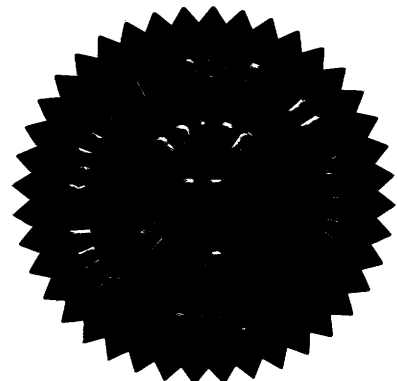


**MINUTES**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**January 9, 2003**



## MINUTES

### UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

January 9, 2003

The University of Southern Indiana Board of Trustees met in regular session on Thursday, January 9, 2003, at the Adam's Mark Hotel in Indianapolis, Indiana. Present were Chair J. David Huber and Trustees Bruce H. Baker, Louise S. Bruce, G. Patrick Hoehn, Walter J. Jermakowicz III, Tina M. Kern-Raibley, Thomas F. McKenna, Harolyn G. Torain, and James L. Will Sr. Also in attendance were President H. Ray Hoops; Vice President for Advancement Sherrienne M. Standley; Provost and Vice President for Academic Affairs Robert L. Reid, Vice President for Business Affairs and Treasurer Robert W. Ruble; Vice President for Student Affairs Robert W. Parrent; Vice President for Governmental Relations Cynthia S. Brinker; Student Government Association President Britney Gentry; and Faculty Senate Chair C. Christy Baker.

There being a quorum present, Mr. Huber called the meeting to order at 10:00 a.m.

#### SECTION I - GENERAL AND ACADEMIC MATTERS

##### A. APPROVAL OF MINUTES OF NOVEMBER 14, 2002, MEETING

On a motion by Mr. Hoehn, seconded by Mrs. Kern-Raibley, the minutes of the November 14, 2002, meeting were approved.

##### B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

The next regular meeting of the Board of Trustees was set for Thursday, March 6, 2003, in New Harmony, Indiana.

##### C. REPORT OF THE LONG-RANGE PLANNING COMMITTEE

Trustee Bruce Baker, chair of the Long-Range Planning Committee, reported that the committee met prior to the board meeting and heard a report from Dr. Charles Harrington, assistant vice president for Academic Affairs, on the results of two surveys, the UCLA survey of faculty and the Cooperative Institutional Research Program (CIRP) survey of entering students.

##### D. PRESIDENT'S REPORT

President Hoops noted that the University was saddened in December by the death of founding trustee and first board chair Robert J. Fair of Princeton. Mr. Fair's guidance of the board in its earliest years and his advocacy on behalf of the University left an important legacy at USI.

Dr. Hoops congratulated Trustee Tom McKenna, who was recently named the Lt. Governor's chief of staff. Mr. McKenna will move to the Lt. Governor's office from the Indiana Department of Commerce, where he was responsible for one of the most aggressive economic development programs in the history of the state.

Related to regional economic development, President Hoops was pleased to report that the Southern Indiana Japanese School, operated under the auspices of the University in cooperation with the Southern Indiana Japanese School Board of Trustees, began its sixth year in fall 2002. When the school began in 1996, seven Japanese students were enrolled. Today enrollments stand at 49, with students in grades one through 12. Dr. Hoops noted that students attend from as far away as Beaver Dam, Kentucky and Lawrenceville, Illinois. Sixteen Japanese-owned or Japanese-related companies in the Tri-State area now support the school.

The president reported that the University has two important personnel searches underway, one for the Provost and Vice President for Academic Affairs and another for the Dean of the School of Business. The search committee for the Provost reports that it has narrowed its field of candidates to five individuals who will be on campus for interviews in the next month. The search committee for the Dean of Business will bring four candidates to campus for interviews in late January and early February.

President Hoops remarked that the University occasionally participates in national surveys that provide comparative data about USI and other institutions. Dr. Hoops asked Dr. Charles Harrington to give an overview of the UCLA Survey of Faculty. Dr. Harrington's presentation, *An Overview of University Faculty Characteristics and Attitudes*, reviewed the survey to which 64.4 percent of USI faculty responded. Among the recognized attributes of the University, according to the survey, are that faculty are deeply committed to the welfare of the institution; faculty are strongly interested in the academic problems of undergraduates; teaching is valued by the academic department and school; faculty are interested in students' personal problems; and female faculty are treated fairly. The survey identified very high levels of satisfaction in the level of collegiality at USI; the quality of leadership in the academic departments; and the existing technical support for the fulfillment of teaching responsibilities. Other responses were overall very positive. A copy of Dr. Harrington's presentation slides is appended to these minutes.

