

**VINCENNES UNIVERSITY BOARD OF TRUSTEES
MINUTES OF REGULAR SESSION
Wednesday, June 26, 2019 – 10:30 a.m. (EDT)
Vincennes University Indiana Center for Applied Technology (ICAT)
Room 142
1500 N. Chestnut Street
Vincennes, Indiana 47591**

Members Present:

John Stachura, Chair
Darrel Bobe (by audio)
Tim Grove
Brianna Jobe, Student Trustee (by audio)
Chuck Johnson, President
Greg Parsley
George Ridgway
Mike Sievers

Others Present:

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

CALL TO ORDER

Chair John Stachura called the meeting to order at 10:30 a.m. (EDT) in Room 142 of the Indiana Center for Applied Technology (ICAT), 150 N. Chestnut Street, Vincennes, Indiana.

ROLL CALL/ACCEPTANCE OF AGENDA

Nancy Irwin called the roll. A quorum was declared with 8 Trustees present. The agenda was approved by consensus of the Board.

APPROVAL OF MINUTES

Minutes of the 4-24-19 Personnel/Nominating Committee, University Affairs Committee, Finance/Revenue Committee, and Regular Session, as well as the 5-13-19 Personnel/Nominating Committee Executive Session and 5-17-19 Finance/Revenue Committee had been distributed. With no questions from the Board, Trustee Tim Grove made a motion to approve and Trustee Greg Parsley seconded the motion. A roll call vote was taken, and there were 8 yeas and 0 nays, with the minutes passing unanimously.

CHAIRMAN'S REMARKS

Chair Stachura expressed appreciation and kudos to VP Phil Rath and the entire Financial Services team for all their hard work in an outstanding biennial budget session. Chair Stachura stated he also attends the State Board of Accounts meetings, and the University consistently receives excellent reports, all of which is due to the hard work and dedication of the entire Financial Services team. Chair Stachura also expressed appreciation for the Athletics staff and their continuing efforts to build strong and successful basketball and golf teams.

REPORTS FROM TRUSTEE COMMITTEES

Personnel & Nominating Committee:

Additions to the 2019-20 Promotions

Acting Committee Chair Mike Sievers reported on two additions to the 2019-20 Promotion and Tenure List and is recommending that the full Board also approve the list below:

ADDITION TO 2019-20 PROMOTION LIST

FINANCIAL SERVICES:

Management Information Center

Christopher Burcham, Computer/Network Analyst
Caleb Levi Ramsey, Computer/Network Analyst

NEW TITLE

Professional Staff Level IV
Professional Staff Level III

MOTION #19-10

With no questions from the Board, Acting Committee Chair Sievers made a motion to approve these additions and Trustee Greg Parsley seconded the motion. A roll call vote was taken with 8 yeas and 0 nays, with the motion passing unanimously.

Finance/Revenue Committee:

Vincennes Levee Certification

Committee Chair Sievers asked Vice President Phil Rath to report on the Vincennes levee certification process. VP Rath reported that the Finance/Revenue Committee met on 5-17-19 and approved a recommendation to the full Board of Vincennes University's commitment to give \$2 million towards the \$5 million dollars needed to provide permanent upgrades to the levee (supplant aged wells), which will ultimately allow the City of Vincennes to obtain Federal Emergency Management Agency (FEMA) certification. Rath also reported the \$5 million goal has been reached, with a tremendous outpouring of support from the community to get this project completed. Committee Chair Sievers reported that he also chairs the Utility Services Board and expressed appreciation for VU taking the lead in the funding for this project. It is a project that needs to be done for the security of the future of the city of Vincennes and all the development that is taking place throughout the city.

MOTION #19-11

Committee Chair Sievers made a motion to approve VU's commitment of \$2 million to the Vincennes Levee Certification project, and Trustee George Ridgway seconded the motion. A roll call vote was taken with 8 yeas and 0 nays, with the motion passing unanimously.

