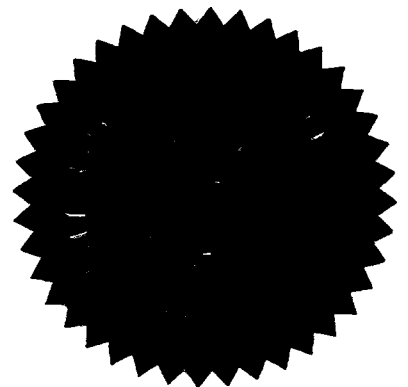


**MINUTES**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**March 2, 2006**



## MINUTES

### UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

March 2, 2006

The University of Southern Indiana Board of Trustees met in regular session on Thursday, March 2, 2006, in the University Center. Present were Chair G. Patrick Hoehn and Trustees Bruce H. Baker, Mark A. Day, Lauren C. Fultz '07, J. David Huber, Frank F. McDonald II '73, Harolyn G. Torain '71, and James L. Will Sr. Also in attendance were President H. Ray Hoops; Provost and Vice President for Academic Affairs Linda L. M. Bennett; Vice President for Governmental Relations Cynthia S. Brinker; Vice President for Student Affairs Robert W. Parrent; Vice President for Business Affairs and Treasurer Mark Rozewski; Vice President for Advancement Sherrianne M. Standley; Faculty Senate Chair Peter Cashel-Cordo; and Student Government Association President Scott Carr.

Chair Pat Hoehn called the meeting to order at 1:00 p.m.

#### SECTION I - GENERAL AND ACADEMIC MATTERS

##### A. APPROVAL OF MINUTES OF JANUARY 12, 2006 MEETING

On a motion by Mr. Will, seconded by Mr. Baker, the minutes of the January 12, 2006, meeting were approved.

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

Chair Hoehn called on Vice President Standley, who announced that the next meeting of the Board of Trustees will be held on Friday, May 5, 2006.

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

The Long-Range Planning Committee met prior to the Board of Trustees meeting on March 2, 2006. Mr. Hoehn called on Committee Chair Bruce Baker for a report. Mr. Baker reported that the committee heard a report from Stephanie Hamington, director of University Division, the mission of which is to facilitate USI students' academic success by helping students build a solid foundation for their college careers. He reported that Ms. Hamington reported on activities within the Division, including English as a Second Language International; Academic Skills (tutoring and supplemental instruction); advising; and the OPTIONS Program, a joint program with Ivy Tech. She also shared the goals of University Division.

##### D. PRESIDENT'S REPORT

President Hoops began his report by referring to the list of students in the agenda who are degree candidates for the May Commencement and noted that the Class of 2006 numbers 1,675, exceeding the size of any previous graduating class.

He noted that also in the agenda is a recommendation for candidates for honorary doctorates and that the commencement speaker this year is Martha Lamkin, president of the Lumina Foundation of Indianapolis. He explained that it has been the tradition to award honorary doctorates to our speakers, who always are deserving of recognition by virtue of their leadership in career and public service. However, the bylaws of the Lumina Foundation prohibit the acceptance of an award like this by its president, so Ms. Lamkin will not be among the honorary degree candidates.

Dr. Hoops remarked that as the University prepares for commencement, it is a good time to reflect on the prior year's graduating class and learn more about the success of the class, based on survey data from the Office of Career Services and Placement. He asked Vice President Parrent to introduce the report. Dr. Parrent introduced LaDawn Buck, acting director of Career Services and Placement, who referred the trustees to a

handout titled "The Class of 2005". Ms. Buck reviewed demographic information regarding the Class of 2005 and the employment rates of the graduates. She reported that between December 2004 and August 2005, 1,541 individuals received degrees and certificates. Her report was based on a survey to which 52.1 percent of the graduates responded. She reported that among 2005 graduates with bachelor degrees, 88.3 percent are working in their field or major. She noted that 76.6 percent of these graduates remain in the tri-state area, and that 81.8 percent remain in the State of Indiana. Ms. Buck reported that mean salaries of graduates with bachelor degrees in new positions have increased since 2004. She also noted that 16 percent of bachelor degree recipients in the Class of 2005 are attending graduate school, while 36.1 percent of associate degree recipients are completing bachelor degree requirements.

