

**VINCENNES UNIVERSITY BOARD OF TRUSTEES
MINUTES OF REGULAR SESSION
Monday, October 2, 2017
10:30 a.m. (EDT) – Room A115
Vincennes University
John Deere/Diesel Technology Building
4259 North Purdue Road
Vincennes, Indiana 47591**

Members Present:

John Stachura, Chair
Scott Brand (by audio)
Drew Brown, Student Trustee
J.R. Gaylor (by audio)
Reggie Henderson (by audio)
Chuck Johnson, President
Susan Olesik (by audio)
George Ridgway
Rick Schach
Mike Sievers

Others Present:

Brent Stuckey, Attorney for the Board
Pat Konkle, Record Clerk for the Board
Laurel Smith, Interim Provost
Phil Rath, Vice President for Financial Services/
Government Relations
Dave Tucker, Vice President for Workforce Development/
Community Services

Members Absent:

Darrel Bobe
Tim Grove
Greg Parsley

CALL TO ORDER

Chair John Stachura called the meeting to order at 10:50 a.m. (EDT) in Room A115 of the John Deere/Diesel Technology Building on the Vincennes Campus.

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.

REPORT FROM PERSONNEL AND NOMINATING COMMITTEE

Trustee Rick Schach, Chair of the Personnel and Nominating Committee, reported that the committee had met and is recommending Trustee John Stachura be elected to chair the Board of Trustees for the 2017-18 year:

MOTION #17-30

Trustee Rick Schach made a motion to approve the recommendation that Trustee John Stachura be elected to serve as the Board Chair for the 2017-18 year. Trustee Scott Brand seconded that motion. A roll call vote was taken, and there were 9 yeas, 1 abstention by John Stachura, and 0 nays, and the motion passed.

APPROVAL OF MINUTES

Minutes of the August 14, 2017, meeting had been distributed. Trustee Rick Schach made a motion to accept the minutes as distributed, and Trustee Mike Sievers seconded the motion. A roll call vote was taken, and there were 10 yeas and 0 nays, with the motion passing unanimously,

CHAIRMAN'S REMARKS

Board Chair Stachura thanked the Trustees for having confidence in him and re-electing him to serve as Chair of the Board of Trustees. In addition, Chair Stachura reported that several good things recently occurred at VU – ribbon cuttings of Updike Hall, Kimmell Park, and the Gibson Center Mock Mine.

REPORTS FROM TRUSTEE SUBCOMMITTEES

University Affairs Committee

Professional Staff Congress Bylaws Revision – Committee Chair Henderson asked that President Chuck Johnson discuss the Professional Staff Congress Bylaws revision the president received from the Professional Staff Congress. President Johnson reported that the Congress is making some minor changes in its Bylaws, and below are the revised Bylaws the Congress is asking to be approved:

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. The Organizational Areas are as follows: Presidential Services, Financial Services, Instructional Services, and Workforce Development/Community Services.

Section 2. The voting members of the University Congress shall be a body of at least twenty (20) and no more than 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 percentage of the Professional Staff population each University Organizational Areas represents, with at least three (3) of the total membership elected to serve as “at-large” representatives and at least one (1) member elected to represent the Jasper campus. A census of all professional staff employees shall be taken every year by March 1st to determine PSC membership and ensure appropriate representation.

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. Serving such an appointment does not preclude the Professional Staff member from eligibility for election as themselves to serve two consecutive terms.

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 held in the new fiscal year 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 University Congress and 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.
 - 12. Appoint a Professional Staff member to serve the remainder of any vacated, unexpired PSC term.
- 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. Verify preservation of all University Congress minutes and records.
 2. Maintain the University Congress historical documents on the designated shared drive.
 3. Maintain the University Congress webpage and update, as necessary.
- 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, which may include virtual 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.