FY 2020 & FY 2021 Budget/Tuition

Committee Chair Sievers asked Vice President Phil Rath to give an overview of the proposed Budget and Tuition for the FY 2020 & FY 2021. VP Rath reported that at the 5-17-19 Finance/Revenue Committee meeting, a detailed summary of the budget and tuition was given, but no action was taken because, by law, the University needed to hold a public hearing to state proposed tuition/fee increases. (Budget summary attached)

MOTION # 19-12

With no questions from the Board, Committee Chair Sievers made a motion to approve the FY 2020 & FY 2021 Budget & Tuition, and Trustee George Ridgway seconded the motion. A roll call vote was taken with 8 yeas and 0 nays, with the motion passing unanimously.

Committee Chair Sievers also expressed appreciation to VP Rath and the entire Financial Services staff for the outstanding bond rating Vincennes University recently received from Moody's Investor Services.

Conflict of Interest

Chair Stachura asked Vice President Phil Rath to present the information, which is attached to these minutes. VP Rath reminded the Board that the University is required annually to report this information, and recommended that the two statements included be accepted. The two Conflict of Interest statements are: J.R. Gaylor and Sean MacDermott.

MOTION # 19-13

Trustee Mike Sievers made a motion to approve, and Trustee Greg Parsley seconded the motion. A roll call vote was taken, and there were 8 yeas, 0 nays, with the motion passing unanimously.

REPORTS FROM THE ADMINISTRATIVE LEADERSHIP

Recruitment/Enrollment Report

Heidi Whitehead, Director of Admissions, distributed the University Enrollment and Recruitment report. Reports showed that 3,983 students have been accepted to the Vincennes Campus with the conversion rate for accepted applicants outpacing the previous three years. Illinois applications are also growing, with 472 as of the report, compared to 415 this same time last year. Not only did Illinois show growth in applications, but also in accepted application -- 372 compared to 325, and incoming enrolled students with 104 compared to 88. The START VU program was also holding strong as of the time of report, with growth being reported on 6 of the 9 days that had occurred at the time of report. 95 students had accepted the CTE Housing Scholarship. The recipients were 34% female and 65% male (1% being N/A). The median GPA was 3.03 and median credit hours earned was 9. The top 5 CTE sites where the recipients attended were Prosser, Heartland CTE, BNL, Porter Co. CTE, and Area 31. The Jasper campus is showing growth in several categories, including Dubois County applicants (up 13), female applicants (up 10), re-apply students (up 10), and Nursing applicants (up 12). The American Sign Language program is

currently showing approximately 40 applications for fall 2019. The Aviation Technology Center is showing growth in application count over this time last year. Applications for Distance Education are steady when compared to last year.

Presentation – Rick Kribs

Rick Kribs, Assistant Provost for Curriculum and Instruction and Chair of the Retention Committee, presented material outlining the wide range of services offered by the University to improve retention efforts. The services offered cover a wide scope of student needs, with some services designed for all students, and others tailored for the high performing, slightly at-risk, highly at-risk, 1st generation/low income, and disability/low income students. Provost Treanor expressed appreciation for Rick and the members of his committee, and the work they continue to do in improving retention. President Johnson also stated that the University, along with the Board's support, has made a tremendous commitment and investment in helping our students be successful, with the ultimate goal of graduating.

PRESIDENT'S COMMENTS

- The President expressed appreciation to the Board for passing the University's biennial budget, which will have a positive impact on the University's mission. He also thanked the Financial Services team for all their work to help develop and manage our budgets as we move forward, as well as their diligent work reflected in the Moody's outstanding bond rating for the University.
- Capital projects across campus continue to progress, with work on Wathen Business Building and Davis Hall in full swing. The LRC renovations should be completed and back in operation sometime in the fall. The New Agricultural Center/John Deere facility will be in place this fall, and hope to have a ribbon cutting on the facility later this summer.
- A productive meeting has taken place with the University's new Higher Learning Commission (HLC) liaison, with assurances that VU is on the right track and President Johnson believes we will have a very positive report to submit to the HLC in February, 2020.
- Congratulations to Kristi Deetz, who will become the Executive Director of the Foundation and Senior Director of Institutional Advancement for Vincennes University.
- Mike Gress will be retiring at the end of the month, but has agreed to continue to help the University on a part-time basis going forward. He will be instrumental as the University moves forward to restructure the office of Institutional Effectiveness and combine it with office of Institutional Research.
- External Relations has been working with Tim Swarens, VU alum and long-time member of the editorial board of the Indianapolis Star. Tim has been evaluating the structure and efforts of the External Relations department, and may also assist with some content development to help reach markets in the central Indiana area.
- Phil Rath was recently recognized with the Walter A. Davis Award, for his outstanding contributions to Vincennes University, the Vincennes community, and for raising the University's profile at the state level.