President Hoops called on Associate Director of Development for Planned Giving David Bower for a report on the University's planned giving program. Mr. Bower reflected on the generosity of many people who plan deferred gifts to the USI Foundation from their estates and reported that between October 1968 and December 1993, planned giving at the University of Southern Indiana resulted in total gifts of \$2.7 million. *Reflections*, the planned giving society of the University of Southern Indiana Foundation, was established in June 1995, and has a current membership of 317. Mr. Bower reported that planned giving gifts in the period between October 1968 and January 2006 totaled \$52 million and that the estimate of future gifts is \$22.5 million.

President Hoops thanked representatives of the Student Government Association and the Alumni Association who joined USI officials for USI Day at the State House in February. He said that during a luncheon attended by legislators, SGA president Scott Carr made impressive comments, and he asked Mr. Carr to share those comments with the Board of Trustees. A copy of Mr. Carr's remarks is appended to the file copy of these minutes.

In a general report on the activities of the Student Government Association, Mr. Carr reported that in January, members of the Student Government Association joined the Activities Programming Board for a casual dinner at the University Home with President Hoops and other administrators. Also in January, SGA held its Spring Retreat on campus. He reported that in response to a need for representation among graduate students, the General Assembly passed a resolution to create two member-at-large positions for graduate students. Mr. Carr noted that in addition to having lunch with legislators during USI Day at the State House, members of the Student Government Association met local and regional alumni and toured the State House. He reported that the Eagle Athletics Support Committee continues its work to expand its membership and show additional student support for USI athletics.

Mr. Carr reported that SGA recently hosted two campus-wide town hall meetings. The first focused on the University's capital improvement plans for the next 10 years. The second was organized by representatives from each of the five academic colleges and provided an open forum for students. Also attended by the academic deans and Provost Bennett, the meeting focused on academic issues. Mr. Carr concluded his remarks by announcing that later in March, five members of SGA will travel to Washington, DC to attend the DC-Summit, a student government leadership conference held at George Washington University.

Dr. Hoops expressed appreciation to Mr. Carr and SGA for organizing the town hall meetings for students. He commented that such events are an excellent way for students to learn about USI planning and to offer ideas for improving facilities, transportation, academic programming, and student life.

The president was pleased to announce that the MBA program in the College of Business was named in the Princeton Review as one of the top 227 business schools in the nation for the second consecutive year. The USI ranking, while not specified as to a certain number, includes a program profile, listing both statistical information as well as a student-driven opinion profile. The ranking and profile will be helpful to potential applicants in evaluating and comparing the USI program to others.

President Hoops called on Faculty Senate Chair Peter Cashel-Cordo for a report. Dr. Cashel-Cordo reported that the promotion of effective teaching is one of the top priorities of the Senate, and that since January 2005 the topic of effective teaching has been discussed at each semester's faculty meeting. The results of a series of faculty workshops and two surveys have played an important role in the design of a new student evaluation of teaching instrument. An ad hoc committee is working to identify and purchase a new evaluation instrument that will be tested in Fall 2006 and implemented in Spring 2007.

Dr. Cashel-Cordo reported that Faculty Senate participated in the University budget hearing process in April and presented its three priorities: 1) faculty salaries; 2) the conversion of part-time faculty positions to full-time positions; and 3) the creation of a new position to plan, direct, and oversee the administration of classroom programs, services, and resources to ensure compliance with the Americans with Disabilities Act. He directed the Trustees to the Faculty Senate web site at [www.usi.edu/f-senate](http://www.usi.edu/f-senate) for additional information.

Dr. Hoops asked Provost Bennett to introduce a report on the new USI Center for Applied Research and Economic Development. Dr. Bennett introduced Dr. Sue Ellspermann, the founding director of the Center. Dr. Ellspermann reported on the purposes of the Center for Applied Research and Economic Development (CARED), which include participation in public-private economic development partnerships, developing student engagement opportunities in the region, and helping faculty to engage with business and industry in the region. She explained that the current focus of the Center is to form a Regional Advisory Committee; understand USI's inventory of skills, research interests, and capabilities; and develop CARED's vision. She noted that the next phase will be to develop strategies and plans that support the mission of the University and the vision of the Center for Applied Research and Economic Development.

