

VINCENNES UNIVERSITY BOARD OF TRUSTEES
MINUTES OF REGULAR SESSION
Wednesday, April 23, 2014 – 10:30 a.m. (EDT)
Vincennes Campus
Fort Sackville Rooms, Beckes Student Union
1101 North Second Street
Vincennes, Indiana

Trustees Present:

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

Others Present:

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

Trustees Absent:

Tim Grove
Rick Schach

CALL TO ORDER

Chair J.R. Gaylor called the meeting to order at 10:40 a.m. (EDT) in the Fort Sackville Rooms of the Beckes Student Union on the Vincennes Campus in Vincennes, Indiana.

ROLL CALL/ACCEPTANCE OF AGENDA

Pat Konkle called the roll. A quorum was declared with 12 Trustees present. The agenda was approved by consensus of the Board.

APPROVAL OF MINUTES

Minutes of the February 18, 2014, and March 20, 2014, meetings had been distributed. Trustee John Stachura made a motion to accept the minutes as distributed. Trustee Casie Conley seconded the motion, and the motion carried unanimously.

CHAIRMAN'S REMARKS

Board Chair J.R. Gaylor distributed two handouts from the Indiana Career Council committees, "Employment Growth Task Force/Recommendations for the Indiana Career Council Strategic Plan" and "Program Alignment and Talent Development Task Force/Recommendations for the Indiana Career Council Strategic Plan." Please note pages 8-11 of the Program Alignment document where it addresses Vincennes University specifically.

REPORTS FROM TRUSTEE SUBCOMMITTEES

University Affairs Committee

Curriculum Items – Committee Chair Reggie Henderson reported that Provost Chuck Johnson presented the attached curriculum items to the University Affairs Committee for its approval. The Committee is recommending that the Board of Trustees approve these items, as they have also been approved by the Curriculum and Academic Affairs Committee, the Faculty Senate, the Provost, and the President. These items include five additions to concentrations in Homeland Security and Public Safety, Airframe Maintenance, Construction Technology, and Technology Apprenticeship, one addition to the University Core Curriculum, and the clarification of the policy and practice for reporting and changing grades for all credit courses.

MOTION #14-19

Trustee Reggie Henderson made a motion to approve the attached curriculum items, as noted above. Trustee George Ridgway seconded the motion, and the motion carried unanimously.

Alcohol Request – Committee Chair Henderson reported that the President's Office has received an alcohol request from the Willow Manor Nursing and Rehab Center of Vincennes for its Senior Gala on Saturday, September 13, 2014, in the Green Activities Center from 5:30-7:30 p.m. Originally, this request was denied by the President's Office. However, the office received additional information indicating that the Center is considered a tax-exempt, nonprofit organization because it is owned by a county hospital, Adams County Memorial Hospital, and is now submitting this request.

MOTION #14-20

Trustee Reggie made a motion to approve the alcohol request from the Willow Manor Nursing and Rehab Center of Vincennes for its Senior Gala on Saturday, September 13, 2014, in the Green Activities Center from 5:30-7:30 p.m. Trustee John Stachura seconded the motion, and the motion carried with 11 yeas and one nay by Trustee Darrell Bobe.

Finance/Revenue Committee

Steam Line Bids – Committee Chair Sievers reported that the bid for the last phases of the Steam Line replacement on the Vincennes Campus needs to be approved. The lowest bid received is from Goebel Mechanical of Evansville in the amount of \$3,048,613, and the committee is recommending that the Board of Trustees approve this bid.

MOTION #14-21

Trustee Mike Sievers made a motion to approve the bid received from Goebel Mechanical of Evansville in the amount of \$3,048,613 to replace the last phases of the Steam Line on the Vincennes Campus. Trustee Darrell Bobe seconded the motion, and the motion carried unanimously.

