

**VINCENNES UNIVERSITY BOARD OF TRUSTEES  
MINUTES OF REGULAR SESSION  
Wednesday, June 25, 2014  
10:30 a.m. (EDT)  
Vincennes University Beckes Student Union  
1101 N. Second Street  
Vincennes, Indiana 47591**

**Trustees Present:**

J.R. Gaylor, Board Chair  
Darrel Bobe  
Casie Conley  
Dick Helton, President  
Jim McCormick  
Susan Olesik (by audio)  
Greg Parsley  
George Ridgway  
Mike Sievers  
Anne Emison Wishard (by audio)

**Others Present:**

Jill Doggett, Attorney for the Board  
Chuck Johnson, Provost  
Phil Rath, Vice President for Financial Services/Government  
Relations  
Dave Tucker, Vice President for Workforce Development/  
Community Services  
Pat Konkle, Record Clerk for the Board

**Trustees Absent:**

Tim Grove  
Reggie Henderson  
Rick Schach  
John Stachura

**CALL TO ORDER**

Chair J.R. Gaylor called the meeting to order at 10:35 a.m. (EDT) in the Fort Sackville Rooms of the Beckes Student Union on the Vincennes Campus in Vincennes, Indiana.

**ROLL CALL/ACCEPTANCE OF AGENDA**

Pat Konkle called the roll. A quorum was declared with 10 Trustees present. The agenda was approved by consensus of the Board.

**APPROVAL OF MINUTES**

Minutes of the April 23, 2014, and June 19, 2014, meetings had been distributed. Trustee Darrel Bobe made a motion to accept the minutes as distributed. Trustee Greg Parsley seconded the motion, and the motion carried unanimously.

**CHAIRMAN'S REMARKS**

Board Chair J.R. Gaylor thanked Student Trustee Casie Conley for her year of service on the Board of Trustees. In addition, he said that the Indiana Career Council Strategic Plan was complete and would be sent to all Board members. Chair Gaylor also asked President Helton for any comments he might have regarding the Strategic Plan. President Helton reported that Vincennes University is named in the Best Practices section and regarding Early College and the Toyota Partnership. The focal point of the Strategic Plan is to focus on the workforce needs in the state of Indiana.

**REPORTS FROM TRUSTEE SUBCOMMITTEES**

**University Affairs Committee**

Update on Tobacco Policy – Committee Acting Chair Anne Emison Wishard asked Provost Chuck Johnson to give an update on the Tobacco Policy. Provost Johnson reported that the student survey conducted during the 2014 Spring Semester included a question about the VU Tobacco Policy, which indicated that 23 percent of the 348 students who responded believe VU should have more tobacco use areas on campus. Included in the Board book are additional results from that survey, a 2003 Fall Student Survey on Tobacco Use, Talking Points about e-cigarettes from Tobacco Free Indiana, and media coverage regarding the banning of e-cigarettes at the University of Southern Indiana. Provost Johnson asked that e-cigarettes be added to the ban on the use of tobacco products except in designated smoking areas

on campus. The committee met and is recommending that the ban of e-cigarettes also be added to the VU Tobacco Policy.

**MOTION #14-29**

Trustee Anne Emison Wishard made a motion to approve the addition of the ban of e-cigarettes to the Vincennes University Tobacco Policy. Trustee George Ridgway seconded the motion, and the motion carried unanimously.

Alcohol Requests – Acting Chair Wishard reported that the President’s Office has received two alcohol requests: (1) Red Skelton Museum Foundation’s Dinner with Lothian Skelton on Friday, July 25, 2014, in the Foyer of the Skelton Performing Arts Center from 6-9 p.m.; and (2) Red Skelton Museum Foundation’s Phase Two Opening Art Reception on Saturday, July 26, in the Green Room of the Skelton Performing Arts Center from 5-7 p.m. The Committee is recommending approval of these requests.

