

**VINCENNES UNIVERSITY BOARD OF TRUSTEES
MINUTES OF REGULAR SESSION
Wednesday, December 7, 2022 – 10:15 a.m. (EST)
Urdike Center for Science, Engineering, and Mathematics – Room #142
1251 N. Chestnut Street
Vincennes, IN 47591**

Members Present:

John Stachura, Chair
Scott Brand
Kelly Clauss (Zoom)
Tim Grove
Reggie Henderson (Zoom)
Chuck Johnson, President
Gayle Baugh, Student Trustee
Greg Parsley
Rick Schach (Zoom)
Mike Sievers
Don Villwock

Others Present:

Brent Stuckey, Attorney for the Board
Nancy Irwin, Record Clerk for the Board
Laura Treanor, Provost
Dave Tucker, Vice President for Workforce Development/
Community Services (Zoom)
Tim Eaton, Vice President for Financial Services (Zoom)

CALL TO ORDER

Chair John Stachura called the meeting to order at 10:15 a.m. (EST) in Room #142 of the Updike Center for Science, Engineering, and Mathematics in Vincennes, Indiana.

SWEARING IN OF NEW TRUSTEE

University Attorney, Brent Stuckey, administered the following Oath to Serve as Trustee to new Student Trustee, Gayle Baugh.

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

[illegible]

I, Gayle Baugh, 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.

Gayle E. Baugh

Subscribed and sworn before me, a Notary Public for Knox County, Indiana, this 7th day of December, 2022.

My Commission expires:
5/27/2023

Brent Stuckey, Notary Public
residing in Knox County, Indiana

Chair Stachura asked Ms. Baugh to share a bit about herself with the Board. Ms. Baugh reported that she was in her third year at Vincennes University pursuing a Bachelor's Degree in Elementary and Special Education. She is originally from Greencastle, is currently the captain of the VU Cheer Team, and also works in the Admissions Office. Gayle has a great passion for Vincennes University and looks forward to serving on the Board.

ROLL CALL

Nancy Irwin called the roll. A quorum was declared with 11 Trustees present.

APPROVAL OF MINUTES

Minutes of the 10-3-22 Executive Session and Regular Session had been distributed. With no questions from the Board, Chair Stachura requested a motion be made to approve the minutes. Trustee Mike Sievers made a motion to approve the minutes and Trustee Tim Grove seconded the motion. A roll call vote was taken, and there were 11 yeas and 0 nays, with the minutes passing unanimously.

CHAIRMAN'S REMARKS

Chair Stachura reported on the Executive Session and the discussion regarding President Johnson's evaluation and contract review. He shared that the President's contract will be extended another year to December 31, 2025. Trustee Mike Sievers expressed appreciation on behalf of the Board to President Johnson and his continued tremendous work for the University.

MOTION # 22-15

Chair Stachura asked for an approval and motion for the extension of President Johnson's employment contract; Trustee Don Villwock made a motion to approve and Trustee Scott Brand seconded the motion. A roll call vote was taken, and there were 10 yeas and 0 nays, with President Johnson abstaining from the vote. The motion passed unanimously.

Action Items:

PERSONNEL & NOMINATING COMMITTEE REPORT:

Election of Board Officers

Committee Chair Rick Schach reported that the Personnel & Nominating Committee had met and brought forth a recommendation to re-elect Mike Sievers for First Vice Chair, Reggie Henderson for Second Vice Chair, and J.R. Gaylor for Secretary for the Board of Trustees for another year.

MOTION # 22-16

Committee Chair Schach made the motion and Trustee Scott Brand seconded the motion. A roll call vote was taken with 11 yeas and 0 nays, with the motion passing unanimously.

UNIVERSITY AFFAIRS COMMITTEE REPORT:

Revisions to Faculty Senate By-Laws

Committee Chair Reggie Henderson asked President Johnson to present the following information regarding this action item. President Johnson reported the by-law changes were approved by the Faculty Senate last spring and had been overlooked in bringing the changes before the full Board. The revisions made primarily deal with representation and distribution of Senators across different academic units so they are in balance with current faculty levels. The President supports and recommends these changes be approved by the Board.

Resolution Amending the Bylaws of the University Senate for the Faculty of Vincennes University Seat Calculation Formula

Passed Unanimously by the University Senate for the Faculty of Vincennes University December 7, 2021

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

Background & Rationale: The Faculty Senate's Governmental Structures and Procedures subcommittee (GSPC) regularly reviews the seat calculation formula to ensure the proportional representation of faculty is fairly distributed between units on the Vincennes Campus and other sites. Through a recent review, it was determined that the first rule of the formula, in which "units or sites with less than 25 full-time faculty may have no more than two (2) seats," was creating an imbalance between areas; too many areas were falling below that threshold. The GSPC thus proposed to lower the minimum threshold in which units or sites may be eligible for additional representation, revising that number from 25 full-time faculty members to 15 full-time faculty members.

