

**VINCENNES UNIVERSITY BOARD OF TRUSTEES
MINUTES OF REGULAR SESSION
Wednesday, August 22, 2018
10:45 a.m. (EDT) – Room 226/227
Center for Innovation, Technology and Manufacturing
Vincennes University Jasper Campus
961 College Avenue
Jasper, IN 47546**

Members Present:

John Stachura, Chair
Scott Brand (by audio)
J.R. Gaylor (by audio)
Tim Grove
Reggie Henderson (by audio)
Brianna Jobe, Interim Student Trustee
Chuck Johnson, President
Greg Parsley
George Ridgway (by audio)
Rick Schach
Mike Sievers

Others Present:

Brent Stuckey, Attorney for the Board
Nancy Irwin, Secretary to the President
Laura Treanor, Provost
Phil Rath, Vice President for Financial Services/
Government Relations
Dave Tucker, Vice President for Workforce Development/
Community Services

Members Absent:

Darrel Bobe
Millie Marshall
Susan Olesik

CALL TO ORDER

Chair John Stachura called the meeting to order at 10:45 a.m. (EDT) in Room 226/227 in the Center for Innovation, Technology and Manufacturing at the Jasper Campus, 961 College Avenue.

SWEARING IN OF INTERIM STUDENT TRUSTEE

Attorney for the Board, Brent Stuckey, administered the following Oath to Serve as Trustee to incoming Interim Student Trustee, Brianna Jobe.

**OATH TO SERVE AS TRUSTEE
OF THE BOARD OF TRUSTEES
FOR THE VINCENNES UNIVERSITY**

STATE OF INDIANA)
) SS:
COUNTY OF KNOX)

I, Brianna M. Jobe, being duly sworn upon my oath say that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will honestly and faithfully discharge my duties as a member of the Board of Trustees for The Vincennes University to the best of my skill and ability. So help me God.

Brianna M. Jobe

Subscribed and sworn before me, a Notary Public for Knox County, Indiana, this 22nd day of August, 2018.

My Commission expires:
5/27/2023

Brent Stuckey, Notary Public
residing in Knox County, Indiana

ROLL CALL/ACCEPTANCE OF AGENDA

Nancy Irwin called the roll. A quorum was declared with 11 Trustees present. The agenda was approved by consensus of the Board.

APPROVAL OF MINUTES

Minutes of the June 27, 2018, meetings had been distributed. Trustee Mike Sievers made a motion to accept the minutes as distributed, and Trustee Tim Grove seconded the motion. A roll call vote was taken, and there were 11 yeas and 0 nays, with the motion passing unanimously.

CHAIRMAN'S REMARKS

Board Chair Stachura congratulated the VU Golf Team on winning the National Championship. He also wanted to express his appreciation for all the efforts of the VU staff that were involved with the information supplied to the Higher Learning Commission. He also expressed his thanks to President Johnson and Trustee Greg Parsley for their work with VU and the VU Foundation. He feels much progress has been made and things are moving in a good direction.

REPORTS FROM TRUSTEE SUBCOMMITTEES

University Affairs Subcommittee:

Faculty Senate Bylaws Revisions

Chair Reggie Henderson asked President Johnson to share information regarding revisions to the Faculty Senate bylaws. (Attachment A) President Johnson reported that earlier in the year the Faculty Senate voted to amend its bylaws to bring them up to date with current structures, titles, and organizations within the University. The recommended revisions do not impact the scope, scale, or mission of the Faculty Senate, and it was his recommendation the revisions be approved in order to keep the bylaws up to date. Chair Henderson asked for a motion to approve.

MOTION # 18-09

Trustee Tim Grove made a motion to approve, and Trustee Reggie Henderson seconded the motion. A roll call vote was taken, and there were 11 yeas and 0 nays, with the motion passing unanimously.

Conflict of Interest

Chair Henderson asked Vice President Phil Rath to present information regarding this information. (Attachment B) VP Rath reminded the Board that the University is required annually to report this information, and recommended that the two statements included be accepted. Those two are: J.R. Gaylor and Michael Morrison. Chair Henderson asked for a motion to approve.

MOTION # 18-10

Trustee Mike Sievers made a motion to approve, and Trustee Reggie Henderson seconded the motion. A roll call vote was taken, and there were 10 yeas, 0 nays, and Trustee J.R. Gaylor abstained from voting.

REPORTS FROM THE ADMINISTRATIVE LEADERSHIP

Recruitment/Enrollment Report

Kristi Deetz, Senior Director of External Relations, and Heidi Whitehead, Director of Admissions, distributed the University Enrollment and Recruitment report. As of the meeting, 5,222 students had applied for the fall 2018 semester with 4,231 being accepted. This compares to 4,876 accepted students for fall 2017. The fall 2018 incoming class has 1,668 students compared to 1,965 in 2017.

As of August 20, the Illinois incoming class dropped by 12 students; however, the registered students hailed from 26 counties compared to 18 counties in 2017. Applications for the Jasper Campus totaled 436 with 356 being accepted. This is an increase of 26 more accepted students than in 2017. The incoming class for VUJ remained steady at 235 students. American Sign Language equaled last year's application total with

62. The incoming class grew by 3 students to 37. The Aviation Technology Center grew their application count by 11 to 190 applications. The ATC incoming class hit 85 students.

As of this report, system wide headcount for fall 2018 reached 6,037 enrolled students. Sites showing growth over 2017 included American Sign Language, Aviation Technology Center, Business and Industry, and Military. During Opening Weekend of the fall 2018 semester, the Admissions Office utilized SnapChat to cover the various events taking place throughout the weekend. A filter was created for users to utilize as they took “snaps” around campus. Over the course of the weekend, the VU filter was used over 1,000 times and seen by over 52,000 SnapChat users.

Presentation of General Education Assessment

Interim Director of Assessment, Chad Bebee, and the Director of General Education, Chris Gwaltney, presented the results of VU’s general education assessment following a process of course and assignment recertification in the 2017-2018 academic year. Professor Gwaltney described the process of forming an ad hoc committee, the liberal education committee, comprised of two faculty members from each college that contributes to students’ general education in the VU curriculum. She described the process of assignment review and revision whereby the committee members collaborated with their faculty peers to tighten and focus assignments designed to elicit students’ ability to think critically, a core learning outcome embedded in VU’s general education curriculum.