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

Mr. Hoehn asked Vice President Brinker to report on the current session of the Indiana General Assembly. Ms. Brinker reviewed the schedule for the remainder of the session, which will end on March 14, 2006. She reviewed the following bills which could impact higher education.

HB 1162, a bill on university bonding, was amended into HB 1029, which pertains to college savings plans. She noted that the bill would allow the cost for software and related costs to be included in a university bond issue for a capital project and increases the cap on the amount of qualified energy savings projects from \$10 million to \$20 million, and authorizes a university to issue revenue bonds for research facilities, if revenue will pay debt service on the bonds.

SB 345 requires the reversal of part of the payment delays from 2002, when the Governor withheld a payment to state universities in an effort to help with the shortfall in the state budget. Following changes in the original bill that recommended appropriation of \$20 million for general repair and rehabilitation projects at universities, the bill currently includes a \$40 million appropriation. If the bill is approved, the appropriation to USI would be \$1.2 million.

HB 1347 created the "Double Up" Program, a dual credit program to allow high school students to earn college credit. The bill includes requirements for offering dual credit programs and provides a tuition waiver for students on free and reduced lunch. Vice President Brinker noted that USI has offered dual credit programs in area high schools for almost 20 years and the language in this bill is consistent with the procedures the University currently follows for dual credit programs.

SB 89 would have allowed the trustees of state educational institutions to conduct meetings by electronic means. The bill passed out of the Senate, but did not receive a hearing in the House.

HB 1035 would have appropriated funds for the production of Young Abe Lincoln at the Lincoln Amphitheatre for 2006-2007, but did not receive a hearing.

Vice President Brinker reported that throughout the legislative session, she and representatives of other state universities have met with legislators, leaders of the fiscal staff, and staff from the State Budget Agency on issues concerning higher education and in preparation for the budget session in 2007.

#### **F. APPROVAL OF CONFLICT OF INTEREST STATEMENTS**

Chair Hoehn called on Vice President Rozewski to review the Conflict of Interest Statements described in Exhibit I-A. Mr. Rozewski referred the Trustees to a list of individuals who have submitted a *Possible Conflict of Interest Disclosure Statement* and recommended its approval for submission to the State Board of Accounts.

On a motion by Mr. Will, seconded by Mr. Baker, the *Possible Conflict of Interest Disclosure Statements* in Exhibit I-A were approved.

#### **G. APPROVAL OF CANDIDATES FOR DEGREES**

Mr. Hoehn called on Provost Bennett, who recommended approval of the candidates for master, baccalaureate, and associate degrees to be conferred May 6, 2006, listed in Exhibit I-B.

On a motion by Mr. Huber, seconded by Mrs. Torain, the award of the respective degrees, subject to the completion of all requirements, was approved.

#### **H. APPROVAL OF CANDIDATES FOR HONORARY DEGREES**

Chair Hoehn asked President Hoops to review the recommendation for approval to confer honorary degrees during the Commencement ceremony on May 6, 2006. Dr. Hoops announced that the University will be pleased to honor the three individuals recommended for honorary degrees, each of whom is a friend of the University and has an impressive record of community involvement.

On a motion by Mrs. Torain, seconded by Ms. Fultz, the conferral of the following honorary degrees during the Commencement ceremony on May 6, 2006, was approved:

DOCTOR OF LAWS to Wayne F. Henning, executive vice president of Old National Bank and civic leader;

DOCTOR OF LAWS to William E. Miller, retired Evansville educator and civic leader; and

DOCTOR OF LAWS to Mattie S. Miller, retired Evansville educator and civic leader.

## **SECTION II – FINANCIAL MATTERS**

### **A. REPORT OF THE FINANCE/AUDIT COMMITTEE**

The Finance/Audit Committee met prior to the Board of Trustees meeting on March 2, 2006. Mr. Hoehn called on Trustee Frank McDonald, chair of the Finance/Audit Committee, for a report. Mr. McDonald reported that the committee heard a review of audits completed in 2005 and approved the Annual Audit Plan for 2006. He reported that the committee received a report about the VEBA (Voluntary Employees' Benefit Association) Trust Fund. He noted that the committee approved a recommendation to the Board of Trustees to revise the VEBA Trust Investment Policy and that the Board will review this recommendation later in the agenda (Item C.). Mr. McDonald reported that the committee also approved a recommendation to the Board of Trustees to transfer additional funds to the VEBA trust account. The Board will review this recommendation later in the agenda (Item D.).

