Zeck reported the committee heard updates on:

Four Quadrants Update
- Plans being developed in each region
  - Increase enrollment in Quadrant 1 programs
  - Evaluate resource and facilities allocation
  - Increase employer engagement
  - Align K-12 outreach & dual enrollment
  - Targeted marketing of Quadrant 1 programs

Advanced Manufacturing - Apprenticeships
- Proven best strategy for training highly skilled professionals
- High completion and retention rates; Certification and degree credential outcomes
- Plan to Increase Registered Apprenticeships
- Meet strategically with employers in all sectors to develop and register programs
- Need to dispel myths about apprenticeships & youth apprenticeships
- Remove barriers of union stigma and registration difficulty
- Current Industry Participation

Information Technology
- Infosys
  - Ivy Tech planning to partner with IT multinational Infosys to create an intern and graduate pipeline to supply a large number of their 2000 new IT jobs by 2021 commitment
  - Cybersecurity and IT Support will be the primary focus but likely all Ivy Tech IT programs could be incorporated into the Infosys partnership due to the

technology services & consulting business model of Infosys

Noblesville Innovation Center

For the K-12 to Ivy Tech pipeline there will be aggressive IT recruitment and enrollment statewide in 2018; test pilot in Noblesville in Hamilton County in Fall 2017

Noblesville Campus already aligned with Hamilton County High Schools to provide high demand and high wage IT industry certifications......in High School!

Plan supported and funded from vast array of partners including Ball State, Hamilton County School Superintendents, DWD, IT companies like Cisco and Oracle, private industry, non-profits, etc.

Supply Chain and Logistics

CDL+

Challenge

CDL is one of the highest demand jobs in the state

Training is cost prohibitive for students

Career entry is restrictive for those under the age of 21 or those without experience

Opportunity

Create a solution that is better funded and addresses the minimum age and experience requirements

Plan

Create CDL+ training program in conjunction with DWD and Conexus for academic credit

Track students to demonstrate value of training to Insurance Standards Organization to ease insurance restrictions for 18-21 year olds and those will little to no experience

Outcome/Metric

CDL completions against state demand

Safety record of cohorts

Health Care

Achieve Your Degree

2nd statewide agreement signed with Cardon & Associates

AYD receives endorsement from Indiana Assisted Living Association

272 licensed facilities; 30+ additional facilities pending

Need for Practical Nursing, leading to training for other roles

Current Discussions with St. Vincent Health
General Studies to Medical Assisting Direct Admission
Summer program in Central Indiana for up to 20 students
Hybrid Online/Classroom Model for CNA Training
Fort Wayne & Wabash Pilot
Nursing Program FAQs for High School Students
Pre-Nursing Studies Certificate
Bridge from CNA to Nursing programs
Practicing CNAs have 5/17 credits toward certificate
Dual credit and CTE pathway
Workforce credential

CHE Meeting update on the presentation made, we are in the right direction without completion rates but have a ways to go

E. TREASURER'S REPORT:

Chair Dora called upon Senior Vice President Chris Ruhl for the Treasurer's Report

Fiscal Year 2017 through May 31 (9 months)

Income

$13.7 million below budget due to decline in enrollment

State appropriation ion budget

Investment and other income modestly above budget

Total Revenue – 1% vs prior year and $10.2 Million below budget

Expenses

Salaries and benefits are 1% higher than prior year; slightly below budget

Total expenses are 0.8% higher than prior year. Expenses were budgeted to increase 3% as compared to 2016. Thus, expenses are below budget by approximately $25 million; driven primarily by S&E, utilities and leases

Year end

Projecting operating surplus of $10 million/2.2%

Operating surplus enables long-term liabilities to remain fully funded. E.g. compensated absences, pensions and retiree health

Plan to retire energy conservation savings note of $1.5 million

Four (4) regions likely to miss budget. Seven (7) breakeven. Three (3) regions, OIT and the Office of the President will generate modest operating surpluses

Looking forward

Strongest financial position in College history

Unrestricted net assets have tripled over the past decade

Long term debt has declined $75 million over the last five years

Long term liabilities are 100% funded

Well positioned as we proceed with new strategic plan and organizational structure

Trustee Zeck moved for approval of the Treasurer's Report.