President Hoops announced that USI has successfully made the transition to paperless direct deposit for about 1,200 employees. Beginning in January, employees will use the Web for Employees software to obtain the information formerly available on their pay stubs. He noted that the new process will result in considerable savings of both time and money.

The president announced that the staff of the USI Office of Student Financial Assistance will conduct informational sessions this month in regional high schools to assist parents and students in completing the Free Application for Federal Student Aid (FAFSA), which is required for all federal and most state assistance programs.

Again this year, USI is hosting the American College Theatre Festival, a regional competition which selects college plays to advance for performances at the Kennedy Center in Washington, DC. President Hoops reported that last year, the first with USI as the host institution, the regional festival drew more than 1,500 participants, the largest attendance in its 33-year history. In addition to the performances, noted playwrights and others conduct workshops for the students and faculty in attendance. Dr. Hoops expressed appreciation for the financial support of Fifth Third Bank, the major underwriter for this event.

President Hoops called on Student Government Association President Britney Gentry for a report. Ms. Gentry reported that SGA volunteers are assisting with Spring Orientation events scheduled throughout the first week of the semester. She announced that Vice President Parrent will be the featured speaker at SGA's first General Assembly meeting of the semester. Ms. Gentry remarked that the goals of SGA include creating more interest in student government, giving students a voice, and nurturing future student leaders.

The president reported that in cooperation with the State Board of Accounts, the University publishes an annual report of its business operations and noted that a copy of the 2001-2002 report was in the trustees' meeting packet.

President Hoops concluded his report by noting that he was pleased to have an opportunity to present the University's biennial operating request and capital request to the State Budget Committee in December.

#### **E. REPORT ON INDIANA GENERAL ASSEMBLY**

Mr. Huber called on Vice President for Governmental Relations Cindy Brinker for a report on the Indiana General Assembly. Ms. Brinker reported that the budget shortfall anticipated by June 30, 2003 will affect the preparation of the budget throughout the legislative session. She reported that she and President Hoops recently met with each of the southwestern Indiana legislators to explain the University's budget needs. Important issues shared with legislators were the University's continued interest in funding its priorities, including the enrollment funding formula, the completion of the Science and Education Center, and the approval of the new library building. The legislators discussed the reality of the state's fiscal situation, but expressed a willingness to assist higher education and USI.

Vice President Brinker reported that President Hoops made a presentation to the State Budget Committee in December. A new roundtable format was used for the higher education hearings this year.

She remarked that there appears to be the need to clarify the results of changes to higher education budgets in the last two years. She and other university representatives will collaborate on a message to provide legislators with an understanding of the severe impact of funding cuts to higher education in recent years.

Ms. Brinker reported that both the political climate and committee structures have changed in the current session. Members of the southwestern Indiana delegation are represented in positions of leadership, including Representative Russ Stillwell, who will serve as Majority Floor Leader. Representative Brian Hasler is the chair of the Technology Research and Development Committee, Senator Lindel Hume and Representative Dennis Avery are alternates on the State Budget Committee, and Representative Jonathan Weinzapfel serves as chair of the Courts and Criminal Code Committee. She noted that the Ways and Means Committee has ten new members, some of whom are freshman legislators. She plans to meet with these legislators to make them aware of the story and the needs of the University of Southern Indiana.

She reported that, in the early days of the session, bills are still being filed and the Governor's budget, the starting point for budget discussions, is anticipated.

Vice President Brinker thanked Trustee Tom McKenna for recommending that Lieutenant Governor Joe Kernan visit the USI campus in December to discuss the Energize Indiana plan, which she will report on further into the session. She ended her report by announcing that President Hoops will make the University's presentation to the Ways and Means Committee on January 28, 2003, and that plans are being made for USI Day at the State House in February.

## SECTION II – FINANCIAL MATTERS

### A. REPORT OF THE FINANCE COMMITTEE

Mr. Huber called on Mr. Hoehn for a report of the Finance Committee. Mr. Hoehn reported that the Finance Committee approved the budget appropriations, adjustments, and transfers included in its agenda.