Personnel and Nominating Committee

2014-15 Promotions – Acting Committee Chair Darrel Bobe reported that the 2014-15 Promotions listed below were approved by the Personnel and Nominating Committee, and the Committee is recommending they be approved by the Board of Trustees:

2014-15 PROMOTION LIST

FINANCIAL SERVICES:

Christopher J. Burcham, Management Information Center
Diana J. Marmaduke, Accounting
Charlene M. Meeks, Management Information Center
Caleb L. Ramsey, Management Information Center
Sean Wilkerson, Management Information Center

NEW TITLE

Professional Staff Level III
Professional Staff Level IV
Professional Staff Level IV
Professional Staff Level II
Professional Staff Level IV

INSTRUCTIONAL SERVICES:

Health Sciences and Human Performance

Micah Morgan, A.D. Nursing Program

Professor

Humanities

Barry Barnes, Art Department

Associate Professor

Morgan Ford Willingham, Art Department

Associate Professor

Jasper Campus

Kelly Hartwick, Nursing Department

Associate Professor

Rosalie Hartwick, Accounting Department

Associate Professor

Science and Mathematics

Dan Vaughn, Earth Science Department

Associate Professor

Danalea Woehl, Mathematics Department

Associate Professor

Social Science and Performing Arts

Karen Braselton, Communications Department	Associate Professor
Gretchen Keller, History Department	Associate Professor
Michael Legate, Skelton Theatre Designer/Technical Dir	Professional Staff Level III
Lisa Miller, Music Department	Associate Professor

Student Affairs

Richard A. Coleman, Ctr for Career and Employer Relations	Professional Staff Level III
Patrick P. Hutchison, Educational Talent Search	Professional Staff Level IV

Technology

Ty Freed, Automotive Technology Program	Associate Professor
Austin Yake, Surveying Technology Program	Assistant Professor

PRESIDENTIAL SERVICES:

Cynthia A. Beaman, Parent and Family Services	Professional Staff Level III
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WORKFORCE DEVELOPMENT/COMMUNITY SERV:

Jennifer J. Doyel, Project EXCEL	Professional Staff Level II
Robyn R. Haase, Project EXCEL	Professional Staff Level III
Heather Moffat, Project EXCEL/Project LINK	Professional Staff Level II

MOTION #14-22

Trustee Darrel Bobe made a motion to approve the above list of 2014-15 promotions. Trustee Greg Parsley seconded that motion, and the motion carried unanimously.

REPORTS FROM THE ADMINISTRATIVE LEADERSHIP

Marketing/Enrollment Report

Kristi Deetz, Senior Director of External Relations, reviewed the advancement of the on-campus experience programs. PreVU Day attendance had increased by 6 percent with two remaining dates in the series. In addition, between February and April, the Admissions Office conducted 310 individual visits and welcomed 1,774 students in group visits. She also reported that Jasper launched its model of the group visit program and hosted just over 100 students.

In addition, the application intake remained strong for the Vincennes Campus with an 8.4percent increase in accumulated applications and a 7.5 percent increase in accepted applications. The Jasper Campus reported 40 more applications than for Fall 2013 and the Aviation Technology Center was two shy of its total from last year.

Ms. Deetz also provided an update on class registration for Fall 2014. As of April 12, 2014, continuing student registration reached 1,750, an increase of 54. New student registration was in its early stages, and by April 12, VU had enrolled 309 members of the incoming class, an increase of 17.

PRESIDENT'S COMMENTS

President Helton reported that Commencement season begins with the Vincennes Campus on May 3, and an additional seven more within the next month. He also congratulated all of those who will receive a promotion for the 2014-15 year. Letters of congratulation will be sent by the President in the next week. The President also thanked the Board for attending today's meeting and thanked Kristi and her staff for all they are doing to increase our enrollment numbers.

Adjournment

There being no further business to come before the Trustees, the Regular Session adjourned at 11:15 a.m. (EDT).



