

**IUPUC Board of Advisors
November 11, 2015
Columbus Learning Center - Student Commons**

Minutes

- Attending: Dave Barker, Jim Bickel, Lauren Burch, Anna Carmon, Naomi Cohenour, Emily Dill, Dave Elwood, Melinda Engelking Delap, Emily Dill, Gary Felsten, Jacquie Franz, Cindy Frey, Joe Fuehne, Tom Harmon, Denise Jennings, Rick Johnson, Greg Knudson, Tom Lawrence, Carla Laymon, Sandra Miles, Karen Niverson, Mary Ann Nunn, Gil Palmer, John Quick, Larry Richards, Matt Rothrock, Beth Sharer, Matt Souza, Gregg Summerville, Anibal Torres Bernal, George Towers, Brenda Vogel, Tom Vujovich, Frank Wadsworth, Vickie Welsh-Huston, Robert Williams, Makala Willman
- Not Attending: Tom Bigley, Carol Branson, Cathy Brown, Kristen Brown, Chad Buehler, John Burnett, Harold Force, Steven Gochenour, Jack Hess, Jason Hester, Mark Levett, Srikanth Padmanabhan, Greg Pence, Jim Plump, Joan Poulsen, Jill Shedd, Beth Van Gordon, Kathy Wills, Debbie Winikates
- Guests: Lisa Siefker Bailey, Luke Jacobus, Jessica Caldwell, Tanea Herbert, Samuel Phillips, Karen Smiar

Welcome, Approval of Minutes

Dave Barker, Chair

Dave Barker, Chair, welcomed everyone to the Board of Advisor's meeting at 12:01 p.m. He stated there will be four items to go over today: campus update, development update, by-laws update, and student presentations. He then introduced Interim Vice Chancellor Larry Richards to talk about our past esteemed leader who has recently retired – Bob Williams.

Dr. Richards presented Bob Williams, outgoing chair of the board of advisors, a plaque thanking him for his leadership from 2013-2015.

Campus Update

Larry Richards

Dr. Richards greeted the board of advisors and wished them a happy Veterans Day and for all those who have served and have supported those that served, thank you.

A short **survey** was sent to the members of the board regarding the time of the meetings and results were about a 50-50 divide. We reserve the option of doing something in the future. One thing we are going to consider is a change of room location which may mean that we may be more selective in how many IUPUC people will attend. The lighting in the Student Commons is not ideal so we hope to get a room that could work better.

The **vice chancellor and dean search** committee consists of 13 members and have had their first meeting. We are working with the search firm, AGB Search, (<http://agbsearch.com/>) headed by search consultant, Ted Marchese, who is responsible for the position advertisement and a prospectus which will be on the IUPUC web site. Two members of the IUPUC board are on the search and screen committee, John Burnett and Tom Vujovich. The current schedule is to narrow the field down by mid-January with neutral site interviews and then narrowing it down further to about 3 candidates who will visit the campus in early to mid-February. While on campus there will be open sessions and I encourage all of you to meet the candidates and give feedback to the committee.

At the request of the executive committee of the board, we will take a look at slides regarding updates on enrollment, credit hours, and the budget.

Enrollment/Credit Hours Summary

	<u>Growth 2011-2015</u>
Spring credit hours	5.3%
Fall credit hours	5.0%
Spring enrollment	5.3%
Fall enrollment	-.7%

Budget Summary 2015-2016

We operate numerous budgets of which the **general fund** is the largest which includes student tuition and fees and state appropriation. **Auxiliary funds** are businesses within IUPUC and include the café and parking. For the most part, these businesses break even. **Designated funds** includes campus improvements and research funding. **Restricted funds** are funds that have been designated by specific donors and include scholarships, lab equipment, etc.

General Budget

Total Income	14,402,617
Estimated (June 2016)	13,565,362
Variance	(837,255)

Budgeted Expenses	14,402,617
Estimate (June 2016)	13,655,226
Variance	(747,391)

Auxiliary funds	641,844
Designated funds	276,555
Restricted funds	115,000

- Revenue

We will look at the General Fund budget, revenue and expenses, and where we are in particular at this moment.