Professor Bebee described the process of student artifact collection and juried faculty assessment in the summer. Presenting the data resulting from three previous years of CT assessment, he then contrasted these data with the data emerging from the most recent year of summer assessment. Explaining how critical thinking is one of the most important, and difficult, skills taught and assessed in the general education curriculum, Professor Bebee illustrated the impact of the liberal education committee’s review of CT assignments and resulting faculty collaboration. Highlighting the notable improvement of students’ CT assessment scores, Professor Bebee indicated that while only one year of data currently exists following the committee’s work, the data are an encouraging indicator of growth and improvement in students’ ability to think critically and the ability of courses to elicit demonstrations of this thinking process in students. Closing the presentation Professor Gwaltney highlighted the thorough continuous quality improvement work of the faculty to review, collaborate, and revise assessments in order to better elicit and measure critical thinking among VU’s students.

Interim Student Trustee, Brianna Jobe, spoke from a student’s perspective on how beneficial the Madison Collaborative information, provided to her by Daniel Vaughn, Chair of Geo Sciences, was to her in regard to critical and ethical thinking papers and assignments.

President Johnson also acknowledged the hard work of Mike Gress in regards to this process, and that the University is receiving significant positive feedback from the State of Indiana, as well as a Midwest Collaborative for how well VU has organized and executed its General Education assessment.

PRESIDENT’S COMMENTS

President Johnson gave the following report:

- Congratulations and welcome to Brianna Jobe, Interim Student Trustee.
- A thank you to Christian Blome, Asst. Vice President & Dean of VU-Jasper and Jim McFaul, Director of Continuing Education, VU-Jasper, for their presentation prior to the meeting and for all their hard work and efforts on behalf of the Jasper Campus.
- Discussions concerning Next Level Jobs continue to take place, and the state has made significant enhancements to this program.
- Reported that seven students will be enrolled from the Funing and Xuyi regions by the spring semester. VU will be hosting a delegation from the Yancheng Polytechnic College in September. Eight VU faculty taught in Funing in the summer, and we hope to have opportunities for a student exchange program in the future as well.
- The Ivy Tech Baccalaureate partnership has launched and VU continues to work with our Ivy Tech partners to increase numbers and courses offered.

- President Johnson asked VP Phil Rath, who is serving as Chair of the search committee for Executive Director of VU Foundation, to update the Board on the work of the search committee. VP Rath reported multiple meetings have taken place and the job description has been posted. He also reported the tone and tenor of the search committee is very positive and they are excited about the direction of the Foundation moving forward.
- The President thanked Kristi Deetz for taking on the additional role as the Interim Director of the Foundation. He also reported the Foundation has established an agreement with our scholarship recipients that they will transfer credits back to VU to complete their degree.
- Enrollment continues to be a challenge, but the President feels the institution is well positioned to be a driver in structural changes and shifts in education, especially in distance education, training opportunities, and business & industry partnerships.

Adjournment

With no further business to come before the Trustees, the Regular Session adjourned at 12:10 p.m. (EDT).

J.R. Gaylor, Secretary

John Stachura, Chair

Bylaws of the University Senate for the Faculty of Vincennes University

PROLOGUE/PREAMBLE

These bylaws exist for the sake of defining the faculty's unique share in the governance of Vincennes University and delineating, within the limitations established by the Board of Trustees and the laws of the State of Indiana, the operation of its Senate as the sole legislative body with advisory authority to the Board of Trustees through the University President in the areas of the faculty's chief responsibility, in accordance with Article II, Section 2A. Their implementation will be directed toward the development of such educational and other institutional policies as will best serve the well being of this University and its students.

ARTICLE I - NAME

The name of the body shall be the University Senate for the Faculty of Vincennes University, hereinafter referred to as "the University Faculty Senate."

ARTICLE II - OBJECT (Authority of the University Faculty Senate)

SECTION 1. Subject to the authority of the Board of Trustees, by whose approval it was established, the University Faculty Senate is the policy advisory body representing the faculty of Vincennes University. The University Faculty Senate has the advisory authority to propose and review policies consistent with the mission and philosophy of Vincennes University as an institution of higher education.

SECTION 2.

A. The chief advisory responsibility of the University Faculty Senate shall be to propose and review educational policies in the following areas and forward such advice to the Board of Trustees through the University President.

1. Curriculum changes, curriculum requirements for degrees and certificates, and other academic affairs issues. (Curriculum and Academic Affairs Committee).
2. New academic programs. (Curriculum and Academic Affairs Committee).
3. Instructional standards and professional responsibilities. (Curriculum and Academic Affairs Committee).
4. Academic standards for continuing enrollment of students. (Curriculum and Academic Affairs Committee).
5. Guidelines and principles for fair, democratic, and open procedures for colleges, departments, and other governmental units. (Governmental Structures and Procedures Committee).
6. Faculty conduct and discipline. (Faculty Affairs Committee).
7. Faculty appointment, retention, tenure, and promotion. (Faculty Affairs Committee).
8. Freedom of expression and academic freedom. (Faculty Affairs Committee).

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9. Sabbatical awards and professional development leave of absences. (Sabbatical and Professional Development Leave of Absence Review Committee).

B. Action taken by the Board of Trustees relative to the areas of advisory responsibility of the University Faculty Senate will be transmitted by the President to the University Faculty Senate membership.

SECTION 3. It shall also be within the authority of the University Faculty Senate to advise the University President in the following areas:

1. General budgetary policy and the allocation of financial resources. (Finance and Budget Review Committee).

2. General development of campus physical facilities. (Finance and Budget Review Committee).

3. Standards for programs sanctioned by the University. (Finance and Budget Review Committee and/or Curriculum and Academic Affairs Committee).

4. Academic standards for admission of students. (Curriculum and Academic Affairs Committee).

5. Standards for student conduct and discipline. (Student Affairs Committee).

6. Standards concerning extra-curricular activities. (Student Affairs Committee).

7. Creation of faculty governing bodies and determination of their responsibilities and powers. (Governmental Structures and Procedures Committee).