Section 6. Virtual or electronic voting may be sanctioned at the discretion of the Congress President when a measure is brought to the attention of the Congress President that requires a Congressional vote prior to the next regularly scheduled meeting of Congress. Written notice of the proposed measure must be presented for review to all members at least two (2) business days before voting commences, and passage of the measure requires a quorum of votes from the entire membership.

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 #17-31

Trustee Reggie Henderson reported that the University Affairs Committee approved the Bylaws and made a motion to approve the above revisions to the Professional Staff Congress Bylaws. Trustee Drew Brown seconded that motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion carried unanimously.

Revision to Alcohol Policy

Committee Chair Henderson asked President Johnson to give a report on the proposed changes to the Alcohol Policy. President Johnson is recommending that Kimmell Park be added to the list of facilities at which alcohol may be served. He is also recommending that verbiage be added to the policy, indicating that other facilities may be added at the president's discretion. The proposed Alcohol Policy is indicated below:

VINCENNES UNIVERSITY ALCOHOL POLICY

Vincennes University prohibits the possession, manufacture, use, sale or distribution of alcoholic beverages by any person, regardless of age, on any property owned by Vincennes University or in any sorority or fraternity house with the following exceptions:

- A. The use of wines or liquors for cooking purposes in Governor's Hall, the Student Union Building, Dining Center, or Jefferson Student Union.
- B. The possession and consumption of alcohol in the private residence of full-time University employees, provided all Indiana statutes and all other University regulations are observed.
- C. A University-affiliated entity, civic organization, or local non-profit may submit a request to serve alcohol at a function on University property to the University at least forty-five (45) days prior to their event date on an application form provided by the University. If the President of the University grants approval to the requesting organization allowing them to serve alcohol, the organization agrees to contract with the provider of food services to the University and to follow all regulations and Indiana statutes set forth for security and indemnification. Forms may be requested from the Facilities-Use Coordinator. Failure to follow the regulations will result in loss of privileges. Alcohol may be served and is limited to the following areas of the Vincennes University campuses:
 1. Vincennes Campus – Green Activities Center, the Trailblazer Room, Presidents' Room, Fort Sackville Rooms, Jefferson Student Union, Red Skelton Performing Arts Center and Museum, Kimmell Park, and other campus facilities as approved by the Vincennes University President. Outdoor areas that are contiguous to these locations and that will be properly cordoned off and monitored are also approved for use.
 2. Jasper Campus – Ruxer Center, Center for Technology, Innovation and Manufacturing, and other campus facilities as approved by the Vincennes University President. Outdoor areas that are contiguous to these locations and that will be properly cordoned off and monitored are also approved for use.

MOTION #17-32

Trustee Reggie Henderson reported that the University Affairs Committee approved the proposed changes to the Vincennes University Alcohol Policy and made a motion to approve the above Alcohol Policy. Trustee George Rehnquist seconded that motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

REPORTS FROM THE ADMINISTRATIVE LEADERSHIP

Marketing/Enrollment Report

Kristi Deetz, Senior Director of External Relations, distributed the University Recruitment and Enrollment Report. The report began with an update on the Vincennes Campus fall enrollment. As of the filing of the report, 3,835

students had enrolled. New student registration totaled 1,877, a decline of 176 students. The continuing student count was down by 413 while other student categories increased by 61. One caveat to the decline was that students enrolled in the RN to BSN program are no longer counted under the Vincennes Campus as in previous years. This program now adds to the headcount of Distance Education.

Jasper enrolled 487 students with a 19 member decline in the incoming class and a difference of 76 in the continuing class. American Sign Language reported 65 enrolled students, a decline of 9, while the Aviation Technology Center registered 257 students which was a difference of 37 students when compared to fall 2016. Extended registration programs totaled 6,122 students with additional registrations continuing up to the October 15 census date. System wide, including all students, 10,766 students had enrolled for the fall which was 383 students ahead of the same date in 2016.