Adjournment

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

J.R. Gaylor, Secretary

John Stachura, Chair



Vincennes University
Operating Budget Summary & Highlights
Fiscal 2020 & 2021

General Operations Budget Proposal

	<u>FY2019-20</u>	<u>FY2020-21</u>
General Fund Operating Total	\$86.6 M	\$87.9M
Annual Student Tuition Increase	2.9%	2.9%
Enrollment Assumption	stable	stable
State Funding:		
Operating	\$42.9 M	\$43.6 M
Dual Credit	\$3.7 M	\$3.7 M
Career & Tech Centers	\$3.0 M	\$3.0 M
Compensation	\$51.3 M	\$52.7 M
Merit Pool Assumption	2.00%	2.00%
Health Insurance Assumption	8.00%	8.00%

Housing Operations Budget Proposal

	<u>FY2019-20</u>	<u>FY2020-21</u>
Operating Total	\$12.1 M	\$12.5 M
Annual Rate Increase	4.00%	3.00%
Annual Facility Fee Increase	\$200	\$0
Headcount	stable	stable

Notes

- *The combined student tuition and housing cost continues to be the lowest of all residential colleges in the state of Indiana.*
- *Budget balances short and long-term funding needs with student affordability.*
- *Budget allows VU to maintain its competitive edge with other institutions .*
- *Budget provides funding to cover anticipated increases in operating expenses including instructional technology and equipment, utilities, employee compensation, and building maintenance & repair.*
- *Budget allows VU to continue to provide high-quality instructional programming & safe and attractive residential facilities.*



VINCENNES UNIVERSITY
TOTAL BUDGET
 Biennial Budget FY 2019-20 and FY 2020-21

<u>Fund Description</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Biennial Budget Total</u>
General Fund	\$86,559,035	\$87,995,560	\$174,554,595
Business & Industry	2,750,930	2,805,949	5,556,879
Auxiliary Funds	20,152,446	20,555,495	40,707,941
Quasi-Endowment Funds	600,000	600,000	1,200,000
State Academic Debt Service Fund	6,215,488	6,210,108	12,425,596
Restricted Funds	<u>40,292,053</u>	<u>41,097,894</u>	<u>81,389,947</u>
Subtotal	\$156,569,952	\$159,265,006	\$315,834,958
 <u>Capital Projects</u>			
Campus Infrastructure:			
Electrical Substation & Related Infrastructure			\$12,000,000
Humanities & Summers Centers Mechanical Upgrades			10,300,000
Advanced Mfg. & Product Design Lab Renovation			4,000,000
French Village Student Housing Complex			15,000,000
Housing - Other Housing Projects			2,000,000
State Repair & Rehab - Academic Facilities			2,010,572
Subtotal			<u>\$45,310,572</u>
 TOTAL BUDGET	 <u>\$156,569,952</u>	 <u>\$159,265,006</u>	 <u>\$361,145,530</u>

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
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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: 5/2/19



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: Sean MacDermott
2. My title or position with the University: Chief Instrument Flight Instructor
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: Mallory MacDermott
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): Design of Aircraft
Checklists ~400\$/ design_____

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): We share a checking account, deposits would essentially be entirely shared between us.

7. Dates of expected contracts or purchases between the University and the contractor or vendor: Spring 2019

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: 24JAN2019



Signature