

**MINUTES OF THE MEETING OF THE STATE
BOARD OF TRUSTEES**

IVY TECH COMMUNITY COLLEGE

December 8, 2016

Chair Michael Dora called the December 8, 2016 regular meeting of the State Board of Trustees to order at 2:00 pm at 2820 N Meridian Street, Indianapolis, Indiana 46208

ROLL CALL

Secretary Sue Livers called the roll and the presence of a quorum was announced.

The following State Trustees were present:

Mr. Michael R. Dora, Chairperson
Ms. Paula Hughes, Vice Chair
Ms. Lillian Sue Livers, Secretary
Mr. Terry Anker
Mr. Jesse Brand
Mr. Larry Garatoni
Mr. Lee J. Marchant
Mr. Stewart McMillan
Mr. Steve Schreckengast
Ms. Kaye H. Whitehead
Mr. Darrel Zeck

The following State Trustees were unable to attend:

Ms. Kimra Schleicher

Student Representatives:

Ms. Trisha Norfleet
Ms. Terri Sanders
Mr. Daniel Blough

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 December 7, 2016 at 1:00 p.m. at the 2820 N Meridian Street, Indianapolis, Indiana 46208

Members present were: Ms. Paula Hughes, Mr. Michael Dora, Mr. Jesse Brand, Ms. Lillian Sue Livers, Mr. Larry Garatoni, Mr. Lee J. Marchant, Mr. Stewart McMillan, Mr. Steve Schreckengast, Ms. Kaye H. Whitehead and Mr. Darrell Zeck

Members absent were: Ms. Kimra Schleicher

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 Sue Livers serving as secretary confirmed that notices of the December 8, 2016, regular meeting were properly mailed and posted.

C. APPROVAL OF BOARD MINUTES:

Trustee Larry Garatoni moved for approval of the minutes of the October 6, 2016 regular board meeting. Trustee Steve Schreckengast seconded the motion and the motion carried unanimously.

D. COMMITTEE REPORTS:

Item 1 Chair Michael Dora reported that the Executive Committee met, and were given updates on litigation by Chris Ruhl, Discussed merit pay redesign for Chancellors and reviewed President Ellspermann' s job performance over her first 6 months.

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 one action item for approval.

Trustee Schreckengast moved for approval of

Resolution 2016-45, Approval to Purchase 7.11 Acres of Land adjacent to the Lafayette Campus from the Ivy Tech Foundation, Region 4/Lafayette

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

The committee received an update on a future capital campaign in South Bend to renovate the library on campus. And received an update on previously shared Fort Wayne Parkview Partnership.

Item 3

Chair Dora called upon Trustee Jesse Brand, Member of the Committee, for a report from the **Budget and Finance Committee**. Trustee Brand reported there were 5 action items to be consider by the Finance committee.

Trustee Brand moved for approval of

Resolution 2016-46, Approval of Accounts Receivable Write-Offs for the Fiscal Year Ending June 30, 2016

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

Trustee Brand moved for approval of

Resolution 2016-47, Approval of Volume Purchase Agreement with CDWG

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

Trustee Brand moved for approval of

Resolution 2016-48, Approval of Software Subscription Agreement with ESM Solutions

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

Trustee Brand moved for approval of

Resolution 2016-49, Approval of a Five-Year Agreement with Instructure to Provide the College with Learning Management System

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

Trustee Brand moved for approval of

Resolution 2016-50, Approval to Authorize Match Contributon for U.S. Department of Commerce Grant, Region 7/Wabash Valley

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

Item 4

Chair Dora called upon Trustee Whitehead, Chair of the Committee, for a report from the **Planning and Education Committee**. Trustee Whitehead reported there is no action items for approval.

Trustee Whitehead report the committee received update on the **Learning Management System**

- In late 2015 the College determined that it was appropriate to issue a formal Request for Proposal (RFP) for Learning Management System (LMS) services. The primary reasons for this review were communicated to faculty and staff during regional visits as well as various curriculum and leadership meetings throughout the early part of 2016.
- In conjunction with the campus visits, the College provided faculty and students with the opportunity to see demonstrations of three of the major LMS providers (Blackboard, Canvas, and Desire2Learn) and provide feedback on features of these systems. The College also conducted a survey of students and faculty with approximately 7500 and 1500 responses to those respectively.
- The College used the information gathered during these data collection efforts to draft a RFP that was released early in the fall semester. The RFP was formally distributed to 26 potential vendors. Four vendors – Blackboard, Canvas, Desire2Learn, and Schoology – submitted formal proposals. Those proposals were reviewed by functional and technical teams and it was determined that all four vendors would be invited to provide live demonstrations of their LMS for faculty, staff, and students.
- On November 14 and 15 a group of faculty, staff, and students were invited to participate in those demonstrations and evaluate the four tools.
- Following the two-day demo presentations, participants were asked to rate the four vendors on a scale of 1-4 with 1 being their top choice. Those surveyed were encouraged to reflect on the information they collected through a rubric used during the demos. The collective response provided a preference for the selected vendor.
- On November 21, College staff invited the faculty, staff and students to a GoToMeeting session. The recommended system was presented along with data from the evaluation process. Participants indicated agreement that the recommended system was the best choice for the College to move forward with as its learning management system provider.
- As a result of this review, the recommendation to commence migrating the College from the Blackboard LMS to the Instructure Canvas LMS was presented to the Board of Trustees on December 8. In a parallel process, the College's HR team was also reviewing LMS products to replace the

Training Portal. Instructure, the parent company of Canvas, also owns Bridge – the product that was selected by the Human Resources team. The College was able to negotiate these two contracts together – resulting in significant additional savings.