- Student fees make up the largest portion of revenue and we are down slightly this semester. State appropriation doesn't change generally. The IUPUI assessment is like a tax paid by all schools and departments to support all of the administrative and other functions of which we take advantage. It is a sizeable amount. The Chancellor is revising this which may work in our favor to some extent next year.
- Transfers include the \$100,000 paid to IUPUI for the mechanical engineering program assistance.

- Expenses

- Compensation comprises the majority of the budget.
- There is a variance of \$747,391 which is the amount we hope to save in expenses.

At this point, the difference between the estimated income and expense is about \$89,000 based on some assumptions.

- Strategies

There are strategies we will employ to insure that we have the smallest deficit possible in order to leave the campus in the best shape possible for the new vice chancellor and dean. Two goals are to:

- Bring this year's budget as close as possible to break even status
- Create a budget for next year that takes some of the measures that were done to make a balanced budget this year and incorporate them back in, on budget

Strategies include:

- Retain salary savings
- Use part-time employees temporarily
- Delay filling positions
- Monitor potential cost savings, such as travel, office supplies, hospitality
- Move funds from other accounts when possible
- Look for donor funding possibilities

Strategies for 2016-17

Revenue-side:

- Use realistic enrollment projections
- Schedule more summer courses
- Better estimate Purdue income
- Budget for engineering, transfers, and online revenue sharing

Expense-side:

- Use more part-time staff and student workers where possible
- Tighten travel, hospitality and supplies expenses
- Budget higher unallocated fund (contingency)

Long-term strategies:

- Attract more students from high schools who could have gone elsewhere (accelerated programs, student center)
- Recruit Ivy Tech graduates more aggressively
- Encourage employers to support continuing education of their employees
- Add selected degree and certificate programs
- Deliver programs to accommodate working adults (online courses, hybrid programs)
- Retain more students

Trends in General Fund Reserves (July-July)

	Ending fund balance
2011-12	\$2,348,572
2012-13	\$2,333,274
2013-14	\$1,714,217
2014-15	\$1,215,484
2015-16 (est.)	\$1,125,620

Development Update

Brenda Vogel

- IU Bicentennial Campaign
IUPUC through 2019:
 - Goal is \$4 million.
 - As of September 3, 2015, \$1,200,000 raised with 50% of donors participating.
- IUPUC Campus Pride Campaign
Goal of \$34,000, 200 donors
 - As of September 3, 2015, \$26,574 raised with 22% (43 donors) participating
 - This includes the board of advisors who are considered part of the IUPUC family.
- New email marketing campaign that began with a questionnaire asking students and donors what the impact of donor funding...what it can do and what it has done for IUPUC and why it is important to get donor funding. This **video** will be available to see again after today's presentation on our web site. This is the first of a series of videos that we will be sending out, each with a different message. We ask that you share these videos on social media or other means.
- An upcoming initiative: we will have a list of prospects and we want to know, 'Who do you know? Then, select 2, 3, or 4 names you are comfortable contacting. We want to set up meetings to see those interested in offering support to IUPUC – you do not have to ask for money...unless you want to. In the initial contact you will find out one of two things:
 - The person is very interested in finding out more about IUPUC and how to support this community's institution or
 - The person has no interest in supporting IUPUC

'You never know until you ask' holds true so we want to ask! The contact method is up to you....letters, phone calls, emails, etc.

- Reach out to past community members, i.e. Pence Project
 - Creating a data base with names
 - Creating a letter to send
- Reach out to airport tenets and executive scholarships, i.e. Dave Barker idea
 - Executive scholarships translates to working with local companies to set up scholarships for executive retirements, and having company or employees fund through donations, etc.

- Gregg Summerville
 - We will define the bicentennial campaign to the community
 - Encourage all board members to help make this a 100% participation campaign

Board of Advisors By-Laws Changes

Matt Souza

It has been almost five years since the board of advisor's by-laws were updated. The campus has had many changes and it is time to look at the by-laws again. The newly revised draft has been sent to you earlier and a motion is needed to adopt the changes. Rick Johnson motions and Cindy Frey seconds. No discussion. Motion carried and revised by-laws accepted.