### B. REPORT OF THE CONSTRUCTION COMMITTEE

Mr. Huber called on Mr. Hoehn, who reported that the Construction Committee received a report on recent change orders and approved two change orders for the Science and Education Center. He asked Steve Helfrich, director of Facilities Operations and Planning, to review the approved change orders. Mr. Helfrich reviewed a change order for Premier Electric Co, Inc. to install electrical systems for the finishing of three classrooms in the Science and Education Center and a change order for Architectural Sales, Inc. for the installation of a card access system for the building.

Mr. Hoehn reported that the committee heard a presentation on the proposed Student Residence Hall No. 4. Mr. Helfrich reviewed the project and shared a map of the proposed site. He noted that some of the property included in the site is owned by Southern Indiana Higher Education, Inc. The University will request that SIHE transfer property to the University for the project.

### C. UPDATE ON CURRENT CONSTRUCTION PROJECTS

Mr. Helfrich reported that drywall is installed and painting continues in the Education Wing of the Science and Education Center. The ceiling grid and lights have been installed on the first two floors and installation of carpet has begun. He reported that the installation of drywall is nearing completion in the Science Wing. The structural steel is being installed for the greenhouse, which is scheduled for shipment at the end of January. Mr. Helfrich reported that new elevators are being installed, work on the exterior of the building is nearly complete, and site work will resume when weather permits.

He noted that other construction on campus includes the completion of the office space for the Indiana Department of Commerce, a sidewalk to connect the Children's Center to other walkways on campus, and improvements to the south entrance of the Physical Activities Center.

### D. APPROVAL OF AUTHORIZING RESOLUTION FOR NEW RESIDENCE HALL

Mr. Huber called on Vice President Ruble, who reported that in Fall 1999, Newman Hall opened as the University's first suite-style student residence hall. Governors Hall opened in Fall 2000, and O'Bannon Hall opened in Fall 2001. Current enrollment and housing statistics indicate the need for additional space in student housing. Given the construction schedule for completion of a housing project, planning for an additional student residence hall is proceeding. The fourth residence hall will be similar to O'Bannon Hall with an expected 220 beds. It will be located south of O'Bannon Hall.

Dr. Ruble reported that several steps must be taken prior to the March, 2003 meeting of the Board of Trustees to proceed with the planning and the requests for approval for the construction of this project. Therefore, he recommended the following resolution authorizing the Construction Committee to proceed with the project. The committee will report the progress on the project to the full Board at its meeting in March, 2003.

On a motion by Mr. McKenna, seconded by Mr. Baker, the following resolution was approved.

WHEREAS, the Board of Trustees wishes to proceed with the construction of one student residence hall; and

WHEREAS, other approvals may be required between regular meetings of the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the Construction Committee to approve the architectural contracts, design plans, cost estimates, and construction schedule; to review construction bids; to award contracts or reject any or all construction bids for the project; and to report on the progress of the project to the Board of Trustees;

FURTHER RESOLVED that the Board of Trustees authorizes the Finance Committee to approve a financing plan for the project;

FURTHER RESOLVED that the President be authorized to request the Indiana Commission for Higher Education, the Indiana State Budget Committee, and the Governor of the State of Indiana to approve the student residence hall building project.

**E. APPROVAL OF AUTHORIZING RESOLUTION FOR SECURITIES INVESTMENTS**

Michael Whipple, assistant treasurer and director of the Business Office, reported that the following resolution is necessary to add Fifth Third Securities, Inc., a subsidiary of Fifth Third Bank, to the list of financial institutions with which the University is authorized, by the Board of Trustees, to do business.

On a motion by Mr. Will, seconded by Mrs. Torain, the following resolution was approved.

WHEREAS, the Board of Trustees wishes to designate individuals as the officers of the University authorized to make securities investments with Fifth Third Securities, Inc.;

NOW THEREFORE, BE IT RESOLVED that the Treasurer, the Assistant Treasurer, and the Controller or any of them, are hereby authorized to buy, sell, invest, trade, assign, endorse, and do all things necessary to secure the transfer, investment, and trading in stocks, bonds, mutual funds, annuities, and other securities in the name of the University of Southern Indiana.

SECTION III - PERSONNEL MATTERS

A. APPROVAL OF PERSONNEL ACTIONS

On a motion by Mr. Hoehn, seconded by Mr. Will, the following personnel actions were approved.

1. Early Retirement

Kwangok Kim, associate professor of Accounting, in accordance with the early retirement policy, has requested early retirement effective December 20, 2003, including leave with pay for the period August 13, 2003, through December 20, 2003. Severance pay based on 24.5 years of service to the University will be paid as of January 31, 2004.