Vincennes University
Vincennes, Indiana 47591
(812) 888-8888
Fax (812) 888-5868
www.vinu.edu

April 9, 2014

Board of Trustees
Vincennes University

The following items have been approved by the Vincennes University Curriculum and Academic Affairs Committee and Faculty Senate. These items are submitted for consideration by the Board of Trustees as approved by Provost Charles R. Johnson, Jr. and President Richard E. Helton.

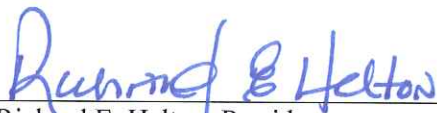
Concentration Additions:

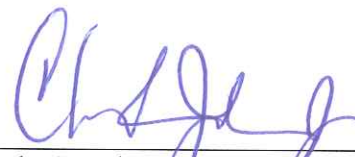
- Homeland Security and Public Safety – Information Security and Assurance Concentration 7001 (BS)
- Aviation Maintenance, Airframe Concentration 8127 (ASCT)
- Aviation Maintenance, Powerplant Concentration 8128 (ASCT)
- Construction Technology, Construction Management Concentration 8242 (ASCT)
- Technology Apprenticeship Associated Builders and Contractors Association, Electronic Systems Technician (EST) Concentration 9118 (ASCT)

Academic Guidelines and University Core Curriculum Items

- *UCC Committee Proposal UCC-7, 2014-15*
- *Revised Academic Guidelines Curriculum Proposal AG-4, 2014-15*

Approved:


Richard E. Helton, President


Charles R. Johnson, Jr., Provost

PROPOSED CURRICULAR CHANGES AS RECOMMENDED BY CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE

Prepared for the Faculty Senate, 4-8-14

Vision	Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A breadth of program offerings and a commitment to quality 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.	Mission	Vincennes University, Indiana's first college, is the State's premier transfer institution and leader in innovative career programming. The VU community ensures educational access, delivers proven associate and baccalaureate programs, and offers cultural opportunities and community services in a diverse, student-centered, collegiate environment.
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The following program additions, revisions and deletions have been recommended by the Curriculum and Academic Affairs Committee for approval by the Vincennes University Faculty Senate:

Concentration Additions:

- Homeland Security and Public Safety – Information Security and Assurance Concentration 7001 (BS)
Rationale: The new concentration under the Homeland Security and Public Safety major will provide students the opportunity to work as information security analysts to help fill the “cybersecurity skills gap” that currently exists. Projected enrollment is 20-25 students per year over a five-year period.
- Aviation Maintenance, Airframe Concentration 8127 (ASCT)
- Aviation Maintenance, Powerplant Concentration 8128 (ASCT)
Rationale: The new concentrations under the Aviation Maintenance 8120 major will provide students the opportunity to receive an Airframe rating or a Powerplant rating instead of the combined ratings currently offered through the major. Additionally, some students may come to VU with one rating already completed and only need to add the additional rating. Projected enrollment is 115 students in each concentration over a five-year period.

**PROPOSED CURRICULAR CHANGES
AS RECOMMENDED BY
CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE
AND
FACULTY SENATE**

*Prepared for the Board of Trustees, 4-9-14
Meeting 4/23/2014*

Vision	Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A breadth of program offerings and a commitment to quality 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.	Mission	Vincennes University, Indiana's first college, is the State's premier transfer institution and leader in innovative career programming. The VU community ensures educational access, delivers proven associate and baccalaureate programs, and offers cultural opportunities and community services in a diverse, student-centered, collegiate environment.
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- Construction Technology, Construction Management Concentration 8242 (ASCT)
Rationale: The new concentration under the Construction Technology 8240 major is recommended by the program advisory board in response to the demand for entry-level residential/light commercial construction management positions. Projected enrollment is 10 students or more each year over a five-year period.
- Technology Apprenticeship Associated Builders and Contractors Association, Electronic Systems Technician (EST) Concentration 9118 (ASCT)
Rationale: The new concentration under the Technology Apprenticeship ABC 9110 major will provide the opportunity for students who are working to achieve Journeyman Level in the Electronic systems Technician Trade to fulfill the basic requirements for an ASCT degree. Projected enrollment is 10 or more students each year over a five-year period.

