

**VINCENNES UNIVERSITY BOARD OF TRUSTEES  
MINUTES OF REGULAR SESSION  
Wednesday, June 28, 2017  
10:30 a.m. (EDT)  
Room 115, Center for Art and Design  
Vincennes University  
921 North Third Street  
Vincennes, Indiana 47591**

**Members Present:**

John Stachura, Chair  
Darrel Bobe (by audio)  
Scott Brand  
Drew Brown, Student Trustee  
Reggie Henderson (by phone)  
Chuck Johnson, President  
Greg Parsley  
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:**

JR Gaylor  
Tim Grove  
Susan Olesik

**CALL TO ORDER**

Chair John Stachura called the meeting to order at 10:35 a.m. (EDT) in Room 115 of the Center for Art and Design 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.

**APPROVAL OF MINUTES**

Minutes of the April 26, 2017, and June 19, 2017 meetings had been distributed. Trustee Mike Sievers made a motion to accept the minutes as distributed, and Trustee George Ridgway 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 John Stachura thanked all of those who attended the Memorial Service for Trustee Jim McCormick. Mr. McCormick passed away on May 22, 2017, and had served on the Vincennes University Board of Trustees for 19 years. He will be missed.

**REPORTS FROM TRUSTEE SUBCOMMITTEES**

**University Affairs Committee**

Mission Statement/Vision and Values Statements – Committee Chair Reggie Henderson asked President Johnson to discuss the Mission, Vision, and Vincennes University Values Statements.

President Johnson reported that the Mission Statement is being revised, as indicated below, in an attempt to simplify and clarify the Statement so that it is more easily understood, and he is asking that the Proposed Mission Statement be approved by the Board of Trustees. In addition, President Johnson is also asking that the Board of Trustees reaffirm the Vision and Values Statements, as indicated below:

### **PROPOSED MISSION STATEMENT**

Vincennes University develops people and enhances communities through accessible, high-quality educational programs, strategic partnerships, and active engagement.

### **VISION STATEMENT**

Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A broad range of program offerings and a commitment to superior service ensure the University's role as an important link in Indiana's economic and cultural vitality. VU is a diverse community whose members all share responsibility for supporting the University mission and are respected for their contributions.

### **VINCENNES UNIVERSITY VALUES STATEMENTS**

1. Personal growth and academic excellence for our students, faculty, and staff;
2. Collaborative relationships with our stakeholders and communities;
3. An environment that encourages open dialogue and cooperation;
4. Continuous improvement through data-informed planning and evaluation; and
5. Cultural enrichment, diversity, and individual freedom.

### **MOTION #17-18**

Trustee Drew Brown made a motion to approve the above Proposed Mission Statement and to reaffirm both the Vision Statement and the Vincennes University Values Statements, and Trustee Reggie Henderson seconded the motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

Faculty Office Hours and Email Policy – Committee Chair Henderson asked Provost Laurel Smith to discuss the proposed Faculty Office Hour and Email Policy. She reported that the Policy has been submitted to the President by the Faculty Senate and reflects VU's attempt to make communication easier between faculty and students. Below is the proposed Faculty Office Hours and Email Policy:

### **Faculty Office Hours and Email Policy**

#### **Faculty Office Hours**

The purpose of office hours is to encourage students to seek counsel. To make the counseling of students more effective, the following guidelines have been set forth:

- All full-time faculty members will hold at least five office hours a week on campus (one office hour per day for five days per week), meeting for at least fifty-minutes each time with some periods in the mornings and some in the afternoons as teaching schedule permits.
- Faculty members are required to inform students within each syllabus of regular office hours, including when and where faculty are available.
- Those full-time faculty members whose schedules do not permit one office hour per day, per week, must submit a schedule showing the times and days of the week when they can best hold office hours, subject to approval of the College Dean.

- The faculty office hour schedule is submitted to the College Dean no later than the end of the second week of classes and forwarded to the Assistant Provost for Curriculum and Instruction and to the Provost and Vice President for Instructional Services.