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

F. STATE OF THE COLLEGE

Chair Dora called upon President Ellspermann for State of the College. President Ellspermann mentioned May-Our Month of Celebration graduating an estimated 20,000 graduates. Providing an Enrollment Overview, Express Enrollment Events on June 24, Regions on-site at K-12 and Community Events, Digital Campaign targeting specific audiences such as guests, dual credit seniors, non-returns. We are finding challenges in enrollment, supporting student from start to finish and filling high-demand, high wage jobs with this are many opportunities to focus on enrollment services and student support, Employers need employees in middle skill jobs, promoting certificates and degrees, data driven decisions for quadrant analysis and aligning campus and communities.
The Student Government Association (SGA) selects a topic of issue that is relevant to student in all regions, research's the topic throughout the year and offers recommendations to College Administration. **Current Legacy Project is Wrap – Around Services;** A comprehensive range of services to support student success by removing external barriers. This includes the College providing, locating, partnering, coordinating, and assisting students to access services that are aligned with uplifting them, allowing a more clear focus on academic success. **SGA provided recommendations**: Establish a college-wide, wrap-around services committee and include the student voice, Define a minimum baseline of wrap-around services to be made available to all students regardless of the region they attend classes, Develop a wrap-around service implementation plan with a timeline to guide future action and inform the college community on next steps and progress, Explore national best practices regarding wrap-around services, Develop a college-wide communication plan to inform students about the services that are available. Develop and implement strategies to reduce the negative stigma student's associate when asking for help and/or utilizing wrap-around services.
Project Early Success Round Two Updates: Round 2 (Initial launch in Fall 2016), adjusted metrics from fall based on feedback from regions, measured both participation by region in project and impact on students, Wabash Valley top region for Spring 2017, and next round Fall 2017 due to large guest student population in summer.
Through a new Strategic Plan, we hope to: Communicate our mission, vision and values with clarity to stakeholders, align daily operations with strategy, and prioritize key objectives and initiatives to narrow the focus around student success and workforce alignment and measure progress toward the College's goals
Several teams have been established to facilitate the process: Process planning team to ensure the activities are moving according to the timeline and that the appropriate people are engaged, strategic planning team which is charged with developing the plan, President's Advisory Council of key constituents (students, faculty and staff) to provide input from stakeholder groups throughout the process and trained facilitators to help gather information from stakeholders. Next Steps: **Strategic planning team** consisting of the Executive Council and currently developing vision, mission, values and goal for consideration,**President's Advisory Council,** Meets again in September and December to review the work being done,**Vetting process,** begins with Discipline Dialogue Day on August 10 with the "wet cement" version and continues through September
Plan finalized in December of 2017

G. OLD BUSINESS

Chair Dora called for old business, and there was none.

H. NEW BUSINESS

Chair Dora called for new business.

Trustee Zeck moved for approval of:

Resolution 2017-26, Approval of Student Representative Liaisons to the Ivy Tech State Trustees

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

Trustee Brand moved for approval of:

Resolution 2017-27, Reappointment of Regional Trustees ~ Columbus

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

Trustee Whitehead moved for approval of:

Resolution 2017-28, Reappointment of Regional Trustees ~ Southeast

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

Trustee Zeck moved for approval of:

Resolution 2017-29, Appointment of Regional Trustee ~ Wabash Valley

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

Chairman Dora appointed nominating Committee for the election of officers for 2017-2018 Fiscal Year those members are Steve Schreckengast, Kaye Whitehead and Larry Garatoni.

ADJOURNMENT

With no further business to come before the Board, Chairman Dora adjourn the meeting.