- The Canvas LMS includes a number of features and functionality that faculty noted as particularly valuable for improving both the quality and efficiency of teaching and learning activities with this online system. A few of those features include a SpeedGrader app that many institutions who have migrated to Canvas indicate cuts grading time by as much as 50% and allows faculty to provide text, audio, and video feedback on assignments. In addition, there is an enhanced ease of navigation which allows students to easily progress through course materials and track their progress. The organization of the system also allows faculty members the ease and flexibility to change information in one place and have that change flow throughout the course. Also, the system is cloud-based which will eliminate the need for lengthy outages that have to be taken for upgrades.
- The college's contract with Blackboard ends on June 30, 2017. There will be substantial cost savings with the Instructure Canvas contract. The resolution for this recommendation will be presented in the Finance Committee Report. Upon the State Trustees approval of the recommendation, the College's migration from Blackboard to Canvas will be completed during the Spring 2017 semester. This migration will involve both data migration – which will need to be done both at a system level and by individual users in many instances – as well as user training.

Spring Enrollment

We heard from Jeff Fanter regarding spring enrollment. As of Monday revenue generating enrollment is even compared to a comparable time in the enrollment cycle last year. Six regions are currently even or ahead of enrollment numbers compared to last year.

Numbers are showing a positive trend, and the next three weeks will be critical to the College reaching its enrollment goals. We heard how spring enrollment is driven mostly by continuing students and we are seeing positive movement with this group. New first time students are tracking well up 16.5%. And readmit students which are students who have been out for two or more years and are coming back to Ivy Tech are up by nearly 35 percent.

It appears much of the hard work in retaining students and marketing to, recruiting and reaching out to new students is working well for this spring term. And the work will continue over the next month.

Project Early Success

Ivy Tech used machine learning to predict which students may struggle in specific courses just 2-weeks into the term. And then reached out to those students at the start of the semester.

Next Steps

Sharing best practices across regions at a workshop with regional Project Early Success leads on November 30. Improving metrics for Spring 2017

Evaluating tools used for student interventions

Surveyed staff and faculty that participated in project

Online form was easy to follow and understand (88% Agree/Strongly Agree)

Callers had the 'right' student information to facilitate the call (79% Agree/Strongly Agree)

Easy to gauge and record how the student felt about being contacted (77% Agree/Strongly Agree)

Easy to gauge and record how the student felt about their Ivy Tech experiences (68% Agree/Strongly Agree)

Callers felt the listed concerns were sufficient to capture student responses (69% Agree/Strongly Agree)

- Item 5** Chair Dora called upon Trustee McMillan, Chair of the Committee, for a report from the **Audit Committee**. Trustee McMillan reported no action items. There are no action items from the Audit Committee.

We were provided a few updates. Federal Compliance audit results no findings, Ethics point and Audit Schedule. Clifton auditors selected for risk management audit.

- 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 Workforce Alignment 100-day plan, strategy, organizational update, workforce alignment metrics (draft). We also welcomed and introduced to new Vice President, Operations and Marketing Janet Rummel

E. TREASURER'S REPORT:

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

Income

Tuition and fee revenue below budget and prior year due to decline in Fall enrollment

Tuition and fee revenue for Spring semester received in November declining at a slower pace versus prior year than Fall; but December is a critical month

State appropriation on budget

Total revenue -2% vs. prior year and \$6 million below budget

Expenses

Total expenses \$12 million below budget driven primarily by S&E and leases

Salaries and benefits are 1.8% higher than prior year and slightly below budget

S & P Annual Credit Review

Affirmed AA rating and stable outlook

Credit strengths:

- Historically strong financial performance

- Private fundraising

- Solid state support, including debt service

- Statewide system

Credit weaknesses:

- Enrollment declines

- Cohort default rate

- Above average debt service burden

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

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

F. STATE OF THE COLLEGE

Delivered prior to beginning of the meeting

G. OLD BUSINESS

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

H. NEW BUSINESS

Chair Dora called for new business.

Trustee Brand moved for approval of:

Resolution 2016-51, Appointment Regional Trustees-Southern Indiana

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

ADJOURNMENT

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

**STATE TRUSTEES
IVY TECH COMMUNITY COLLEGE**


Michael Dora, Chairperson


Lillian Sue Lives, Secretary

Dated December 9, 2016

Prepared by Gretchen L. Keller, Recording Secretary