Deetz continued by introducing the newest member of the External Relations team Jennifer Houchins, Creative Director for University Marketing, and together they presented background information on the development of the new message Focused Quality Education. Components of the new inclusive campaign were explained such as typography, contemporary and traditional color schemes rooted in academics, creative designs for Admissions and other printed materials, and the intentional use of testimonials titled "My VU Story." Video examples were played for the Board as well. Ms. Houchins presented current social media engagement and marketing techniques which represented an expansion of VU's online outreach. The presentation concluded with an update on the refresh and comprehensive redesign of the VU website vinu.edu.

Conflict of Interest Statement

Vice President Phil Rath received a Conflict of Interest Statement from Trustee Mike Sievers for lots in the Green Farms subdivision and asked the Board of Trustees to approve it.

MOTION #17-33

Trustee George Ridgway made a motion to approve the Conflict of Interest Statement for Trustee Mike Sievers. Trustee Scott Brand seconded the motion. A roll call vote was taken with 9 yeas, 1 abstention from Mike Sievers, and 0 nays. The motion carried.

John Deere/Diesel Technology Programs' Presentation

Department Chair Tim Hale gave a report on the John Deere/Diesel Technology Programs at VU. The Diesel Technology Program started in 1980, and then VU started a partnership with the John Deere Company in 1993. In 2004, both the Diesel Technology and John Deere Programs moved to O'Neal Airport in Westport, Illinois. Then in 2008, O'Neal Airport flooded, and the programs were moved to other areas on the Vincennes Campus. In 2010, the John Deere/Diesel Technology Building was constructed, and both programs were moved and housed in this facility. In 2012, four trucks were acquired from Stoops Freightliner, and then in 2016, four trucks with modern technology were acquired with a Perkins Grant. Also in 2016, the Precision Farming Concentration was added. Just this past August, a partnership began with Cummins in which students attend classes for two weeks on the Vincennes Campus and then go back to their jobs at various Cummins plants. While working at their plants, the students are taught by distance education and have the opportunity to receive one of two certificate programs – Diesel Maintenance Basic and Diesel Maintenance Advanced. Currently, there are 82 students enrolled in this program, and there could easily be over 200 students by the year 2020.

PRESIDENT'S COMMENTS

President Johnson gave the following remarks: (1) He congratulated Board Chair Stachura on his selection as Board Chair; (2) Thanked Department Chair Tim Hale and other faculty and staff for the quality programs that are being held at the John Deere facility; (3) The conditions of labs and classrooms in this building look great; (4) The VU CTE Early College programs will have approximately 10,000 students this semester; (5) The Higher Learning Commission will hold its accreditation site visit at VU on February 26-28, 2018; (6) Interim Provost Laurel Smith introduced Taja Davidson who is the Assistant Provost for Student Affairs/Dean of Students; (7) This Wednesday night, October 4, is the Annual Foundation Dinner on the Vincennes Campus; (8) VU will host a reunion of Hong Kong alumni including the dedication of the Chu Pavilion which includes several rare artifacts donated by alumnus Johnson Wong. Also an Honorary Doctorate Citation will be given to Mr. David Chu, son of Dr. Chu who brought many Hong Kong students to VU approximately 40 years ago; and (9) Within the next couple of weeks, a new water feature will be completed outside of Updike Hall. President Johnson stated that tours of this building will be available for anyone who wishes to look at the facilities.

Trustee J.R. Gaylor asked President Johnson how Purdue's three year accelerated path to the B.S. degree and its expansion of the online school will affect VU. President Johnson said that the impact of the accelerated B.S. path is difficult to assess, since it has only recently been launched and is currently offered in limited non-STEM areas. He also said that the associate's degrees offered by Kaplan/New U does put it in competition with VU and Ivy Tech but that Kaplan's/New U's cost is higher. VU is trying to establish a new articulation agreement with New U for transfer into their B.S. programs and vice versa and will be monitoring both developments closely.

Adjournment

With no further business to come before the Trustees, the Regular Session adjourned at 12:05 p.m. (EDT).

J.R. Gaylor, Secretary

John Stachura, Chair