

MINUTES
JOINT MEETING
FINANCE AND CONSTRUCTION COMMITTEES

UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

March 7, 2002

The Finance and Constructions Committees of the University of Southern Indiana Board of Trustees met in joint session on Thursday, March 7, 2002, at the Rapp Granary in New Harmony, Indiana. Present were Trustees J. David Huber, Tina Kern-Raibley, Thomas F. McKenna, G. Patrick Hoehn, and James Will Sr. Also attending were Associate Vice President for Fiscal and Physical Affairs Robert Ruble, Director of Facilities Operations and Planning Stephen Helfrich, Director of Internal Audit Diana Biggs, and Internal Audit Manager J. Robert Howell.

There being a quorum present, Chair David Huber called the meeting to order at 10:30 a.m.

(CONSTRUCTION COMMITTEE)

1. REPORT ON THE PROGRESS OF THE RICE LIBRARY EXPANSION PROJECT PLANNING

Mr. Helfrich reported that architects Edmund L. Hafer and Associates and Woollen, Molzan and Partners conducted the first of three Programming Workshops on February 28 and March 1 for the Rice Library Expansion Project. Mr. Helfrich announced that two additional workshops will be held March 13-14, 2002, and April 9-11, 2002, and invited the committee members to attend. These sessions are fact-finding workshops, the results of which will establish the project program. He noted that the programming and conceptual design will be submitted to the Indiana Commission for Higher Education as part of the University's Capital Improvement Budget Request in June.

2. INFORMATION ITEM: REPORT OF CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS (Attachment A)

Dr. Ruble reported on the Change Order in Attachment A.

2. a. APPROVAL OF CHANGE ORDERS FOR THE SCIENCE AND EDUCATION CENTER PROJECT

The change orders in Attachment B, in excess of the \$25,000 limit for approval by the Vice President for Business Affairs, were recommended for approval. Following discussion, on a motion by Mr. Will, seconded by Mrs. Kern-Raibley, the committee advised the staff to request that the architects explore other, lower-cost options for the installation of the card access system on doors in the building and to report to the committee at its next meeting.

(FINANCE COMMITTEE)

3. PRESENTATION OF THE ANNUAL AUDIT PLAN AND REVIEW OF COMPLETED AUDITS

Ms. Biggs summarized the Annual Audit Plan for fiscal year 2001-02, plus 6 months, which outlines internal audits completed, in process, or scheduled. She presented reports on two recent audits completed by her department. A summary report was presented on the audit of the Eagle Access Card Office, which issues cards to faculty, staff, and students for use as identification or debit cards. Ms. Biggs also reported on an audit of Nonresident Alien Compliance procedures and the complexity of issues involved in interpretation and compliance. This audit focuses on compliance with federal legislation and regulation required of foreign

national nonresident aliens as they apply to taxation and reporting.

4. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS (Attachment C)

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

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

**Report to University of Southern Indiana Board of Trustees
March 7, 2002**

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: Student Residential Building No. 3 - O'Bannon Hall

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>EC-2</u>	Install galvanized rigid conduit instead of PVC under roadway and make changes in the voice and data systems in the residence hall.	Premier Electric Co.	\$12,033.00

**UNIVERSITY OF SOUTHERN INDIANA
SCIENCE AND EDUCATION CENTER
SUMMARY OF CHANGE ORDERS**

MARCH 7, 2002

CHANGE ORDER NUMBER	DESCRIPTION	CONTRACTOR	PROPOSAL AMOUNT
2, Contract 01	Provide and install hardwired card access system on entrance doors	Industrial Contractors, Inc.	\$44,170.00
2, Contract 18	Install conduit and wiring and make electrical connections for card access system	Premier Electric Co. Inc.	\$13,568.00
	TOTAL AMOUNT OF CHANGE:		\$57,738.00

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Additional Appropriation of Income

From:	Unappropriated Current Operating Funds		
To:	1-10200	School of Liberal Arts Personal Services	4,700
To:	1-10251	Communal Studies Supplies and Expense	600
To:	1-10700	School of Business Supplies and Expense	818
To:	1-10750	Economics and Finance Personal Services	6,075
From:	Unappropriated Designated Funds		
To:	2-20300	Student Government Supplies and Expense	209
To:	2-21105	Student Activity Fee Supplies and Expense	63,000
To:	2-23100	Faculty Development Travel Supplies and Expense	13,101
To:	2-23130	Faculty Enhancement – Science and Engineering Technology Supplies and Expense Capital Outlay	4,279 7,695
To:	2-23300	School of Business Revolving Account Supplies and Expense	1,386
To:	2-23305	Center for Business and Economic Research Capital Outlay	7,850
To:	2-26101	Faculty Development Award - Professor Maurice Supplies and Expenses	545
To:	2-26102	Faculty Development Award - Professor Blunt Supplies and Expense	2,000
To:	2-27150	Student/Faculty Research - Professor Collins Supplies and Expense	2,000
From:	Unappropriated Auxiliary Funds		
To:	3-30200	University Center Supplies and Expense	2,140
To:	3-30607	Softball Supplies and Expense	760