### **B. UPDATE ON CURRENT CONSTRUCTION PROJECTS**

Mr. Hoehn called on Vice President Rozewski, who introduced Director of Facilities Operations and Planning Steve Helfrich for a report on current construction projects. Mr. Helfrich reported that construction of the new David L. Rice Library continues to be on schedule for completion in April, when the installation of equipment and furnishings will begin. The library staff will move early in June, after which the library collections will be moved to the new facility.

Mr. Helfrich reported that architects are working on the design for the Phase II expansion of the Recreation and Fitness Center, a \$7.25 million project that will nearly double the area of the existing facility when it is complete in Fall 2008. He reported that the University is in the early stages of planning and design for several other construction and renovation projects, including:

- Completion of the lower level of the Education Center to house the Social Work Department;
- Design of a Support Services Facility to house Distribution Services, Procurement and Risk Management, Physical Plant maintenance shops and offices, storerooms, and other departments that must be moved to allow for the future construction of the College of Business/General Classroom Building;
- Preliminary work on the Kenneth McCutchan Art Gallery addition to the Liberal Arts Center;
- Planning for the development of the quadrangle to be bordered by the Rice Library, the Liberal Arts Center, the University Center, the Technology Center, and the College of Business building;
- Planning for the renovation of the Recreation Building in the McDonald West Student Apartment Complex; and
- Schematic planning for Phase I of the loop road and campus entrance intersection.

Other projects that will be completed in coming months include:

- Finishing the interior of the Multi Purpose Building at the Broadway Athletic Fields;
- Replacing the wood floors in the Physical Activities Center and studying the feasibility of upgrading seating in the PAC;
- Adding an emergency generator to provide power for lighting and essential equipment in the case of a power outage at the Physical Plant; and
- Renovation of Forum I, a 300-seat lecture hall in the Wright Administration Building.

Mr. Helfrich reported that several repair and rehabilitation projects are planned, including the replacement of high temperature and chilled water valves, insulation of heating and cooling pipes in the utility tunnels, and upgrade of fire alarm systems in some buildings. The Physical Plant staff is preparing for the annual Summer Rehab Program to clean, paint, and repair apartments and residence halls. He noted that two New Harmony projects are under construction. The renovation of the Schnee-Ribeyre-Elliott House is nearing completion, and the renovation and structural repair work at Murphy Auditorium is 50 percent complete.

He closed his report by reviewing the process for the selection of an architect for the College of Business/General Classroom Building design. Responses to the University's Request for Proposal are due in mid March.

**C. APPROVAL OF RECOMMENDATION TO REVISE VEBA (VOLUNTARY EMPLOYEES' BENEFIT ASSOCIATION) TRUST INVESTMENT POLICY TO ADD ADDITIONAL ASSET CLASS**

Chair Hoehn called on Vice President Brinker to review a recommendation to revise the VEBA Trust Policy. Ms. Brinker reported that the asset class diversification in the VEBA Trust Investment Policy currently provides for investment in three of the four main equity classes: large capitalization stocks, small capitalization stocks, and international equities. Upon review of the policy with the asset managers, it is recommended to add an additional asset class to the equity portion of the portfolio.

The addition of mid size market capitalization stocks would provide additional investment management flexibility and would benefit the volatility of the portfolio over time. Ms. Brinker reported that the addition of the asset class would not change the current stock/bond allocation, only the addition of a percentage allocation within the equity sector. She recommended the revision of the VEBA Trust Investment Policy to add mid capitalization domestic stocks to the asset class diversification with minimum, maximum, and target allocations, and to make other revisions included in Exhibit II-A.

On a motion by Mr. McDonald, seconded by Mr. Baker, the recommendation to change the VEBA Trust Investment Policy to add mid capitalization domestic stocks to the asset class diversification with minimum, maximum, and target allocations, and to make other revisions included in Exhibit II-A was approved. Mr. Day opposed the motion.