8. Changes of policy in the University Manual. (Governmental Structures and Procedures Committee).

9. Sabbatical awards and professional development leave of absences. (Sabbatical and Professional Development Leave of Absence Review Committee).

SECTION 4.

A. The University Faculty Senate minutes, decisions, and policy recommendations shall be transmitted to the Board of Trustees through the President of the University.

B. On any University Faculty Senate proposal requiring the specific approval of the Board of Trustees, University Faculty Senate action takes the form of a resolution communicated to the President of the University to be submitted to the Board for approval.

The resolution shall begin with substantially the following wording:

Under the authority granted it by Article II, Section 2 of its bylaws, the University Faculty Senate for the Faculty of Vincennes University submits to the Board of Trustees the following resolution for approval:

The University President, within 45 business days after the University Faculty Senate's action or as soon thereafter as the Board may meet, shall present the resolution to the Board with the University President's recommendation for its approval or disapproval. Prior to

presenting this recommendation, the University President will inform the Senate of the intended recommendation. Representatives of the Senate will be given an opportunity (at the board's option) to discuss the resolution with the Board prior to the Board's action on the resolution unless this opportunity is denied by the Board Chair in writing delivered to the President of the Senate at least 24 hours before the Board takes action. Provisions of the resolution take effect immediately upon the Board's approval unless otherwise specified.

If 45 business days has expired without the University President presenting the resolution to the Board, then the Senate President will notify the University Faculty Senate that there was no response from the University President and ask for a vote recommending the resolutions be presented directly to the Board by the Senate President with the notation that there was no response from the University President.

- C. On any Senate resolution not requiring the specific approval of the Board of Trustees, but requiring the specific approval of the University President, Senate action takes the form of a resolution submitted to the University President for approval. The resolution shall begin with substantially the following wording:

Under the authority granted it by Article II, Section 3 of its bylaws, the University Faculty Senate for the Faculty of Vincennes University submits to the University President the following resolution for approval:

Within 45 business days after the Senate's action, the University President will either notify the Senate of the University President's approval or approval with changes and forward it through the appropriate channels, or will return the resolution to the Senate with the reasons for its return or suggestions for revision. In case of rejection or approval with changes, the Senate may review the proposal in line with the University President's suggestions or may work out a compromise resolution satisfactory to both the University President and the Senate. Provisions of the resolution take effect immediately upon the University President's notice to the Senate of his/her approval unless otherwise specified.

If 45 business days has expired without the University Faculty Senate receiving notification from the University President regarding the resolution, then the resolution will be assumed to be approved.

- D. On any University Faculty Senate resolution not requiring the approval of either the Board of Trustees or the University President, University Faculty Senate action on the resolution is forwarded through the appropriate channels by the Senate President. Provisions of the resolution take effect immediately upon their approval by the University Faculty Senate unless otherwise specified.

ARTICLE III - MEMBERS

SECTION 1. The membership will be identified as individuals who are annual, full-time faculty with teaching being at least 50% of their contract responsibility. No individual continuously serving in an administrative position of Dean or in a position of higher administrative rank for a period longer than a year will be defined as faculty for the purposes of serving on the University Faculty Senate for the Faculty. The University Faculty Senate reserves the right to determine the eligibility of its members in accordance with the bylaws.

SECTION 2. The membership shall be organized in different representative units described in the bylaws as “functional units” or “representative units” or “units.” Each representative unit shall be entitled to two (2) automatic seats on the University Faculty Senate, and units with twenty-five (25) or more faculty shall be entitled to additional proportional representation. The terms “unit” or “functional unit” or “representative unit” are defined as a group of at least fifteen (15) full-time faculty representing multiple programs organized as a single administrative body chaired by a Dean reporting to or directly supervised by the Provost and Vice-President for Instructional Services and Dean of Faculty.

The membership shall also include representatives from off-campus sites, sites traditionally not thought of as part of the “main-campus.” Sites providing academic service as programs in a functional unit shall elect to be represented either as a part of their functional unit or as a separate site with representation as described below. No program or site shall receive dual representation both as an independent site and as a program in a functional unit. No member shall serve as a representative of two units or as a representative of a unit and a site. A member will represent the functional unit or site for which the member does the majority of his or her instruction.

Sites with at least fifteen (15) full-time faculty representing multiple programs organized as a single administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator reporting to or supervised by the Provost and Vice-President for Instructional Services and Dean of Faculty shall be recognized as “units” or “functional units” as described above. Sites with at least five (5) but not more than fourteen (14) full-time faculty organized as a single administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator may elect to have representation separate from a functional unit and will receive one (1) automatic seat on the University Faculty Senate. Sites with less than five (5) full-time faculty shall gain representation through the unit under which they are administered, and those sites that are not represented as part of a separate functional unit shall elect a functional unit to participate in solely for the purposes of University Faculty Senate representation.

Additional University Faculty Senate membership shall include one representative from the following groups: (A) Part-time or Adjunct Faculty, and (B) Retired or Emeritus Faculty. These additional representatives shall serve in a non-voting capacity and shall be approved by the University Faculty Senate body as a slate recommended by the Governmental Structures and Procedures Committee. Candidates will have submitted in writing to the chair of the Governmental Structures and Procedures Committee their desire to serve, their years of service, and their qualifications.

SECTION 3. The University Faculty Senate shall consist of thirty (30) full-time faculty members as indicated in Exhibit A and two (2) non-voting members as indicated in Article III, Section 2.

SECTION 4. The formula for faculty proportionment shall be as described in Exhibit A.

SECTION 5. The ex officio members of the University Faculty Senate who shall have a speaking, non-voting membership shall be:

- President of the University
- Provost and Vice President for Instructional Services and Dean of Faculty
- Assistant Provost for Curriculum and Instruction
- Director of Institutional Effectiveness
- Assistant Provost for Student Affairs and Dean of Students

- 162 ▪ Vice President for Financial Services and Government Relations
- 163 ▪ Vice President for Workforce Development and Community Services ▪ Director of
- 164 External Relations
- 165 ▪ Deans
- 166 ▪ Liaison of the Professional Staff Congress
- 167 ▪ Liaison of the Support Staff Council
- 168 ▪ President of the Student Government Association SECTION 6.