The following table illustrates the difference between seat distribution under the current formula process and the proposed amendment:

College	Full-Time Faculty Members	Senate Seats under current formula.	Senate Seats after Amendment
Business and Public Service	18	2	4
Health Science and Human Performance	25	7	4
Humanities	23	2	4
Science, Engineering, and Mathematics	29	7	5
Social Science, Performing Arts, and Communication	19	2	4
Technology	30	7	5
Aviation Technology Center	9	1	1
Jasper Campus	15	2	3

The amendment to the seat calculation formula maintains proportional representation but is more responsive to the current total number of full-time faculty members and the distribution of full-time faculty members across the University's different college units and campus sites. This revision upholds the values historically appropriate to representation on the Faculty Senate while providing more elasticity for current full-time faculty needs at the University.

Therefore, the University Faculty Senate for the Faculty of Vincennes University Resolves that the Faculty Senate bylaws be amended as stated and the revised bylaws be included in the Vincennes University Manual. The amended Exhibit A from the Faculty Senate bylaws is enclosed on the following page.

Respectfully submitted,
Matthew J. Norman
President, Faculty Senate
February 11, 2022

Exhibit A of the University Faculty Senate Bylaws (revisions highlighted in yellow)

EXHIBIT A

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

1. Notwithstanding anything else to the contrary, units or sites with less than **25 15** full-time faculty may have no more than two (2) seats.
2. Two (2) seats are assigned to each unit **with 15 or more faculty**, and sites with 5-14 full-time faculty are assigned one (1) **in total**. (Note: Units might vary over the years.)
3. Subtract the sum of assigned seats (e.g., 2007-2008: 6 colleges + Jasper Center + ATC = 565 15 seats) from the 30 available seats (e.g., 30 - 15 = 15).
4. Allot the remaining seats according to the following formula:
 - a. Count the number of full-time tenured and annualized contracted faculty annually as of October 1 (2007-2008 = 259).
 - b. Count the number of full-time tenured and annualized contracted faculty per unit (college) and determine what percentage of the whole faculty body this number represents. (Technology has 51 faculty divided by 259 total faculty = 0.197).
 - c. Multiply this percentage times the number of seats remaining after the assignment of two seats per unit (e.g., 15), and disregarding fractions, designate Senators for respective colleges accordingly (e.g., Technology = 5).

- d. Assign one each of however many seats are left to those colleges with the highest fractions.
- e. In case of a tie, to determine which functional unit is awarded the extra University Faculty Senate seat, a tiebreaker procedure will occur. The tiebreaker would involve a Senator from each of the involved functional units picking a piece of paper out of a hat or bag. One of the pieces of paper will say "Senator"; the other piece of paper will be blank. In the presence of a University Faculty Senate Officer and the Provost, each Senator will blindly pick a piece of paper out of the hat. The functional unit of the Senator who picks the piece of paper that says "Senator" will be awarded the extra University Faculty Senate seat.

MOTION #22-17

With no questions from the Board, Committee Chair Henderson asked for a motion to approve the by-law changes and Trustee Tim Grove made the motion, and Trustee Scott Brand seconded the motion. A roll call vote was taken with 11 yeas and 0 nays, with the motion passing unanimously.

Curriculum Items

Committee Chair Henderson asked Provost Treanor to present information regarding this action item. Provost Treanor presented the following curriculum items to the board regarding a program suspension and program reinstatement.

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

*Prepared for the Board of Trustees,
Board Meeting 12/07/2022*

The following program addition has been recommended by the Curriculum and Academic Affairs Committee and Faculty Senate for approval by the Vincennes University Board of Trustees:

Program Suspension

- *Kinesiology and Sport, Wellness and Exercise Concentration 3102 (AS)*
 - **Rationale:** Now that there is an Exercise Science concentration, suspending the 3102 eliminates confusion for transfer.

Program Reinstatement

Emergency Medical Services 6030 (ASCT)

Emergency Medical Services/Paramedic Certificate 6035 (CG)

Emergency Medical Services/Paramedic Certificate 6033 (CPC)

- **Rationale:** There is a real need for paramedics in the State of Indiana. On Indeed, there are 309 open EMS/Paramedic positions. According to the Bureau and Labor Statistics: Overall employment of EMTs and paramedics is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. About 20,000 openings for EMTs and paramedics are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Vincennes University has been approached by several potential partners to reinstate our programs with their help.