<u>Investment Type</u>	<u>Current Allocation</u>		
	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Equities	65%	70%	75%
Fixed Income	25%	30%	35%

<u>Asset Class/Style</u>	<u>Revised Asset Class Diversification</u>		
	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Large Capitalization Domestic	30%	40%	45%
Mid Capitalization Domestic	5%	10%	12%
Small Capitalization Domestic	5%	10%	12%
International	5%	10%	12%

**D. APPROVAL OF RECOMMENDATION TO TRANSFER ADDITIONAL FUNDS TO THE VEBA (VOLUNTARY EMPLOYEES' BENEFIT ASSOCIATION) TRUST ACCOUNT**

Mr. Hoehn called on Vice President Brinker to review a recommendation to transfer funds to the VEBA Trust Account. Ms. Brinker reported that the VEBA Trust Investment Policy requires the approval of the Board of Trustees for a transfer of additional funds to the VEBA Trust accounts. She recommended a transfer of \$500,000 to the VEBA Trust sub account at Old National Trust Company.

On a motion by Mr. Huber, seconded by Ms. Fultz, a transfer of \$500,000 to the VEBA Trust sub account at Old National Trust Company was approved.

#### **E. APPROVAL FOR REVISIONS TO REVISED RETIREMENT POLICY**

Mr. Hoehn called on Vice President Brinker to review recommended revisions to the Revised Retirement Policy. Ms. Brinker reported that the Revised Retirement Policy was adopted by the Board of Trustees effective January 1, 1999. The policy added the Rule of 85 and the Revised Retirement Plan as retirement options for eligible employees. Under the Rule of 85, full-time faculty, administrative, and support employees are eligible to retire at age 55, if the staff member's combined total of age and service at the University equals 85 or more. Under the Revised Retirement Plan, full-time faculty and administrative staff who are age 60 with 20 years of creditable service at the University are eligible to retire under the revised plan. The policy eliminated the option for Early Retirement Plan for full-time faculty and administrative staff members hired on or after January 1, 1999.

Ms. Brinker noted that, under the Revised Retirement Policy, full-time faculty and administrative staff members employed as of December 31, 1998, were given a one-time option to elect retirement under the Early Retirement Plan or the retirement alternative plans which included the Rule of 85 or the Revised Retirement Plan.

She explained that changes in federal legislation extending the date for receipt of Social Security benefits and ongoing considerations for retirement planning have prompted the review of the available retirement options for full-time faculty and administrative staff members employed as of December 31, 1998, and recommended that for full-time faculty and administrative staff members employed as of December 31, 1998, who elected retirement under the Early Retirement Plan, retirement under the Rule of 85 or Revised Retirement Plan be included as additional options.

On a motion by Mr. Will, seconded by Mrs. Torain, revisions to the Revised Retirement Policy were approved, so that for full-time faculty and administrative staff members employed as of December 31, 1998, who elected retirement under the Early Retirement Plan, retirement under the Rule of 85 or Revised Retirement Plan will be included as additional options.



## SECTION III – PERSONNEL MATTERS

### A. APPROVAL OF ANNUAL AUTHORIZATION FOR EMPLOYMENT OF FACULTY AND STAFF

Mr. Hoehn asked Vice President Brinker to review a recommendation for approval of authorization for employment of faculty and staff. Ms. Brinker reported that the University of Southern Indiana Board of Trustees, pursuant to Indiana Code 20-12-1-4, annually authorizes the President of the University of Southern Indiana to employ faculty and staff and to establish salaries and wages within budgetary capabilities. The last authorization was on March 3, 2005.

On a motion by Mr. Huber, seconded by Mr. Will, the Board of Trustees authorized the President of the University to employ qualified faculty and staff, to grant leaves of absence, and to establish salaries, wages, and benefits for employees within the capabilities of the budget and authorized the Chair of the Board of Trustees to convey to the President his employment contract, including salary and benefits. Mr. Day requested a copy of the Board of Trustees Presidential Assessment Policy.