**MOTION #14-30**

Trustee Jim McCormick made a motion to approve the two alcohol requests received from the Red Skelton Museum Foundation to serve alcohol at its Dinner with Lothian Skelton on Friday, July 25, 2014, in the Foyer of the Skelton Performing Arts Center from 6-9 p.m. and to serve alcohol at its Phase Two Opening Art Reception on Saturday, July 26, 2014, in the Green Room of the Skelton Performing Arts Center from 5-7 p.m. Trustee George Ridgway seconded the motion, and the motion carried with one nay from Trustee Darrel Bobe.

Request by Family of the Late Jim Hills -- Acting Committee Chair Wishard reported that President Helton received a request from the family of the late Jim Hills. Mr. Hills was very involved with the Sigma Pi Fraternity on the Vincennes University campus, and the family is requesting that some of the Mr. Hills’ ashes and a commemorative plaque be placed in the Sigma Pi Centennial Clock Tower at the corner of Second and St. Clair Streets in Vincennes. The family wishes to place his ashes behind one or two bricks in the Tower. Acting Chair Wishard reported that the committee is recommending that the plaque be placed in the Clock Tower but that no ashes be placed there.

**MOTION #14-31**

After further discussion, Trustee Anne Emison Wishard made a motion to deny the request to place some of Mr. Hills’ ashes in the Sigma Pi Centennial Clock Tower, but allow that a commemorative plaque with the following verbiage be placed in the Clock Tower:

IN MEMORIUM  
HONORARY GRAND SAGE  
JAMES LAWRENCE HILLS  
AX, MARYLAND ‘54  
THROUGH HIS VISION AND DRIVE  
THIS CENTENNIAL CLOCK TOWER WAS MADE POSSIBLE  
JANUARY 14, 1928 – FEBRUARY 3, 2014

Trustee Casie Conley seconded the motion, and the motion carried unanimously. Trustee Susan Olesik also asked that the plaque be consistent with those placed elsewhere on campus.

Revised Travel Policy – Acting Committee Chair Wishard asked President Helton to report on the revised Travel Policy. He stated that the Professional Staff Congress had submitted a proposal to change the Subsistence section of the VU Travel Policy. After reviewing the proposal and the current policy, the Financial Services Area decided to revise and update the Travel Policy as a whole, which is attached to these minutes. Acting Chair Wishard said that the committee is recommending the proposed Travel Policy be changed as indicated.

**MOTION #14-32**

Trustee Anne Emison Wishard made a motion to approve the revised Travel Policy, as attached to these minutes. Trustee George Ridgway seconded the motion, and the motion carried unanimously.

Professional Staff Congress Bylaws – Acting Chair Wishard reported that the committee had met and was recommending that the Professional Staff Congress Bylaws be revised as noted below:

## Bylaws of the Vincennes University Congress for Professional Staff

### Statement of Purpose

The purpose of the Vincennes University Congress for Professional Staff is to serve as the voice of the Professional Staff as it relates to the mission and philosophy of Vincennes University. Serving as an advisory body to the University President, its mission is to maintain an active and participatory line of communication with the university community. The Congress provides a forum through which University Professional Staff can make recommendations concerning university issues, activities, and policies.

### Article I – Name

The name of the body shall be the Vincennes University Congress for Professional Staff, hereinafter called “University Congress”.

### Article II – Purpose

Section 1. Subject to the authority of the Board of Trustees, by whose approval it was established, the University Congress is the policy advisory body representing the Vincennes University Professional Staff. The University Congress has the advisory authority to propose and review policies consistent with the mission and philosophy of Vincennes University as an institution of higher education and to forward such action to the Board of Trustees via the University President. The University President will take University Congress input to the Board. Action taken by the Board of Trustees relative to the areas of advisory responsibility of the University Congress will be transmitted by the University President to the University Congress membership.

Section 2. The chief advisory responsibility of the University Congress shall be to propose and review institutional policies, and forward recommendations on policies to the Board of Trustees through the University President.