MOTION # 22-18

With no questions from the Board, Committee Chair Henderson asked for a motion to accept these Curriculum items; Trustee Scott Brand made the motion and Trustee Don Villwock seconded the motion. A roll call vote was taken with 11 yeas and 0 nays, with the motion passing unanimously.

REPORTS FROM THE ADMINISTRATIVE LEADERSHIP

Admissions/Enrollment Update

Sarah McLin, Interim Director of Admissions, reported on the following items regarding Admissions and Enrollment:

- Fall 2022 FTE numbers - as of the October 15, 2022 census date. The Vincennes Campus and Aviation Technology Center numbers were down slightly, with increases on the Jasper Campus, Distance Education, and American Sign Language.

- Spring 2023 applications for admitted students, as of December 5, 2022, were also down slightly for the Vincennes and Jasper Campuses and Aviation Technology Center, with increases in Distance Education and American Sign Language.
- Fall 2023 applications for admitted students, as of December 5, 2022, are up for the Vincennes Campus and Distance Education, with numbers slightly down for Jasper Campus, Aviation Technology Center, and American Sign Language.
- Upcoming events include Knox County Days, group visits, Pre VU and Start VU, all of which are noting increases in attendees.
- New initiatives include increased communications, group and family tours, parent communication, informative marketing pieces, and event information across the board from inquiries to applicants to admittance. The new motto for the Admissions team is - "Recruitment doesn't stop at acceptance."
- Ms. McLin highlighted the Admissions team, as well as the incredibly diverse group of VU students who serve as Student Tour Guides, which includes Student Trustee, Gayle Baugh.

Provost Treanor added that one of the ways the institution has increased the communication component with incoming students is through CircleIn, the social and academic support app. We now have those incoming students loaded into the program, so they are connecting with each other through that app, as well as with the University. President Johnson applauded Ms. McLin and the entire Admissions team for their incredible work.

HLC Update

Dr. Dale Pietrzak, Senior Director of Institutional Effectiveness and Research, reported of the following items regarding the Higher Learning Commission and their upcoming visit to Vincennes and Jasper Campuses.

- The University moved from being an AQIP institution to now being a Standard Pathways institution, which meant additional work on the institution in terms of the reporting cycle, as well as rebuilding the Assurance Argument.
- HLC has opened the Assurance System and enabled it. This allows us to enter our report with linked evidence documents. Base draft of the document is in the system, and is a little over 21,000 words with 40,000 allowed.
- HLC has completed their student survey and we have the results back. The results have been analyzed and reported upon.
- The Jasper Campus Report (Multi-Campus Report) and been completed and is in the system.
- HLC has finalized the team that will be onsite and typical meetings while here onsite will include:
 - Administration (Senior Level and Deans)
 - Board of Trustees
 - Faculty (Senate)
 - Staff (2 committees)
 - Students and/or Student Association
 - Assessment and Institutional Research Offices
 - Curriculum Committee
 - Student Services (usually select areas)
 - Retention Committee, Executive Team, CQI
- Team will be on campus 2 days to conduct meetings and initially draft their report
- Team will request additional information to supplement their report
- 30 – 60 days after departure we should receive an initial draft of the report
 - We will have typically 30 days to respond to report and will be primarily focused on error of fact and serious omissions/distortions in the report
- Report and recommendations will then go to HLC for final review

President Johnson thanked Dr. Pietrzak for his leadership and expertise in this entire process.

PRESIDENT'S COMMENTS

- The President extended congratulations to Gayle Baugh for being appointed as the new Student Trustee, and to the slate of Board officers for being elected for another term.
- The Welsh Administration Building is in its final stages of the major remodel and renovation, and departments are beginning to move back into the building.
- This is final exam week and the President thanked the faculty and staff for all their tremendous work in getting us to this point in the semester.
- Midyear Commencement took place on Saturday, with nearly 625 credentials being earned. The ceremony took place in the Red Skelton Performing Arts Center with 110 students walking in the ceremony.
- The President will be presenting VU's budget for the next biennium to the State Budget Committee this afternoon. He is confident the VU will present a very strong case regarding many of the initiatives that we have for programming, which will ultimately be beneficial to the workforce of this State.

- President Johnson extended his appreciation to the Board for their continued support and confidence, as well as the extension of his contract.

Adjournment

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

J.R. Gaylor, Secretary

John Stachura, Chair