From:	Unappropriated Restricted Funds		
To:	4-45088	Medical Education – Dr. Tracy Anthony Lab Supplies and Expenses	8,000
To:	4-45089	Medical Education – Gamma HydroxyButyric Action Research Supplies and Expense	50,000
To:	4-45090	Evansville Center for Medical Education Personal Services Supplies and Expenses	3,100 990
To:	4-45092	Medical Education – Alternative Medicine Personal Services Supplies and Expenses	1,611 7,245
To:	4-45093	Medical Education – Role of B7 Molecules Supplies and Expenses	21,593
To:	4-45094	Medical Education – Diabetes Research Supplies and Expenses	8,640
To:	4-45096	Medical Education – Research Supplies and Expenses	7,500
To:	4-46151	U.S. Department of Education - Campus Program Personal Services Supplies and Expenses	10,695 21,722
To:	4-46158	Indiana Workforce Development - Team Training Supplies and Expenses	100,657
To:	4-46276	Indiana Arts Commission - New Harmony Theatre Supplies and Expenses	5,075
To:	4-46277	Indiana Arts Commission - New Harmony Gallery Supplies and Expenses	3,625
To:	4-46278	Indiana Arts Commission - Ropewalk and Southern Indiana Review Supplies and Expenses	3,355
To:	4-46359	Indiana Academy of Science - Leaf Extraction Research Supplies and Expenses	1,246
To:	4-46361	Research Program – Professor Krahling Personal Services Supplies and Expenses	44,070 5,000
To:	4-46363	Indiana Academy of Science - Spottail Darter Research Supplies and Expenses	579
To:	4-46364	Indiana Academy of Science - Chick Cardiovascular Development Supplies and Expenses	1,160
To:	4-46365	Indiana Commission for Higher Education - Science Learning Research Personal Services Supplies and Expenses	3,230 7,597

To:	4-46438	Welborn Foundation - Breast and Cervical Cancer Program Personal Services Supplies and Expenses	80,000 59,500
To:	4-47825	Academic Support in Housing Personal Services Supplies and Expenses	32,000 12,300
To:	4-47840	First Year Initiatives Personal Services Supplies and Expenses	60,827 35,606

2. Additional Appropriation of Reserve Funds

From:	Unappropriated Designated Funds		
To:	2-25415	Faculty Research – Professor Raske Supplies and Expenses	600

3. Transfer of Funds

From:	2-20050	Student Services Operations	
To:	2-20760	International Programs	3,651
From:	2-20110	Student Activities	
To:	3-36211	Masters Golf Tournament	48
From:	2-21105	Student Activity Fee	
To:	2-20062	Eagle Gran Prix	6,321
From:	2-21105	Student Activity Fee	
To:	2-20100	Student Programs	5,216
From:	3-33400	Residence Life Activity Fund	
To:	3-36211	Masters Golf Tournament	440

4. Transfer and Appropriation of Funds

From:	1-14009	Student Development Programs	
To:	2-20300	Student Government Capital Outlay	4,000
From:	2-20000	Student Service Fees	
To:	2-20050	Student Services Operations Supplies and Expense	5,000
From:	2-20050	Student Services Operations	
To:	2-20100	Student Programs Supplies and Expense	1,111
From:	2-21100	University Service Fees	
To:	2-20050	Student Services Operations Supplies and Expense	10,000

From:	2-21105	Student Activity Fees	
To:	2-20120	Multicultural Center Supplies and Expense	1,989
To:	2-20125	Gospel Choir Supplies and Expense	151
To:	2-20300	Student Government Association Supplies and Expense	5,000
To:	2-20500	Shield Supplies and Expense	5,000
To:	2-21050	Campus Bus and Shuttle Supplies and Expense	5,000
To:	3-30600	Athletic Operations Supplies and Expense	5,000
To:	3-36200	Intramurals Operations Supplies and Expense	2,700
To:	3-36210	Intramurals Programs Personnel Services Supplies and Expense	5,000 15,000