

MINUTES
JOINT MEETING
FINANCE/AUDIT AND CONSTRUCTION COMMITTEES

UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

January 8, 2004

The Finance and Construction Committees of the University of Southern Indiana Board of Trustees met in joint session on Thursday, January 8, 2004, at the New Harmony Inn and Conference Center in New Harmony, Indiana. Present were Chair G. Patrick Hoehn and Trustees Tina M. Kern-Raibley and Thomas F. McKenna. Also present were Vice President for Business Affairs and Treasurer Robert W. Ruble and Vice President for Governmental Relations Cynthia S. Brinker.

Mr. Hoehn called the meeting to order at 10:00 a.m.

(FINANCE/AUDIT)

1. RECOMMENDATION OF APPROVAL OF PROPOSED CODE OF ETHICS

Vice President Brinker reviewed the Board of Trustees' decision in 2003 to comply with the spirit of the Sarbanes-Oxley Act of 2002. She noted that one of the requirements of Sarbanes-Oxley is that a Code of Ethics be created for senior financial officers and the recommended best practice is that the University extend the Code of Ethics from senior officers to all 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 draft of the code was shared with the constituent groups that would be affected by the policy, including the Academic Affairs Council, Faculty Senate, Staff Council, and Administrative Council. The proposed Code of Ethics (Attachment A) was reviewed.

Pending confirmation that the word "creditable" is correct usage in the document, on a motion by Mrs. Kern-Raibley, seconded by Mr. McKenna, the proposed Code of Ethics was approved for recommendation to the Board of Trustees at its meeting on January 8, 2004.

2. REPORT OF EXIT CONFERENCE FOR THE FEDERAL FUNDS AUDIT

Mr. Hoehn reported that he and Mr. Will attended the exit conference regarding the audit of federal funds by the State Board of Accounts held on December 23, 2003, and that the conference was routine with no problems identified by the Board of Accounts.

3. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

On a motion by Mr. McKenna, seconded by Mrs. Kern-Raibley, the budget appropriations, adjustments, and transfers in Attachment B were approved.

(CONSTRUCTION)

4. REPORT OF CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS
(Attachment C)

Vice President Robert Ruble reviewed the change orders in Attachment C.

There being no further business, the meeting adjourned at 10:25 a.m., and was followed by a tour of the Maximillian Bodmer exhibit and a visit to the USI Senior Students Art Show at the New Harmony Gallery.

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*.

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Additional Appropriation of Income

From:	Unappropriated Current Operating Funds		
To:	1-10700	School of Business Personal Services	3,000
		Supplies and Expense	2,332
From:	Unappropriated Designated Funds		
To:	2-28201	Research Innovation Scholarship Creativity (RISC) – A Study of Atmosphere and Subsurface Water Relationship Supplies and Expense	364
To:	2-28202	Research Innovation Scholarship Creativity (RISC) – Building a Stronger Community Through Communication Supplies and Expenses	300
To:	2-28203	Research Innovation Scholarship Creativity (RISC) – Hand-Held Technology in the Classroom Supplies and Expense	125
To:	2-28204	Research Innovation Scholarship Creativity (RISC) – Fine Art Book Project - An Examination of the Olmec and Indigenous People Supplies and Expense	500
To:	2-28205	Research Innovation Scholarship Creativity (RISC) – The Transformation of Natural Geological Materials Into Artist Mediums Supplies and Expense	408
To:	2-28206	Research Innovation Scholarship Creativity (RISC) - Historic and Pre-Historic Record of Flooding Along the Blue River in South-Central Indiana Supplies and Expense	746
From:	Unappropriated Auxiliary Funds		
To:	3-30606	Men's Basketball Supplies and Expense	3,500
To:	3-30610	Men's Soccer Supplies and Expense	562
From:	Unappropriated Restricted Funds		
To:	4-46268	Scripps-Howard Electronic Classroom Supplies and Expenses	4,881
To:	4-46501	Indianapolis Chamber of Commerce - Internship Initiative Supplies and Expenses	1,955

To:	4-46614	Indiana Commission for Higher Education - Reform of Middle School Science Program	
		Personal Services	73,889
		Supplies and Expenses	62,149

2. Transfer and Appropriation of Funds

From:	1-14000	Student Affairs	
To:	3-36000	Fitness Center Operations	
		Capital Outlay	9,793

From:	2-20000	Student Service Fee	
To:	6-60112	Broadway Services Facility	
		Supplies and Expense/Capital	50,000

From:	2-20050	Student Services Operations	
To:	3-33400	Residence Life Activity Fund	
		Supplies and Expense	500

To:	6-60112	Broadway Services Facility	
		Supplies and Expense/Capital	50,000

From:	2-22500	Corporate Training Program	
To:	1-10700	School of Business	
		Personal Services	3,000
		Supplies and Expense	2,894

From:	2-24600	Employee Benefits	
To:	3-36000	Fitness Center Program	
		Personnel Services	5,990
		Supplies and Expense	4,657

From:	6-60100	Special Projects	
To:	6-60112	Broadway Services Facility	
		Supplies and Expense/Capital	50,000

3. Transfer of Funds

From:	1-19999	Transfers-Out	
To:	2-22500	Corporate Training Program	9,907

From:	2-22500	Corporate Training Program	
To:	1-09100	Transfers-In	1,531

**Report to University of Southern Indiana Board of Trustees
January 8, 2004**

Change Orders Issued by the Vice President for Business Affairs

On September 6, 2001, the Board of Trustees adopted a procedure related to changes in construction contracts which included the following: "Change orders up to \$25,000 may be issued by the Vice President for Business Affairs and reported to the Board of Trustees at its next meeting." Consistent with that policy, the following change orders have been issued.

PROJECT: Henry W. and Betty Jane Ruston Hall

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- G01</u>	Install additional construction site perimeter fencing	Arc Construction Co., Inc.	\$2,015
<u>CO- G02</u>	Undercut foundations to remove unsuitable soil and place compacted fill. 160 cubic yards.	Arc Construction Co., Inc.	9,600
<u>CO- E01</u>	Change emergency telephone brand at request of owner	J. E. Shekell Heating and Air Conditioning Co., Inc.	725
<u>CO- E02</u>	Furnish and install 100 amp circuit and 100A/3 ph switch for sanitary sewer lift station	J. E. Shekell Heating and Air Conditioning Co., Inc.	962