169 A. Terms shall be for two years for voting and non-voting senators **unless realignment of**
170 **continuing and incoming senators needs to occur, then refer to Article III, Section 11.**

171 B. No Senator can serve more than two terms consecutively. A former two-consecutive-term
172 Senator shall not be eligible for re-election until one year has elapsed without University
173 Faculty Senate approval before the name is placed on the ballot.

174 SECTION 7. Any member of the University Faculty Senate who is unable to attend a meeting
175 will designate an alternate from the same functional unit or site. The Senator will supply the
176 alternate with the agenda and any other pertinent material. The alternate must print his/her name
177 and the word “substitute” on the attendance sheet next to the name of the Senator for whom
178 he/she is substituting.

179 SECTION 8. In the event of a vacancy in the office of a Senator, the individual with the next
180 highest number of votes in the most recent election will complete the un-expired term; if there is
181 no such individual, a special election to complete the un-expired term shall be held by the
182 appropriate unit or site, using the election process described in Article III, Section 11.

183 SECTION 9. A Senator may be removed from the University Faculty Senate prior to the
184 expiration of the term by a means of recall. Initiation of the recall process requires a petition of
185 33 percent of the constituency of that unit or site. A two-thirds vote of the unit or site
186 constituency will effect the recall. If removal occurs, the unit or site must inform the University
187 Faculty Senate officers of the recall, and the Senator can be replaced with the runner-up from the
188 previous election. If no runner-up is available, the functional unit or site can hold an election as
189 described in Article III, Section 11.

190 SECTION 10. Any Senator may be removed from office if he/she misses 25% of the regularly
191 scheduled meetings. After a Senator is absent for 3 meetings, with or without a substitute, any
192 Senator can initiate removal of the absentee Senator by calling for a discussion and vote during
193 the following month’s meeting. For removal of the Senator to occur, a 2/3 majority vote by the
194 University Faculty Senate must be obtained. If removal occurs, the functional unit or site will be
195 notified, and the Senator can be replaced with the runner-up from the previous election. If no
196 runner-up is available, the functional unit or site can hold an election as described in Article III,
197 Section 11.

198 SECTION 11.

199 A. The election process for the University Faculty Senate shall be a secret ballot process. The
200 first ballot shall contain only the names of those members of that eligible group who would
201 serve if elected. If the number of candidates exceeds three times the number of positions to
202 be filled, then a second ballot will be distributed. The second ballot shall have those
203 individuals who received the most votes. There may be up to three candidates for each

University Faculty Senate position on the second ballot. The ballots shall be prepared and tabulated by the Governmental Structures and Procedures Committee. Newly elected senators shall be notified in writing by the chair of the Governmental Structures and Procedures Committee.

B. In the event of a tie between two candidates, the Governmental Structures and Procedures Committee will meet, and the chair of the committee will, in the presence of the committee members, write each candidate's name on a slip of paper and one will be drawn from a container by a designated committee member to break the tie.

C. At the discretion of the Governmental Structures and Procedures Committee, to ensure a balance between continuing and incoming senators, some senators will serve two year terms and some will serve one year terms.

SECTION 12. The year of service shall run from May 1 through April 30. Elections shall be held from March 1 through April 15 in the Spring Academic term.

SECTION 13. Senators who voluntarily resign must submit that resignation in writing to the Secretary of the University Faculty Senate, identifying the effective date.

ARTICLE IV - OFFICERS

SECTION 1. Officers of the University Faculty Senate shall be President, Vice President, and Secretary, elected by voting members of the University Faculty Senate. Neither ex officio nor non-voting members may serve as officers of the University Faculty Senate.

SECTION 2. The University Faculty Senate shall have three (3) elected officers chosen by majority vote at the first meeting of each University Faculty Senate calendar year to serve oneyear terms.

SECTION 3. No functional unit or site may have more than one Senator holding an office at any one time.

SECTION 4. No University Faculty Senate officer shall serve more than two years consecutively in the same office.

SECTION 5. Duties of University Faculty Senate Officers

A. The University Faculty Senate President's duties shall be to preside over all meetings of the University Faculty Senate, chair the Agenda Committee and formulate an agenda for each University Faculty Senate meeting, appoint a University Faculty Senate parliamentarian for the year, represent the University Faculty Senate in all matters and meetings when necessary, meet regularly with the University President and, when requested by the University President, make necessary reports to the Board of Trustees, convene the Sabbatical and Professional Development Leave of Absence Review Committee, coordinate activities of the committees, serve on the Governmental Structures and Procedures Committee, assign committee items for study, perform any other duties mandated by a majority vote of the University Faculty Senate, and convene the University Faculty Senate in special session.

B. The University Faculty Senate Vice President shall serve in all capacities as Assistant to the University Faculty Senate President and serve as presiding officer whenever the University Faculty Senate President is unable to perform the duties of the Office, serve as a member of the Agenda Committee, serve as Chairperson of the Governmental Structures and Procedures

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245 Committee, and perform any other duties mandated by a majority vote of the University
246 Faculty Senate.

247 C. The University Faculty Senate Secretary's duties shall be to publish an agenda sufficiently in
248 advance of each meeting of the University Faculty Senate, to file, maintain, and preserve all
249 University Faculty Senate minutes and records, publish and distribute official copies of the
250 minutes and voting records in whatever place and within whatever time limit designated by
251 the University Faculty Senate, handle all official correspondence of the University Faculty
252 Senate, and perform any other duties mandated by majority vote of the University Faculty
253 Senate.

254 D. Outgoing University Faculty Senate officers shall relay relevant information about University
255 Faculty Senate policies and procedures to incoming University Faculty Senate officers and
256 offer to aid in transition as needed.

257 SECTION 6. Any University Faculty Senate officer may be removed from office prior to the
258 expiration of the term by means of recall. Initiation of the recall process requires a petition of 33
259 percent of the constituency of the membership of the University Faculty Senate. A two-thirds
260 vote of the University Faculty Senate will effect the recall.

261 SECTION 7. In the event of a vacancy of an elected officer, a special election of the University
262 Faculty Senate will be held to complete the unexpired term.