David W. Kinsey, associate professor of Mathematics, in accordance with the early retirement policy, has requested early retirement effective May 9, 2004, including leave with pay for the period January 1, 2004, through May 9, 2004. Severance pay based on 32 years of service to the University will be paid as of June 30, 2004.

William R. Kirsch, associate professor of Political Science, in accordance with the early retirement policy, has requested early retirement effective December 20, 2003, including leave with pay for the period August 13, 2003, through December 20, 2003. Severance pay based on 33 years of service to the University will be paid as of January 31, 2004.

2. Emeritus Status

It is recommended that the following faculty members be retired officially with the effective dates shown and that the appropriate emeritus titles, as indicated, be conferred:


Kwangok Kim, Associate Professor Emeritus of Accounting  
24.5 years at USI, effective December 20, 2003

David W. Kinsey, Associate Professor Emeritus of Mathematics  
32 years at USI, effective May 9, 2004

William R. Kirsch, Associate Professor Emeritus of Political Science  
33 years at USI, effective December 20, 2003

There being no further business, the meeting adjourned at 11:30 a.m.

Respectfully submitted,

  
Louise S. Bruce  
Secretary

## An Overview of University Faculty Characteristics and Attitudes

Dr. Charles Harrington  
Assistant Vice President for Academic Affairs  
and Associate Professor of Management

## Higher Education Research Institute (UCLA) Survey of Faculty – 2001-02

### Survey Overview

- Triennial Survey of National Trends of College Faculty
- Fifth iteration
- First time that USI has participated
- Survey of all full-time faculty and academic administrators
- 37 standard survey items plus 21 locally-developed questions
- 64.4% response rate (41% national  $\pi$ )
- USI respondent demographics mirror national data

### Recognized Attributes of University

- Faculty are deeply committed to the welfare of the institution
- Faculty are strongly interested in the academic problems of undergraduates
- Teaching is valued by the academic department and School
- Faculty are interested in students' personal problems
- Female faculty are treated fairly

### Very High Levels of Satisfaction

- The level of collegiality at USI
- Quality of leadership in the academic department
- The existing technical support for the fulfillment of teaching responsibilities

### Very High Levels of Job Satisfaction

- Autonomy and independence
- Professional relationships with other faculty
- Opportunity to develop and implement new ideas
- Overall job satisfaction



### Generally High Satisfaction

- The level of faculty participation in University governance
- Quality of leadership in the school
- The ability of USI to meet the educational needs of entering students
- Clarity of objectives and plans for the next few years at USI

### Factors Noted as Very Important in their Decision to Work at USI

- Institutional emphasis on teaching
- Geographic location
- Colleagues

### Goals for Undergraduates Noted as Very Important

- Develop ability to think clearly
- Prepare students for employment after college
- Enhance students' self-understanding
- Prepare students for civic engagement

### USI Faculty Exceed National Norms

- Scholarship and Professional Development Activities
  - Participated in a teaching enhancement workshop
  - Placed or collected assignments for a course on the Internet
  - Taught a service learning course
  - Taught a course exclusively through the Internet

### USI Workload Exceeds National Norms

- Preparing for teaching
- Community or public service
- Other creative products/performances
- Consultation

### Top Four Sources of Stress for USI Faculty

1. Lack of Personal Time
2. Time Pressure
3. Teaching Load
4. Managing Household Responsibilities

### High Agreement on Objectives

- The University should investigate other methods of teaching evaluation to supplement student evaluation
- The importance of understanding student learning styles, interests and backgrounds at the beginning of each course
- The increasing emphasis on faculty involvement in student learning outcomes assessment is important

### General Agreement on Objectives

- USI has clear guidelines concerning faculty workload expectations
- The Core Curriculum does the job it is supposed to do
- Current USI policies are supportive of research and creative activity in my discipline

"USI should place highest priority on the following faculty affairs issues for next year.."

1. Improving the employee benefit package
2. Improving the faculty evaluation process
3. Strengthening faculty morale
4. Strengthening faculty governance
5. Tightening faculty promotion guidelines

"For the next academic year, faculty development at USI should focus on.."

1. Promoting active teaching and learning strategies
2. Use of technology in the classroom
3. Classroom assessment techniques

"For the next academic year, the top priority to facilitate professional development should be.."

1. Funding for travel to professional conferences and meeting
2. Greater administrative commitment to faculty development
3. Increased funding for equipment and technology
4. In-service training