### **Faculty Email Policy**

The purpose of email is to communicate with students in order to help them stay on track. To make the communications more effective, the following guidelines have been set forth:

- A full-time faculty member should respond to student emails within 2 business days of receipt.
- The 48-hour response time excludes days the University is not in session and/or days that faculty are not on contract (weekends, holidays, spring break, summer break, etc.)
  - For example, if a student contacts a faculty member on Friday at 3:00 pm, the faculty member has until Tuesday at 3:00 pm to respond.
- If a faculty member is unable to immediately address concerns within an email, an acceptable response is, "I have received your email and I'll get back to you as soon as possible."
- If the full-time faculty member will not have email access for more than 48 hours when the University is in session and the faculty member is on contract, the faculty member must inform students, in advance if possible, that he or she will not be accessible.

In addition, a statement will be added, per the request of Trustee Scott Brand and agreed to by the University Affairs Committee, that faculty will place an out-of-office notification on their email if they will be out of the office and unavailable for any length of time.

### **MOTION #17- 19**

Trustee Rick Schach made a motion to approve the Faculty Office Hours and Email Policy, and Trustee Scott Brand seconded the motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

### **Personnel and Nominating Committee**

Addition to 2017-18 Promotion List –Committee Chair Rick Schach reported that one individual had been left off the 2017-18 Promotion List, and the Personnel and Nominating Committee is recommending that the following addition be approved:

#### **ADDITION TO 2017- 18 PROMOTION LIST**

#### **PRESIDENTIAL SERVICES:**

##### External Relations

Brent R. Magruder, Assoc Director, Admissions

#### **NEW TITLE**

Prof Staff Level III

### **MOTION #17- 20**

Trustee Greg Parsley made a motion to approve the Addition to the 2017-18 Promotion List, and Trustee Rick Schach seconded that motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

### **Finance/Revenue Committee**

Budget – Committee Chair Mike Sievers asked Vice President Phil Rath to report on the budget that had been approved by the Finance/Revenue Committee at its meeting on June 19, 2017. He stated that the total Biennial Budget for the years 2017-18 and 2018-19 amounts to \$324,409,697. This budget includes the General Operating Budget of \$86,748,895 for FY2017-18 and \$88,200,993 for FY2018-19, and a Housing Operations budget of \$14,615,799 for FY2017-18 and \$15,038,822 for FY2018-19, with the following major assumptions: (1) tuition increase of 2.9 percent per year for full-time students for both FY2017-18 and FY2018-19; (2) 4 percent increase in room and board rates for FY2017-18 and 3 percent increase in room and board rates for FY

2018-19; (3) state operating appropriation of \$40.5 million for FY2017-18 and \$41.1 million for FY2018-19; (4) dual credit appropriation of \$3.9 million during each year; (5) funding of \$3 million for career tech center early colleges during each year; (6) 2.5 percent compensation pool during each year; (7) increase in 8 percent health insurance costs during each year; (8) decrease of 5 percent in enrollment headcount during 2017-18 and stable enrollment headcount in 2018-19; (10) PERF buyout reserve of \$1 million each year; (11) R&R expenses of \$1.3 million for each year; (12) State R&R of \$1.8 million for FY2017-18; and (13) \$24 million cash for capital projects of LRC Renovation (\$8 million), Davis Hall/Business Building HVAC Renovation (\$9.5 million), Welsh Admin Building Renovation (\$4.5 million), and Diesel Facility Renovation (\$2 million from state and \$1 million match from VU).