Section 3. It shall also be within the authority of the University Congress to advise the University President in any administrative issues as appropriate with the Professional Staff.

Section 4. The minutes, documents, and other communications, which contain the decisions and policy recommendations of the University Congress, shall be transmitted to the Board of Trustees through the University President in a timely manner.

### Article III – Members

Section 1. The membership will be identified as individuals who are full-time employees, as defined by the University Organizational Areas, subject to the final approval of the University Congress body. The University Congress reserves the right to determine the eligibility of its members in accordance with the Bylaws.

Section 2. The voting members of the University Congress shall be a body of up to twenty-five (25) elected representatives and one (1) Past-President.

Section 3. The ex-officio members of the University Congress who shall have a speaking, non-voting membership shall be the President of the University; the Provost; Vice-Presidents; the Assistant Provosts for Student Affairs, Academic Affairs, and Enrollment Management; the Faculty Senate liaison; Support Staff Council liaison; and the President of the Student Senate.

Section 4. The formula for Professional Staff apportionment shall be based on the University Organizational Areas, with additional members elected to serve as “at-large” representatives:  
Presidential Services: One (1) seat.

Financial Services: Two (2) seats.

Instructional Services: Fourteen (14) seats. At least one (1) member shall be from the Jasper Campus.

Workforce Development/Community Services:  
Five (5) seats.

At Large: Three (3) seats.

Section 5. Terms shall be for two (2) years. No University Congress representative can serve more than two (2) terms consecutively. A former University Congress representative shall not be eligible for re-election until a two (2) year period has elapsed unless the University Congress grants approval.

The past president position would be an exception to the term limit for Congress members. The two year layout period would commence at the termination of the Past President's responsibilities.

Section 6. The year of service shall follow the University's fiscal year.

Section 7. Any member of the University Congress who is unable to attend one or more of the sessions shall designate an alternate from the Professional Staff for such meetings. The alternate must register with the Secretary of the University Congress prior to the start of the meeting to be eligible to participate and vote. An alternate can only represent one member at a meeting. Any University Congress member not represented at three (3) consecutive, regularly scheduled, meetings will be removed from the University Congress.

Section 8. University Congress representatives who voluntarily resign must submit that resignation in writing to the Secretary of the University Congress identifying the effective date, as well as notifying their constituents of their resignation.

Section 9. Any member of the University Congress may also be removed from the University Congress prior to the expiration of the term by means of recall. Initiation of the recall requires a petition of thirty-three (33) percent of the constituency of that University Organizational Area. A two-thirds (2/3) vote of the unit constituency will affect the recall.

Section 10. In the event of a vacancy in the office of a University Congress representative, the University Congress President shall appoint a Professional Staff member to the remainder of the unexpired term. The appointee should be from the same organizational area.

Section 11. The Congress President will appoint an ad hoc election committee who will be charged with administering elections. Results of membership elections will be announced at the last scheduled meeting of the Congress year. Candidates for membership must declare to the Election Committee their intent to run for a seat within their University Organizational Area or for an at-large position. The Election Committee will then prepare and administer ballots containing names of those members of electoral units who would serve if elected.

Units having more than one (1) representative shall elect half of their representatives each year to the usual two year term. Any unit having only one (1) representative will elect their representative in cycle with length of the term.

Section 12. The first meeting of the University Congress shall be a joint meeting between members of the current University Congress as well as those whose terms have just ended. Voting during the joint meeting will be restricted to members of the current University Congress.

#### Article IV – Officers

Section 1. Officers of the University Congress shall be President, Vice-President, Secretary, and Historian. They shall be elected by voting members of the University Congress. In addition to the

four (4) elected officers there will be a Past-President position. The University Congress may split the duties of the Office of Secretary with the election of co-secretaries. Ex-officio members may not serve as officers of the University Congress.