263 SECTION 8. Officers of the University Faculty Senate who voluntarily resign must submit that
264 resignation in writing to the Secretary of the University Faculty Senate identifying the effective
265 date. If the Secretary is voluntarily resigning, he/she must submit that resignation in writing to
266 the President of the University Faculty Senate identifying the effective date.

267 ARTICLE V - MEETINGS

268 SECTION 1. The calendar of the University Faculty Senate shall consist of twelve (12) regularly
269 scheduled meetings with one held each month on the second Tuesday of the month at
270 11:00 a.m. (Vincennes time). The calendar year of the University Faculty Senate shall be from
271 May 1 through April 30. The date of the meeting may, under unusual circumstances, be
272 displaced not more than one week by action of the Agenda Committee and be announced at least
273 one week in advance of the actual date of said scheduled meeting.

274 SECTION 2. Special meetings of the University Faculty Senate may be called by the President
275 of the University Faculty Senate or the President of the University or upon petition by one-third
276 of the membership of the University Faculty Senate submitted to the President of the University
277 Faculty Senate. Written notice must be provided to Senators at least forty-eight (48) hours in
278 advance of such meetings. Only subjects specifically listed in a proposed agenda for a special
279 meeting may be considered at that meeting.

280 SECTION 3. A quorum shall consist of sixteen (16) voting Senators.

281 SECTION 4. Meetings shall be open to all members of the Vincennes University community
282 except when the University Faculty Senate meets in executive session.

283 SECTION 5. The agenda for each University Faculty Senate meeting shall be prepared by the
284 President of the University Faculty Senate and the Agenda Committee.

285 SECTION 6. The University Faculty Senate shall operate under the most current edition of
286 *Robert's Rules of order*.

287 ARTICLE VI - COMMITTEES

288 SECTION 1. The standing committees shall be:

- 289 ▪ Curriculum and Academic Affairs Committee
- 290 ▪ Faculty Affairs Committee
- 291 ▪ Student Affairs Committee
- 292 ▪ Finance and Budget Review Committee
- 293 ▪ Sabbatical and Professional Development Leave of Absence Review Committee
- 294 ▪ Governmental Structures and Procedures Committee
- 295 ▪ Agenda Committee
- 296 ▪ University Tenure and Promotion Committee

297 SECTION 2. The standing committees of the University Faculty Senate shall have the advisory
298 authority, duty, and responsibility to deal with the following policies. Curriculum and Academic
299 Affairs Committee

- 300 1. The curriculum of the University.
- 301 2. Academic standards for admission and continuous enrollment of students.
- 302 3. Curriculum changes, curricular requirements for degrees and certificates, and other
303 academic affairs issues.
- 304 4. Instructional standards and professional responsibility (including extension and
305 continuing education classes earning college credit).

306 Faculty Affairs Committee

- 307 1. Faculty appointment and retention.
- 308 2. Selection and retention of departmental chairs and college deans.
- 309 3. Freedom of expression and academic freedom.
- 310 4. Faculty evaluations, promotions, and tenure.
- 311 5. Faculty salaries and benefits, including insurance, retirement, professional
312 development, and study leaves.
- 313 6. Faculty conduct, work rules, job descriptions, complaint or grievance procedures, and
314 disciplinary procedures.
- 315 7. Faculty research.

316 Student Affairs Committee

- 317 1. Standards of student conduct and discipline.
- 318 2. Standards concerning extra-curricular activities.

- 319 3. Standards and policies for recruitment and retention of students.

320 Finance and Budget Review Committee

- 321 1. General budgetary policy and the allocation of financial resources.
322 2. General development of campus physical facilities.

323
324 Sabbatical and Professional Development Leave of Absence Review Committee

- 325
326 1. Recommendations to the Provost regarding the ranking and priority of sabbatical
327 proposals.
328
329 2. Consultation with the Provost on his or her initial rankings.
330
331 3. Reports to the University Faculty Senate, the Provost, and those proposing sabbaticals
332 regarding rankings, evaluations, and post-sabbatical summaries.
333
334 4. Reports, presented with the Provost, regarding sabbaticals both achieving and
335 failing to achieve their stated objectives.

336 Governmental Structures and Procedures Committee

- 337 1. Development and approval of guidelines and principles of fair, democratic, and open
338 procedures for colleges, departments, and other governmental units.
339 2. Creation of faculty governing bodies and determination of their responsibilities and
340 powers.
341 3. Changes of policy in the University Manual.
342 4. Nomination of University Faculty Senate members and other University personnel to
343 University Faculty Senate committees.
344 5. Reception of proposed amendments to University Faculty Senate bylaws.

345 Agenda Committee

- 346 1. Development and circulation in advance of an agenda for each meeting of the
347 University Faculty Senate.
348 2. Direct all written resolutions and requests for study of a problem or issue to the
349 appropriate University Faculty Senate Committee or directly to the University Faculty
350 Senate for action.
351 3. Organize and promote open discussion of broad and specific issues of concern to the
352 University community.

353 University Tenure and Promotion Committee

- 354 1. All committee members must keep confidential committee proceedings.

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2. The committee reviews tenure and promotion application materials from College Tenure and Promotion committees.
3. The committee makes recommendations for tenure and promotion or tenure and promotion denial to the Provost and Vice President for Instructional Services and Dean of Faculty in the context of the University's overall mission and goals.
4. The committee hears appeals of tenure and promotion denial from the College Tenure and Promotion committees.

