

AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

January 8, 2004

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF NOVEMBER 10, 2003, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**
- D. PRESIDENT'S REPORT**

SECTION II - FINANCIAL MATTERS

- A. REPORT OF THE FINANCE COMMITTEE**
- B. APPROVAL OF CODE OF ETHICS**
- C. APPROVAL OF REVISED RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS**
- D. REPORT OF THE CONSTRUCTION COMMITTEE**
- E. UPDATE ON CURRENT CONSTRUCTION PROJECTS**
- F. DISCUSSION OF 2005-2015 TEN-YEAR CAPITAL IMPROVEMENT PLAN**

SUPPLEMENTAL INFORMATION
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

January 8, 2004

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF NOVEMBER 10, 2003, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee will meet prior to the Board of Trustees meeting on January 8, 2004. A report will be presented.

- D. PRESIDENT'S REPORT**

SECTION II – FINANCIAL MATTERS

A. REPORT OF THE FINANCE COMMITTEE

The Finance/Audit Committee will meet prior to the Board of Trustees meeting on January 8, 2004. A report will be presented.

B. APPROVAL OF CODE OF ETHICS

The University of Southern Indiana Board of Trustees has chosen to voluntarily comply with the spirit of the Sarbanes-Oxley Act of 2002 by creating and developing a standard Code of Ethics for University administrators, faculty, and support staff. An Ad Hoc Committee was formed to develop a Code of Ethics to guide University administrators, faculty, and support staff in setting and practicing high standards of ethical conduct. A copy of the policy is attached as Exhibit II-A.

Upon the recommendation of the Finance/Audit Committee, approval of the University of Southern Indiana Code of Ethics in Exhibit II-A is recommended.

C. APPROVAL OF REVISED RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS

Approval of the following resolution is recommended.

WHEREAS, the University wishes to update the list of banks designated as depositories in which funds may be deposited and to update the authorizations required for transactions with the depositories;

THEREFORE, BE IT RESOLVED that FifthThird Bank, Old National Bank of Evansville, Integra Bank, Firststar Bank Milwaukee, and Bank One IN NA be and hereby are designated as depositories in which funds of this Corporation may be deposited by its officers, agents, and employees; and

FURTHER RESOLVED that the Treasurer is authorized to sign (including using facsimile signatures) any and all checks, drafts, and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Corporation with said bank, and that the said bank hereby is authorized to honor any and all checks, drafts, and orders so signed, including those drawn to the individual order of such officer without further inquiry or regard to the authority of said officer or the use of said checks, drafts, and orders, or proceeds thereof; and

FURTHER RESOLVED that the Treasurer or Assistant Treasurer of the University of Southern Indiana is authorized to enter into a Funds Transfer Agreement with the aforementioned Banks; and

FURTHER RESOLVED that the Treasurer, the Assistant Treasurer, the Vice President for Governmental Relations, the Controller, the Assistant Controller, the Manager of Payroll, and the Manager of Accounting Services be designated as the officers of the University authorized to make wire transfers; and

FURTHER RESOLVED that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank, but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that the said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after revocation or termination without such notice.

D. REPORT OF THE CONSTRUCTION COMMITTEE

The Construction Committee will meet prior to the Board of Trustees meeting on January 8, 2004. A report will be presented.

E. UPDATE ON CURRENT CONSTRUCTION PROJECTS

A report on the status of current construction projects will be presented.

F. DISCUSSION OF 2005-2015 TEN-YEAR CAPITAL IMPROVEMENT PLAN

The Ten-Year Capital Improvement Plan for 2005-2015 in Exhibit II-B will be discussed. The 2005-2007 Capital Improvement Budget Request will be submitted to the Indiana Commission for Higher Education in June 2004.

UNIVERSITY OF SOUTHERN INDIANA CODE OF ETHICS

The conduct of University administrators, faculty, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

To guide University administrators, faculty, and support staff in setting and practicing high standards of ethical conduct, the University of Southern Indiana Board of Trustees has chosen to voluntarily comply with the spirit of the Sarbanes-Oxley Act of 2002 and has developed the following Code of Ethics. USI embraces the values expressed in the Code and advocates their observance by the members of the USI community. University administrators, faculty, and support staff should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the University's objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
- Complete the University's *Possible Conflict of Interest Disclosure Statement* to disclose any interest, financial or otherwise, direct or indirect, in any business, transaction, or professional activity which may be in substantial conflict with the proper discharge of one's duties;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties; and
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

Prompt internal reporting of code violations should be reported through the appropriate departmental administrative personnel or to Human Resources and reviewed. Any issues pertaining to code violations would follow the same due process as currently outlined in the *University Handbook*.

UNIVERSITY OF SOUTHERN INDIANA
SCHEDULE C
TEN-YEAR CAPITAL IMPROVEMENT PLAN (BUILDINGS)
(all amounts expressed in 2005-07 dollars)

	NEAR-TERM 2005-07 Biennium			MEDIUM-TERM 2007-09 Biennium			LONG-TERM 2009-15 Biennium		
	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.
I. Special R & R									
1. Classroom Renovation/Expansion				\$29,000,000	650,000 c	70,000		\$8,000,000 a	
2. Student Residence Building Renovation/Replacement					8,000,000 a				
II. New Construction									
1. School of Business/General Classroom Bldg. and Physical Plant Expansion	\$29,800,000		98,800						
2. General Classroom Building		\$5,500,000 b	27,000		7,000,000 b	25,000	\$20,000,000		50,000
3. Fitness Center Expansion - Phases II and III		\$7,750,000 a	55,000		8,500,000 a	55,000		\$9,000,000 a	55,000
4. Student Residence Buildings								\$3,000,000 a	
5. Student Residence Dining Facilities					1,250,000 b			\$7,000,000 b	
6. Parking Facilities		\$1,000,000 b							
7. Physical Activities Center (PAC) Addition				\$6,430,000	6,430,000 c	58,000	\$16,000,000	\$7,000,000 c	60,000
8. Performing Arts Center									
III. Facilities Acquisition									
(None)									
IV. Lease									
(None)									
TOTAL	\$29,800,000	\$14,250,000	180,800	\$35,430,000	\$31,830,000	208,000	\$35,000,000	\$34,000,000	220,000

(1) Identify source of non-state (i.e. "other") funding: (a) Rental/Board Income, (b) Fees and Contributions, (c) Contributions.