Student Presentation – Rain Garden project

**Jessica Caldwell, Tanea Herbert,
Samuel Phillips, and Karen Smiar**

These students are biology students and study under the direction of Dr. Luke Jacobus, Assistant Professor of Biology.

Tanea – What is a rain garden and why do we have one at IUPUC?

- Rainfall and storm water runoff is taken advantage of in its design and plant selection
- It sustains itself almost entirely on rain water which makes it low maintenance.
- It is a learning tool for upcoming biology students.
- Initially created by Autumn Fox as her senior capstone project while she worked with Drs. Luke Jacobus and Barbara Hass Jacobus.
- Funded by the Office of Student Research.
- Autumn's poster was presented and critiqued at the 2015 Indiana Academy of Science annual meeting.

Samuel – How the rain garden was installed

- The rain garden was excavated so it could collect runoff water approximately 6 inches deep (decided by results of the soil infiltration tests).
- The soil infiltration test consists of digging a hole, filling it with water, and measuring the amount of drainage over the course of 12 or 24 hours. This is a critical step in how you plant your rain garden because it will affect the size and depth.
- Our parking lot location had a high rate of infiltration and one of the highest rates of runoffs from an urban structure.
- Because of the parking lot location, one that is salted every winter and little wind resistance, plants were selected for resistance to salt contact and their attraction to local garden insects such as praying mantis, monarch butterflies, and honeybees.
- Most of the maintenance of the garden is done in the first two years.
- Students, groundskeeper Warren Noble, community members, and Helton's Landscaping all worked on the excavation of the rain garden.

Jessica – Hosting a workshop on the installation of the rain garden

- The workshop is a product of the Purdue Cooperative Extension Service and the Purdue Rainscaping Education Program and was spearheaded by our local extension educator, Kris Medic.
 - Guests came from as far away as South Bend including members of the Master Gardeners, the Indiana Conservation Partnership, storm water experts, landscaping and consulting professionals, and IUPUC biology students.
 - This was a 2-day experience with the 1st day focused primarily on the logistics of the rain garden and the 2nd day focused on the planting of the rain garden and could not have been done without the assistance of Brad Helton of Helton's Landscaping.
- The project was funded in part, by the Illinois-Indiana Sea Grant. The cost for labor, plant selection, mulching, and equipment rental can cost somewhere between \$600-1000.
- The Bartholomew Soil & Water Conservation District will be donating a rain barrel for future use.

Karen – The future for the IUPUC rain garden

- The rain garden is located beside the Research Building in the east parking lot near the tennis courts.
- IUPUC students will maintain the garden through projects and capstone experiences.

- The garden is full of native plants that will create a natural habitat for bees, butterflies, and birds native to our area.
- The place chosen easily allows ground water to be absorbed by the runoff of the nearby parking lots and sidewalks. The water will be absorbed and as it soaks through it will be purified before going to the aquifer.
- The rain garden will allow for statewide experiments as well as provide for outdoor laboratory space for IUPUC students.
- Rain gardens can minimize the amount of mowing and the amount of tap water you need so in theory, the more rain gardens that you have the less work is done in grounds keeping. After the first 2 years, they maintain themselves. It is easier than keeping flower beds because there is no need to water rain gardens.

Other topics

Dave Barker

- Student Housing – Matt Souza
 - The Annex – the developer is Kyle Bach
 - It is 60% leased for 2015-16 which is normal for the first year
 - Majority of students are IUPUC students
 - The facilities were used this past summer by Cummins' interns
 - 112 beds total
- Economic Breakfast Panel – Frank Wadsworth
 - Scheduled for tomorrow, November 12, 2015 in the Lecture Hall at 7:30 a.m.
 - Sign up through the Columbus Chamber of Commerce

Meeting Adjourned

Dave Barker

Dave thanked everyone for their attendance today and announced the next meeting would be February 10, 2016. He adjourned the meeting at 1:04 p.m.

Meetings for the IUPUC Board of Advisors are held quarterly on the 2nd Wednesday of the month. The time and place of the next meeting will be announced later.

Remaining meeting dates for 2015 -2016 are:

- *February 10, 2016*
- *May 11, 2016*

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