Section 2. The term of office for officers of the University Congress shall be one (1) calendar year, coinciding with the University's fiscal year. The officers shall be elected no later than the second meeting of each University Congress calendar year to serve one (1) year terms. The office of Past-President shall be filled by the previous year's President of the University Congress and shall serve a one (1) year term. No University Congress officer shall serve more than two (2) terms consecutively in the same office.

Section 3. Duties of University Congress Officers:

- A. The University Congress President's duties shall be:
  - 1. Preside over all meetings of the University Congress
  - 2. Chair an Agenda Committee to formulate an agenda for each University Congress meeting
  - 3. Publish and distribute an agenda in advance of each meeting of the University Congress within whatever time limit designated by the University Congress
  - 4. Represent the University Congress in all matters and meetings, and act as the spokesperson for the University Congress in any official matters
  - 5. Meet regularly with the University President and when requested by the University President
  - 6. Make necessary reports to the Board of Trustees
  - 7. Create ad hoc committees as needed
  - 8. Coordinate activities of the committees and assign committee items for study
  - 9. Notify Congress members when their membership has been terminated such as due to lack of representation at consecutive meetings or by a recall of the Congress (They shall provide documentation of such notification to the Congress Secretary for record keeping).
  - 10. Perform such duties as usually pertain to the office of President as well as other duties mandated by a majority vote of the University Congress
  - 11. Convene the University Congress in special session.
  
- B. The University Congress Vice-President shall:
  - 1. Serve as presiding officer whenever the President is unable to perform the duties of the office
  - 2. Serve in all capacities as Assistant to the President
  - 3. Perform any other duties mandated by the President or a majority vote of the University Congress
  
- C. The University Congress Secretary's duties shall be:
  - 1. Publish and distribute official copies of the minutes in whatever place and within whatever time limit designated by the University Congress
  - 2. Keep the official membership roll of the University Congress as well as an attendance log
  - 3. Advise election committee as to apportioning of positions for elections
  - 4. Notify the University Congress President when a member has not attended or been represented at three (3) consecutive meetings and thus have his/her membership terminated
  - 5. Conduct correspondence of the University Congress as necessary
  - 6. Perform any other duties mandated by the President or majority vote of the University Congress.

- D. The University Congress Historian shall:
  - 1. File, maintain, and preserve all University Congress minutes and records
  - 2. Maintain the University Congress historical documents in the Lewis library.
  
- E. The University Congress Past-President shall:
  - 1. Serve as consultant to the officers and provide information about ongoing endeavors from the previous year.
  - 2. Serve as arbitrator of disputes in parliamentary procedure

Section 4. Any University Congress officer may be removed from office prior to the expiration of the term by means of recall. Initiation of the recall process requires a petition of thirty-three (33) percent of the voting membership of the University Congress. A two-thirds (2/3) vote of the University Congress will affect the recall.

Section 5. Officers of the University Congress who voluntarily resign must submit that resignation in writing to the Secretary of the University Congress, identifying the effective date. If the Secretary is voluntarily resigning, he/she must submit that resignation in writing to the President of the University Congress identifying the effective date.

Section 6. In the event of a vacancy of an elected officer, a special election of the University Congress will be held to complete the unexpired term.

#### Article V – Meetings

Section 1. The calendar of the University Congress shall consist of not less than nine (9) regularly scheduled meetings. The calendar year of the University Congress shall run concurrently with the University fiscal year.

Section 2. A quorum shall consist of a simple majority of the entire membership. Ex-officio members shall not count towards creating a quorum. A majority approval vote of the members present shall be required to pass a motion that has been seconded. Each member shall be entitled to only one (1) vote.

Section 3. Meetings shall be open to all members of the Vincennes University community, except when the University Congress meets in executive session.

Section 4. The President of the University Congress and the Agenda Committee shall prepare the agenda for each University Congress meeting.

Section 5. Special meetings of the University Congress may be called by the President of the University Congress, the President of the University, or upon petition by one-third (1/3) of the membership of the University Congress submitted to the President of the University Congress. Written notice of a special meeting must be provided to all University Congress members at least forty-eight (48) hours in advance of such meetings. Only subjects specifically listed in a proposed agenda for a special meeting may be considered at that meeting.