SECTION 3. The Standing Committees of the University Faculty Senate shall be comprised of the following membership:

Curriculum and Academic Affairs Committee

Members from the University Faculty Senate (one from each functional unit)	Faculty	7-8
from outside the University Faculty Senate (two representatives from each functional unit)		14
College and Jasper Deans		7
Provost and Vice President for Instructional Services and Dean of Faculty (Chair designate. Vote only in case of tie.)		1
Chairs/Directors of Standing Subcommittees (ex officio)		
General Education/UCC Committee		1
Assessment Committee		1
Academic Advising Committee		2
Developmental Education and Academic Support Committee		2
Vice President for Financial Services and Government Relations (ex officio)		1
Assistant Provost for Student Affairs (ex officio)		1
Vice President for Statewide Services (ex officio)		1
Assistant Vice President of Life Long Learning (ex officio)		1
Assistant Vice President of Outreach/Engagement (ex officio)		1
Dean of Early College (ex officio)		1
Director of Learning Support Services (ex officio)		1
Registrar (ex officio)		1
Assistant Provost for Academic Affairs (ex officio)		1
		<u>44-45*</u>

Faculty Affairs Committee

Faculty Members from the University Faculty Senate (one from each functional unit)	7-8
One additional faculty per functional unit from outside the University Faculty Senate	7-8
Provost and Vice President for Instructional Services and Dean of Faculty (ex officio)	1
Representative from College Deans	<u>1</u>
	16-18*

Student Affairs Committee

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369		
370	Members from the University Faculty Senate (each must be from different functional units or sites)	2
371	One additional faculty per functional unit from outside the University Faculty Senate	7-8
372	Student Government Association President and Vice-President,	
373	plus one dorm resident and one commuter	4
374	Assistant Provost for Student Affairs and Dean of Students (ex officio)	1
	Associate Dean of Students (ex officio)	1
	Director of Career and Employer Relations (ex officio)	1
	Director of Counseling Center (ex officio)	1
	Director of Disability Services (ex officio)	1
	Director of Housing/Residential Life (ex officio)	1
	Director of Student Activities (ex officio)	1
	Director of International Recruitment (ex officio)	1
	Director of Multicultural Affairs (ex officio)	1
	Athletic Director (ex officio)	1
		<u>1</u>
		23-24*

375		
376	<u>Finance and Budget Review Committee</u>	
377		
378	Members from the University Faculty Senate (each must be from different functional units or sites)	5
	One additional faculty per functional unit from outside the University Faculty Senate	7-8
	Representative from College Deans	1
	Vice President for Financial Services and Government Relations (ex officio)	1
	Provost and Vice President for Instructional Services and Dean of Faculty (ex officio)	1
	Assistant Provost for Student Affairs and Dean of Students (ex officio)	1
	Vice President for Workforce Development and Community Services (ex officio)	1
		<u>1</u>
		17-18*

379		
380	<u>Sabbatical and Professional Development Leave of Absence Review Committee</u>	
381		
382	Members from the University Faculty Senate (each must be from different functional units or sites)	
383	2 One additional University Faculty Senator or Non-Senate faculty member from each of the remaining	
384	unrepresented units	5-6
385	President of the University Faculty Senate (Convener and votes only in the case of ties)	<u>1</u>
386		8-9*
387		

388	<u>Governmental Structures and Procedures Committee</u>	
389		
390	Members from the University Faculty Senate	4
391	President of the University Faculty Senate	1
392	Vice President of the University Faculty Senate (Chair designate. Vote only in case of a tie.)	1
393	Secretary of the University Faculty Senate	1
394	Representative from College Deans	<u>1</u>
395		8
396		

397	<u>Agenda Committee</u>	
398		

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399 Officers of the University Faculty Senate 3
400 President of the University or Designee _____1 4

401 *Site representatives may select or may be assigned to a committee to serve on, thus possibly changing
402 the total number of committee members by one (1).

403 University Tenure and Promotion Committee

404 A. Structure

405 1. The membership of the committee shall consist of one college dean who is elected by the
406 Instructional Deans and one tenured full professor from each college, including the Jasper
407 campus, who shall be elected by the faculty of each college.

408 2. If a college cannot meet the above criterion, the Provost and Vice President for Instructional
409 Services and Dean of Faculty shall appoint a tenured full professor to serve on the committee.

410 3. The Provost and Vice President for Instructional Services and Dean of Faculty will receive the
411 names of the committee members and will convene the first meeting of the committee.

412 B. Criteria for Membership

413 1. A faculty member on this committee may not also serve on the Department or College Tenure
414 and Promotion Committee.

415 2. The term of membership shall be two years.

416 3. This committee shall elect its own chair.

417 4. Elections for faculty membership shall be held at the beginning of each academic year.

418 5. The decisions of the committee shall be determined by a majority vote.

419 6. If a committee member cannot fulfill his/her term, the college or unit represented shall hold a
420 special election to fill the vacancy.

421 SECTION 4. The voting members of each committee, unless otherwise specified, shall elect the
422 Chair of the standing committees, from the voting University Faculty Senate membership of each
423 said committee. A simple majority of the voting membership of the committee constitutes a
424 quorum. Ex officio members and non-voting members on the committee may take part in
425 discussion and debate, but may not vote in the committee.

426 SECTION 5. Committee chair duties include convening the committee meetings, maintaining
427 committee minutes with attendance records, reporting to the University Faculty Senate, and
428 submitting minutes to the University Faculty Senate Secretary. When reasonably possible,
429 committees should minimally be meeting monthly during the academic year.

430 SECTION 6. When reasonably possible, every elected Senator shall serve on a committee of the
431 University Faculty Senate. After consultation by University Faculty Senate officers with
432 University Faculty Senate members to determine the most effective distribution of talents and
433 preference, University Faculty Senate members will be assigned to each standing committee.

434 Each committee member will be notified in writing of his or her appointment by the Vice
435 President of the University Faculty Senate.

436 SECTION 7. Standing committees are derived from the University Faculty Senate Bylaws and
437 must report directly to the University Faculty Senate. Upon reception of recommendations or
438 proposals from the standing committees, the University Faculty Senate may either: A. Approve
439 the proposal or recommendation without alteration.

440 B. Approve the proposal or recommendation with alteration and communicate the alterations to
441 the submitting committee.

442 C. Return the proposal or recommendation to the submitting committee with a recommendation
443 for further study.

444 D. Reject the proposal or recommendation with an explanation of the reasons.

445 SECTION 8.

446 A. Standing committees shall have the authority to form subcommittees and determine their
447 composition and duties.

448 B. Any existing subcommittee shall be accountable to that standing committee dealing with
449 related matters as described in Exhibit B. Subcommittee members shall be nominated within
450 each college and/or appropriate support area for balanced representation and confirmed by
451 the appropriate standing committees.