### B. APPROVAL OF PERSONNEL ACTIONS

Chair Hoehn called on Provost Bennett, who referred the Trustees to the following list of faculty members who have been recommended for tenure and/or promotion. On a motion by Mr. Huber, seconded by Mr. Will, the following personnel actions were approved.

#### 1. Tenure

The following faculty members are recommended for tenure effective August 20, 2007:

Dr. Michael D. Dixon, Assistant Professor of History \*  
College of Liberal Arts

Dr. Tamara L. Hunt, Associate Professor of History \*  
College of Liberal Arts

Dr. Gregory B. Murphy, Assistant Professor of Management \*  
College of Business

Dr. Michael L. Slavkin, Assistant Professor of Education \*  
Bower-Suhrheinrich College of Education and Human Services

Dr. Jeff A. Thomas, Assistant Professor of Education \*  
Bower-Suhrheinrich College of Education and Human Services

Dr. Wendy G. Turner, Assistant Professor of Social Work  
Bower-Suhrheinrich College of Education and Human Services

**\* Also recommended for Promotion effective August 21, 2006**

#### 2. Promotion

The following faculty members are recommended for promotion, effective August 21, 2006:

#### **Assistant Professor to Associate Professor**

Dr. Thomas D. Bordelon, Assistant Professor of Social Work  
Bower-Suhrheinrich College of Education and Human Services

Dr. Michael D. Dixon, Assistant Professor of History \*  
College of Liberal Arts

Dr. Gregory B. Murphy, Assistant Professor of Management \*  
College of Business

Dr. David E. Schultz, Assistant Professor of Engineering  
Pott College of Science and Engineering

Dr. Michael L. Slavkin, Assistant Professor of Education \*  
Bower-Suhrheinrich College of Education and Human Services

Dr. Jeff A. Thomas, Assistant Professor of Education \*  
Bower-Suhrheinrich College of Education and Human Services

**Associate Professor to Professor**

Dr. Joseph A. DiPietro, Associate Professor of Geology  
Pott College of Science and Engineering

Dr. Sharlett K. Gillard, Associate Professor of Computer Information Systems  
College of Business

Dr. Tamara L. Hunt, Associate Professor of History \*  
College of Liberal Arts

Dr. Martha B. Sparks, Associate Professor of Nursing  
College of Nursing and Health Professions

Dr. Stephen C. Zehr, Associate Professor of Sociology  
College of Liberal Arts

**\* Also recommended for Tenure effective August 20, 2007.**

**Affiliate Librarian to Assistant Librarian**

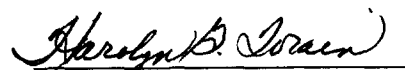
Mr. Peter C. Whiting, Affiliate Librarian  
David L. Rice Library

**Assistant Librarian to Associate Librarian**

Mr. Philip E. Orr, Assistant Librarian  
David L. Rice Library

There being no further business, the meeting adjourned at 2:20 p.m.

Respectfully submitted,

  
Harolyn G. Torain  
Secretary

**Possible Conflict of Interest Disclosure Statements  
Filed for 2006**

DATE	NAME/ TITLE	VENDOR/ CONTRACTOR	DESCRIPTION OF FINANCIAL INTEREST
2-3-06	Louise S. Bruce Trustee	N/A	N/A
2-2-06	Pam Buschkill Children's Center Coordinator	Safety Management	Spouse

**CANDIDATES FOR DEGREES**

**MAY 6, 2006**

MASTER OF ARTS IN LIBERAL STUDIES  
MASTER OF BUSINESS ADMINISTRATION  
MASTER OF HEALTH ADMINISTRATION  
MASTER OF SCIENCE IN INDUSTRIAL MANAGEMENT  
MASTER OF PUBLIC ADMINISTRATION  
MASTER OF SCIENCE IN ACCOUNTANCY  
MASTER OF SCIENCE IN EDUCATION  
MASTER OF SCIENCE IN NURSING  
MASTER OF SCIENCE IN OCCUPATIONAL THERAPY  
MASTER OF SOCIAL WORK

BACHELOR OF ARTS  
BACHELOR OF GENERAL STUDIES  
BACHELOR OF SCIENCE  
BACHELOR OF SCIENCE IN NURSING  
BACHELOR OF SOCIAL WORK  
BACHELOR OF SCIENCE IN ENGINEERING