#### Article VI - Committees

##### Section 1. Standing committees

- A. Agenda Committee
  - 1. Membership – Officers of the University Congress
  - 2. Responsibilities - Development and circulation of an agenda in advance of each meeting of the University Congress.

**B. Professional Staff  
Promotion Committee**

**1. Membership:**

- a. The composition of the Professional Staff Promotion Committee will include two (2) professional staff members (at Level IV) from Instructional and Financial Services, one (1) member from Workforce Development/Community Services, one (1) member from Presidential Services and one (1) member representing sites other than the Vincennes site for a total of 7 members.
- b. Members will be appointed by Professional Staff University Congress at the beginning of each fiscal year.

**2. Responsibilities**

- a. PSPC members will convene the informational meeting for the professional staff members that are eligible for promotion.
- b. PSPC evaluates promotion application materials and makes recommendations for or against promotion to the Assistant Provosts or Assistant Vice Presidents. In areas that do not have an Assistant Vice President or Assistant Provost (such as Financial Services), the recommendation may go to the Vice President or the Vice President's designees. The PSPC will notify the candidate of recommendation for promotion or promotion denial.
- c. PSPC adheres to the deadlines prescribed in the University Manual.
- d. PSPC members are expected to keep committee proceedings confidential.

Section 2. Special committees or ad-hoc committees shall be formed by a majority vote of the University Congress or appointed by the University Congress President to perform a specific task.

**Article VII – Parliamentary Authority**

The University Congress shall operate under the most current edition of Robert's Rules of Order, except as the Bylaws make expressed provision to the contrary. In case of a parliamentary dispute, the immediate past president will settle the matter. In the case of a vacancy in the Past Presidents position disputes shall be settled by the historian.

**Article VIII – Amendments to the Bylaws**

Section 1. Initiation of amendments may come about by petition of either one-third (1/3) of the University Congress or from outside the University Congress by Twenty (20) percent of the Professional Staff.

Section 2. An amendment to these Bylaws shall be adopted by a two-thirds (2/3) vote of those University Congress members present and voting at any regular meeting of the University Congress. Each member must be notified two (2) weeks in advance of discussion and at the same advance date be furnished with a copy of the proposed amendment. The amendment must lie over until the next regularly scheduled meeting when the vote will be taken.

Section 3. An amendment to the Bylaws shall become provisional upon approval by two-thirds (2/3) of those University Congress members present and voting at the regular meeting of the University Congress. The amendment is then recommended for consideration by the Board of Trustees through the President of the University. No amendment may be effective without the express approval of the Board of Trustees. The Board of Trustees, through the University President, may propose direction to the University Congress. Suspension of rules is not permitted when considering proposed amendments to these Bylaws.

**MOTION #14-33**

Trustee Anne Emison Wishard made a motion to approve the revised Professional Staff Congress Bylaws, as indicated above. Trustee Mike Sievers seconded the motion, and the motion carried unanimously.

**Finance/Revenue Committee**

**Budget Amendment** – Committee Chair Mike Sievers reported that the Finance/Revenue Committee has met regarding an amendment to the Biennial Budget. Chair Sievers asked Vice President Phil Rath to explain the proposed amendment. Vice President Rath reported that the original two-year budget was approved in June of 2013 and included a 2 percent merit increase for employees during the 2014-15 fiscal year. Because of the retirement/resignation of over 40 VU employees, Vice President Rath is recommending that the compensation portion of the Biennial Budget be amended and increased for FY 2014-15 by one percent.

**MOTION #14-34**

Trustee Mike Sievers made a motion to approve an amendment to the Biennial Budget for the FY2014-15 year whereby the compensation portion is increased by one percent. Trustee Jim McCormick seconded the motion, and the motion carried unanimously.