452 SECTION 9. Ad hoc committees are those committees established by a majority vote of the
453 University Faculty Senate to accomplish a specific task. They answer directly to the University
454 Faculty Senate. Ad hoc committees shall have such powers and perform such duties and act for
455 such times as are designated in the resolution calling for their establishment, except that no ad
456 hoc committee shall be formed to perform any regular duties already specifically assigned to a
457 standing committee or subcommittee of the University Faculty Senate. Ad hoc committees shall
458 be established only during the University Faculty Senate calendar year in which they are
459 authorized, unless a definite term is specified in the authorizing motion or it is continued by
460 action of the University Faculty Senate.

461 SECTION 10. University Faculty Senate committee meetings shall be open to all members of
462 the Vincennes University community, except when a committee meets in executive session.

463 SECTION 11. Committees shall be reviewed annually on the basis of their function and/or role.

464 SECTION 12. Terms of service on all committees shall be arranged to achieve a reasonable
465 continuity of membership. This continuity shall be reviewed on a yearly basis.

466 SECTION 13. Eligibility for membership on committees and subcommittees is not limited to
467 full-time faculty but may include part-time faculty and, where appropriate, may include students
468 and other staff members. All committee members approved by the University Faculty Senate
469 have a full voice and voting rights within said committees and subcommittees, unless otherwise
470 specified in the Bylaws. The Student Government Association shall select the student members
471 of the Student Affairs Committee, and all student members shall have a full voice and voting
472 rights on that committee and its subcommittees. If appropriate, students may be named to serve

473 as members of an ad hoc committee and will have full voting rights on that committee unless the
474 University Faculty Senate resolution creating that committee states otherwise

475 SECTION 14. The normal route of legislative and advisory action is for the item to be
476 considered successively by a standing committee of the University Faculty Senate, and by the
477 whole University Faculty Senate. Exceptions are the following: A. Resolutions without
478 legislative significance.

479 B. The University Faculty Senate may, by a majority vote of those present and voting, choose to
480 bring any matter directly onto the floor.

481 ARTICLE VII - UNIVERSITY FACULTY SENATE LIAISONS

482 ~~When reasonably possible, a~~ A University Faculty Senator will serve as liaison to the following:

- 483 ▪ President's Advisory Committee
- 484 ▪ Professional Staff Congress
- 485 ▪ Support Staff Congress
- 486 ▪ Professional Development Committee
- 487 ▪ Student Government Association

488 ~~The liaison will attend meetings or maintain monthly contact so that reports can be given to the~~
489 ~~University Faculty Senate.~~

490 ARTICLE VIII - AMENDMENTS

491 SECTION 1. An amendment to these Bylaws may be adopted by a two-thirds vote of those
492 senators present and voting at any regular meeting of the University Faculty Senate. Each
493 member must be notified two weeks in advance of such a vote and at that same advance date be
494 furnished with a copy of the proposed amendment. The amendment must have been discussed at
495 the meeting immediately preceding the regular meeting where action is being proposed.

496 SECTION 2. An amendment to the Bylaws shall become effective upon approval by two-thirds
497 of those Senators present and voting at the regular meeting of the University Faculty Senate and
498 then recommended to the Board of Trustees through the President. No amendment may be
499 effective without the express approval of the Board of Trustees. The Board of Trustees, through
500 the President, may propose direction to the University Faculty Senate. Suspension of rules is not
501 permitted when considering proposed amendments to these Bylaws.

502 SECTION 3. Initiation of amendments may come about either by one-third of the University
503 Faculty Senate or by petition from outside the University Faculty Senate of fifty members of the
504 represented constituency.

505 ADOPTED BY THE BOARD OF TRUSTEES

506 AS AMENDED
507 March 5, 2007
508 EXHIBIT A

509 The formula for election of proportionate representation of faculty on an adjustable annual basis:

510 1. Notwithstanding anything else to the contrary, units or sites with less than 25 full-time faculty may have no more
511 than two (2) seats.

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- 512 2. Two (2) seats are assigned to each unit, and sites with 5-14 full-time faculty are assigned one (1). (Note—Units
513 might vary over the years.)
- 514 3. Subtract the sum of assigned seats (e.g., 2007-2008: 6 colleges + Jasper Center + ATC = 15 seats) from the 30
515 available seats (e.g., $30 - 15 = 15$).
- 516 4. Allot the remaining seats according to the following formula:
- 517 a. Count the number of full-time tenured and annualized contracted faculty annually as of October 1 (2007 - 2008 =
518 259).
- 519 b. Count the number of full-time tenured and annualized contracted faculty per unit (college) and determine what
520 percentage of the whole faculty body this number represents. (Technology has 51 faculty divided by 259 total
521 faculty = .197).
- 522 c. Multiply this percentage times the number of seats remaining after the assignment of two seats per unit (e.g., 15),
523 and disregarding fractions, designate senators for respective colleges accordingly (e.g., Technology = 5).
- 524 d. Assign one each of however many seats are left to those colleges with the highest fractions.
- 525
- 526 e. In case of a tie, to determine which functional unit is awarded the extra University Faculty Senate seat, a
527 tiebreaker procedure will occur. The tiebreaker would involve a Senator from each of the involved functional
528 units picking a piece of paper out of a hat or bag. One of the pieces of paper will say "Senator"; the other piece
529 of paper will be blank. In the presence of a University Faculty Senate Officer and the Provost, each Senator will
530 blindly pick a piece of paper out of the hat. The functional unit of the Senator who picks the piece of paper that
531 says "Senator" will be awarded the extra University Faculty Senate seat.