**MOTION #17- 21**

Trustee Reggie Henderson made a motion to reaffirm the above budget that was approved by the Finance/Revenue Committee at its June 19, 2017, meeting, and Trustee Mike Sievers seconded the motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

Committee Chair Sievers asked Vice President Rath to report on proposed new aircraft for the VU Aviation Flight Program. Vice President Rath stated that we could be looking at a \$6 million investment in aircraft for the program to expand our fleet and increase the number of pilots produced each year. There may be a need for action to be taken before the August Board meeting, and Vice President Rath is, therefore, asking that the Finance/Revenue Committee be given authorization by the Board of Trustees to approve the purchase of the proposed aircraft. He stated that all Trustees would receive notice of the committee meeting and be invited to attend and ask questions.

**MOTION #17- 22**

Trustee Mike Sievers made a motion to authorize the Finance/Revenue Committee to approve the purchase of proposed aircraft for the VU Aviation Flight Program, and Trustee Reggie Henderson 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 a review of the Vincennes Campus applications and the new student registration program START VU. As of the filing of the report, 5,420 students had applied to the Vincennes Campus, and 84 percent of the applicants had been accepted. New student registration totaled 1,419, a difference of 9 students compared to the previous year.

Jasper applications totaled 357 with a 70.9 percent acceptance rate and 95 new student registrations. At the same stage in 2016, 100 students had enrolled at VUJC for the fall term. The American Sign Language reported 52 applications and 24 new student registrations while the Aviation Technology Center reported 157 applications with 24 registered new students for fall 2017. The acceptance rates were 82.7 and 70.7 percent, respectively. System wide, including all students, 4,093 students had enrolled for the fall compared to 4,388 in 2016.

Trustee Ridgway requested additional information about the enrollment of students from Illinois, and Ms. Deetz said that she will send that information to the Trustees.

**Conflict of Interest Statements**

Vice President Phil Rath reported that his office has received five Conflict of Interest Statements from VU employees which need to be approved by the Board of Trustees. Those five are: Kristi Deetz, JR Gaylor, Ann Hefner, Sean MacDermott, and Michael Morrison.

**MOTION #17- 23**

Trustee Mike Sievers made a motion to approve the five Conflict of Interest Statements, and Trustee Reggie Henderson seconded that motion. A roll call vote was taken with 10 yeas and 0 nays, and the motion passed unanimously.

**Overview of Programs in Art and Design**

Ron Wise, Art Department Chair, gave a presentation regarding the programs in the VU Art and Design Program. Six different programs are included in this area, including various levels of Art Education, Studio Art, and Transfer and Occupational Graphic Design programs. The programs are involved in community outreach and include the local Annual High School Art Show, National Portfolio Day, community and VU design projects, and students who serve as marketing department interns.

Board Chair Stachura thanked Professor Wise for his presentation.

**PRESIDENT'S COMMENTS**

President Johnson gave the following reports on various items happening at VU: (1) Thanked Professor Wise for his presentation and the good work he does with his students; (2) Congratulated Brent Magruder on his promotion; (3) Congratulated Professor Susan Brocksmith on being named the 2017 U.S. Farm Mom; (4) Congratulated Ty Freed on being named Dean of the College of Technology and Christian Blome as the new Assistant Vice President/Dean of the VU Jasper Campus; (5) Commencement season is completed and just finished military graduations on the West Coast; (6) As of June 1, VU completed and submitted its AQIP Portfolio to the Higher Learning Commission, as part of its HLC accreditation process; (7) HLC Team Site Visit will be February 26-28, 2018; (8) Progress is continuing on both Updike Hall and Kimmell Park; (9) Total of 10 VU faculty will be teaching in China during the summer months; (10) Early college students will be on campus during X-Mester summer program; (11) Many camps on campus during summer months; (11) Work on VU website is taking place and available late summer; (12) Thanks to the Financial Services Area and Trustees for their work on the VU budget; (13) Thanks to maintenance and grounds crews for maintaining the beautiful campus; and (14) Condolences are extended to the McCormick Family and thanks to Mr. McCormick for his many years of service to VU.

**Adjournment**

With no further business to come before the Trustees, the Regular Session adjourned at 11:40 a.m. (EDT).

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J.R. Gaylor, Secretary

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John Stachura, Chair