**Update on Clinic** – Finance/Revenue Committee Chair Sievers asked Vice President Rath to give an update on the Clinic. Vice President Rath reported that the clinic will be located in the Young Building, and the renovation of that space has been completed. Nurse practitioners are being interviewed, and a successful candidate should be employed in the near future. VU is collaborating with Good Samaritan Hospital of Vincennes for physician services, labs, etc.

**Firing Range** – Finance/Revenue Committee Chair Sievers reported that bids have been received for the construction of a firing range but the bids were too high. Chair Sievers is asking that the Board of Trustees give authority to the Finance/Revenue Committee to approve the bids on the firing range.

**MOTION #14-35**

Trustee Mike Sievers made a motion to give authority to the Finance/Revenue Committee to accept and approve the bids on the new firing range. Trustee George Ridgway seconded that motion, and the motion carried unanimously.

**REPORTS FROM THE ADMINISTRATIVE LEADERSHIP**

**Marketing/Enrollment Report**

Kristi Deetz, Senior Director of External Relations, reported on the consistency of the application intake increase for Fall 2014. The Vincennes Campus showed a 7.8 percent increase in applications with over 5,300 students being accepted, representing a 6.9 percent increase. The Jasper Campus reported 10 more applications than for Fall 2013, and the Aviation Technology Center was within four applications of last year with 148. START VU attendance to date was the highest in 12 years with 1,602, which is an increase of 149 when compared to the same stage in 2013. As of June 21, Vincennes Campus enrollment reports showed an incoming class with 130 additional First-Time Freshmen and 66 Reapplicants. The total campus enrollment was 4,050, which is an increase of 171 students. Housing contracts are also responding to the increase with 1,900 students completing a contract for one of the seven residence halls or University owned apartments, an increase of 209. As of June 21, system-wide enrollment stood at 4,850 compared to 4,821 last year.

**Conflict of Interest Disclosure Statements**

Board Chair Gaylor deferred to Board Secretary Darrel Bobe to lead the discussion on Conflict of Interest Disclosure Statements. Secretary Bobe asked President Helton to comment on these statements. President Helton reported that there are five Disclosure Statements (copies located in the Board book) that need to be approved by the Board. Once they are approved, they are sent to the State Board of Accounts.

**MOTION #14-36**

Trustee Jim McCormick made a motion to approve five Conflict of Interest Disclosure Statements for J.R. Gaylor, Bernard Hagedorn, Mary K. Pfoff, Richard Davis, and Michael Morrison. Trustee Mike Sievers seconded the motion, and the motion carried with Chair Gaylor abstaining.

Secretary Bobe deferred to Chair Gaylor to lead the remainder of the Board meeting.

**“Know Your Zones” Demonstration**

Provost Chuck Johnson introduced Professor Jaci Lederman and Student Darrin Deal. Professor Lederman is the advisor for a new student club “IT Lead” in which Darrin is a member. As part of the club’s work, Darrin has produced an “app” that individuals may place on their smart phones which indicates the locations of the various designated smoking zones on the Vincennes Campus. Darrin gave a brief demonstration on how the app works.

**PRESIDENT’S COMMENTS**

President Helton made the following comments:

- Thanked Professor Lederman and Student Darrin Deal for giving their presentation.
- Reported this is Student Trustee Casie Conley’s last Board meeting, appreciate all she has done, and wish her well in her future endeavors.
- Former Trustee Brad Case’s wife passed away.
- Thanked Jill Doggett for taking Brent Stuckey’s place at today’s meeting.
- Three of the college deans are retiring – Chuck Reinhart, Mary Hollars, and Art Haase – and want to thank all three for their many years of service to VU.
- Several projects (total of 62 by Architectural Services) are taking place over the summer and fall months, including the steamline project and Learning Center in the Technology Building.

Board Chair Gaylor also thanked the college deans for their years of service.

**Adjournment**

There being no further business to come before the Trustees, the Regular Session adjourned at 11:30 a.m. (EDT).

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Darrel Bobe, Secretary

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J.R. Gaylor, Chair