Academic Guidelines and University Core Curriculum Items

- ***UCC Committee Proposal UCC-7, 2014-15***

The Curriculum and Academic Affairs Committee and Faculty Senate support the addition of "PFWL 112 Fitness/Wellness for Law and Safety Professions" to the UCC course list to satisfy the UCC Elective requirement for ASCT degrees only.

- ***Revised Academic Guidelines Curriculum Proposal AG-4, 2014-15***

The Curriculum and Academic Affairs Committee and Faculty Senate support the proposal to add to the VU catalog clarification of the policy and practice for reporting and changing grades for all credit courses. The proposed policy follows:

Reporting Grades Using MyVU

All faculty are responsible for submitting midterm and final course grades. (*NOTE: VU students taking courses via Project Excel or Early College will receive final grades via Banner process; midterm grades are reported on site only.*) Notices on the submission deadlines are emailed to all faculty by the University Registrar each semester. Once grades are posted by faculty, students can access their grades through their MyVU account.

When grades require additional documentation beyond Web Grading, faculty will use the Supplemental/Change of Grade form, available online through "VU Applications/VU Electronic Manuals/Forms."

Access Final Grades using the following steps:

1. Sign in to MyVU
2. Click on the Faculty tab
3. Click on "Click Here to Access SSB" in the Self Service Banner box
4. Click on Faculty
5. Click on Final Grades
6. Choose appropriate term (if you have not previously selected it)
7. Click submit
8. Choose class to be graded
9. Click submit.

After entering grades on the web grade roster, be sure to click SUBMIT on each page of the roster. If there were no errors, you will receive a message "The changes you made were saved successfully." Proof each grade roster. Be sure every student received a grade.

Banner requires a last date of attendance for final grades of 'F.'

- If the student stopped attending, enter the last date of attendance.
- If the student attended the class but earned an 'F' and you are entering the 'F' prior to the end date of the class, enter the current date as the last date of attendance. (The last date of attendance cannot be beyond the current date.)
- If the student attended the class but earned an 'F' and you are entering the 'F' on or after the end date of the class, enter the end date of the class as the last date of attendance. (The last date of attendance cannot be beyond the end date of the class.)
- To view the last date of the class, click on the name of the class on the Final Grades page which takes you to the Class Schedule Listing. The class dates appear under "Date Range." Click the back arrow to return to the Final Grades page.

Special Cases for Supplemental Grade/Change of Grade Form

- A **rationale** is required in all cases when this form is being used.
- Grades of "WF" and "WN" may not be submitted after the last day of class because the deadline for withdrawing students for nonattendance has passed. Use a Supplemental

Grade/Change of Grade form for late withdrawals. **A last date of attendance is required.**

The Registrar's Office will record the grade of "W" upon receipt of this form.

- If you need to change a grade during the grading period but Banner prohibits the change, submit the change on a Supplemental/Change of Grade form.
- If a student was issued a withdrawal grade (W, WF, WN) and then was reinstated, the grade may still appear on the grade roster. If so, you will not be able to change these grades on the grade roster. Submit a Supplemental/Change of Grade form to the Registrar's Office for these students.
- The Supplemental/Change of Grade form must be submitted for any Incomplete "I" grades. This form is also used when faculty change the "I" to another grade. **If the Incomplete grade is not changed by midterm of the next semester, then the "I" becomes a "W."**
- If a grade needs to be changed due to miscalculation or some other reason, within 90 days of the end of the course, then the Supplemental/Change of Grade form must be submitted.
- After a student completes a course, if more than 90 days have passed, then the Supplemental/Change of Grade form must be submitted AND a review committee, chaired by the Assistant Provost for Curriculum and Instruction and including two faculty members appointed by the Provost, will be convened to review the request and make a recommendation to the Provost, who must approve any change to the student's official transcript. The Provost's decision will be reported to the faculty member and student within 10 business days.