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593 2007-2008 numbers and breakdown on the basis of formula: $FTP \div \text{Total Faculty} \times \text{remaining seats}$

594

Unit		Total Seats
Health Sciences and Human Performance	$34/259 = .131 \times 15 = 1.965$	$2+1+1 = 4$
Humanities	$52/259 = .201 \times 15 = 3.015$	$2+3+1 = 6$
Science, Engineering, and Mathematics	$33/259 = .127 \times 15 = 1.905$	$2+1+1 = 4$
Business and Public Service	$34/259 = .131 \times 15 = 1.965$	$2+1+1 = 4$
Technology	$51/259 = .197 \times 15 = 2.955$	$2+2+1 = 5$
Social Science, Performing Arts, and Communications	$31/259 = .120 \times 15 = 1.800$	$2+1+1 = 4$
ATC	N/A (5 full-time Faculty)	$1+0+0$
Jasper	N/A (19 full-time Faculty)	$2+0+0$
		$15+9+6 = 30$

595

EXHIBIT B

595

596 Curriculum and Academic Affairs Committee

597 Academic Advising Committee

598 Developmental Education and Academic Support Committee

599 General Education/UCC Committee

600 Assessment Committee

601 Student Affairs Committee

602 Blue and Gold Cord Awards Committee

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

Indiana Code 35-44-1-3 provides that it is a Class D Felony for a University employee to benefit financially from a contract or purchase connected with the University, unless the University employee files a written disclosure statement prior to the University taking final action on the contract for purchase, which discloses the employee's financial interest in the contract or purchase. The disclosure statement must be approved by the Board of Trustees and filed with the Indiana State Board of Accounts. The work performed for the University by the employee must be unrelated to the contract or purchase. In addition, a written disclosure statement is required if the employee's spouse and child may financially benefit from a purchase or contract of the University over which the University employee has some direct or indirect responsibility.

I acknowledge that it is my responsibility to be familiar with the provisions of Indiana Code 35-44-1-3 and with the University's Conflict of Interest Policy. In compliance with Indiana Code 35-44-1-3, I make the following disclosure statement:

1. My name: J. R. Gaylor
2. My title or position with the University Secretary, Board of Trustees
3. This statement is submitted (check one):
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the University; or
 - b. X as an "annual" disclosure statement, as to my financial interest connected with contract or purchases of the University made on an ongoing basis.
4. Name of contractors or vendors with whom the University does business from which I may financially benefit: Associated Builders & Contractors of Indiana

5. Description of University contracts or purchases from which I, my spouse, or my children may financially benefit (describe the kind of contract or purchase and the amount of money involved in the contract or purchase): See Attachment A
-
6. Description of my financial interest in the contractor or vendor (describe the amount of your ownership interest in the contractor or vendor, and the amount of financial benefit you would expect to receive from the University's contract or purchase from the contractor or vendor): See Attachment A
-
7. Dates of expected contracts or purchases between the University and the contractor or vendor: See Attachment A
-

I affirm under the penalties of perjury the truth and completeness of the foregoing Conflict of Interest Disclosure Statement. I ask the University Vice President for Financial Services to file this Conflict of Interest Disclosure Statement with the Board of Trustees for their acceptance and with the Indiana State Board of Accounts.

Dated: 7/4/18

J.R. Gaylor
J.R. Gaylor

Attachment A

CONFLICT OF INTEREST DISCLOSURE STATEMENT

This Conflict of Interest Disclosure Statement is submitted to the Vincennes University (University) Board of Trustees pursuant to Indiana Code 35-44-1-3.

I serve as President of the Associated Builders and Contractors of Indiana (ABC), which is a 501(c) (6) trade association. Serving as President, my salary is derived from two sources which fall under the Associated Builders & Contractors umbrella; one being the Associated Builders and Contractors of Indiana and the other being the Associated Builders & Contractors of Indiana Apprenticeship Trust.

Vincennes University has received \$1,550,000, which is for the sole purpose of providing apprenticeship training programs approved by the United States Department of Labor, Bureau of Apprenticeship and Training; and by which the State of Indiana is funding these training services, per Public Law 138-2008; and University, as defined by its scope of work from the Indiana Department of Workforce Development, has entered into sub grant agreements with ABC to undertake all training responsibilities. These sub grants, at the discretion of the University and the Department of Workforce Development, shall be ongoing and renewed annually.

I will not personally benefit financially from the sub grant; however in the spirit of full disclosure, I am providing this written Conflict of Interest Disclosure Statement. I will recuse myself from any Board discussions about the proposed agreement between University and ABC, and I will abstain from voting on the matter.

I am submitting this disclosure statement to the Board of Trustees prior to our August 1 meeting, and I ask that the University file this disclosure document with the Indiana State Board of Accounts.

I affirm under the penalties of perjury the truth and the completeness of the foregoing disclosure statement.

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

Indiana Code 35-44-1-3 provides that it is a Class D Felony for a University employee to benefit financially from a contract or purchase connected with the University, unless the University employee files a written disclosure statement prior to the University taking final action on the contract for purchase, which discloses the employee's financial interest in the contract or purchase. The disclosure statement must be approved by the Board of Trustees and filed with the Indiana State Board of Accounts. The work performed for the University by the employee must be unrelated to the contract or purchase. In addition, a written disclosure statement is required if the employee's spouse and child may financially benefit from a purchase or contract of the University over which the University employee has some direct or indirect responsibility.


I acknowledge that it is my responsibility to be familiar with the provisions of Indiana Code 35-44-1-3 and with the University's Conflict of Interest Policy. In compliance with Indiana Code 35-44-1-3, I make the following disclosure statement:

1. My name: Michael Morrison
2. My title or position with the University: Dir of Purchasing
Risk Manager
3. This statement is submitted (check one):
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the University; or
 - b. X as an "annual" disclosure statement, as to my financial interest connected with contract or purchases of the University made on an ongoing basis.
4. Name of contractors or vendors with whom the University does business from which I may financially benefit: Robinson Excavation LLC

5. Description of University contracts or purchases from which I, my spouse, or my children may financially benefit (describe the kind of contract or purchase and the amount of money involved in the contract or purchase): Demolition
6. Description of my financial interest in the contractor or vendor (describe the amount of your ownership interest in the contractor or vendor, and the amount of financial benefit you would expect to receive from the University's contract or purchase from the contractor or vendor): Minority share holder 9%
I do not receive any financial compensation.
My duties are AP, Payroll, Insurance & permitting.
7. Dates of expected contracts or purchases between the University and the contractor or vendor: Based on bid request

I affirm under the penalties of perjury the truth and completeness of the foregoing Conflict of Interest Disclosure Statement. I ask the University Vice President for Financial Services to file this Conflict of Interest Disclosure Statement with the Board of Trustees for their acceptance and with the Indiana State Board of Accounts.

Dated: 1/25/18


Signature