POST-BACCALAUREATE CERTIFICATE

ASSOCIATE OF ARTS  
ASSOCIATE OF SCIENCE  
ASSOCIATE OF SCIENCE IN NURSING

**MASTER DEGREES**

**MASTER OF ARTS IN LIBERAL STUDIES**

Adams, Anthony R.  
Adams, Tracy A.  
Bush, Joellen  
Matsuo, Mari  
Myers-Bromwell, Erik

**MASTER OF BUSINESS ADMINISTRATION**

Wagoner, Gregory A.  
Albert, William H.  
Burgan, Stacy R.  
Burke, Joanne  
Chacon, Alejandra  
Eades, Amanda L.  
Felt, Peter L.  
Fisher, Jeffrey R.  
Foncannon, Ryan K.  
Harpenau, Cheri H.  
Harper, Jill C.  
Headlee, Ryan D.  
Heidorn, Loretta Y.  
Hoehn, Shannon M.  
Holzmeyer, Teena A.  
Kieffer, Clinton Michael  
Labhart, Sigmund V.  
Lamb, Aaron B.  
Mann, Sarah A.  
Marx, Susan M.  
May, Jeff A.  
Miller, Jeffery W.  
Mullis, Brett R.  
Rees, Aaron M.  
Reynolds, Keith Delain  
Roberts, Matthew L.  
Schaffstein, Angela  
Shirrell, Michael J.  
Smith, Jennifer R.  
Stafford, Shawn D.  
Stone, Lana Lorelei  
Stucki, Donald O.  
Swiz, James C.  
Thompson, Pamela A.  
Warthan, Bradley L.  
Waterman, David S.  
Wingo, Joseph C.

**MASTER OF HEALTH ADMINISTRATION**

Adams, Elizabeth J.  
Aulich, Summer D.  
Bagbey, Sean M.  
Bruce, Shelia Ann  
Chamberlain, Nyla J.  
Fenol, Mary Josephine  
Futrell, Bradley D.  
Griesemer, Sarah B.  
Head, Cathy C.  
Ingler, Allison K.  
Koressel, Melanie M.  
Lall, Roli  
Schultz, Jami M.  
Travers, Elissa K.  
Weaver, Markita K.  
Whittinghill, Cindy

**MASTER OF SCIENCE IN INDUSTRIAL  
MANAGEMENT**

Hines, Matthew A.  
Ledbetter, Barry A.  
Pohli, Douglas S.  
Strupp, Delores J.

**MASTER OF PUBLIC ADMINISTRATION**

Adams, Lauren E.  
Granger, Danyelle E.  
Reidford, Jon M.

**MASTER OF SCIENCE IN  
ACCOUNTANCY**

Huang, Yi  
Parker, Christine L.  
Watkins, Nichole A.

**MASTER OF SCIENCE IN EDUCATION**

Balder, Kimberli E.  
Basham, Laurie M.  
Bass, Robin L.  
Bassemier, Shauna R.  
Becker, Michelle N.  
Beckwith, Jennifer A.  
Campbell, Karen R.  
Clark, Seth P.  
Fairchild, Claudine  
Gerhardt, Jennifer S.  
Hammel, Marla M.  
Jackson, Julie A.  
Jenkins, Judith A.

Jones, Katherine B.  
Kempf, Jennifer L.  
Kissinger, Julie G.  
Lawson, Seasonal D.  
Lovell, Julie H.  
Maile, Sherrie L.  
McConnell-Moye, Tammy  
Meischke, Gwendolyn  
Miller, Shannan A.  
Newhouse, Beth A.  
Paige, Anne Marie  
Pigman, Carol L.  
Quinett, Sarah M.  
Schorr, Debra C.  
Shelby, Karla Lynn  
Shiple, Dina J.  
Shockley, Jerad R.  
Stoops, Jennifer L.  
Voelker, Catheryn F.  
Watson, Kelly L.  
Wedding, Constance J.  
Wilson, Sheila R.  
Womack, Mara B.

**MASTER OF SCIENCE IN NURSING**

Anderson, Cristina L.  
Bajovich, Susan K.  
Baker, Melissa R.  
Bell, Cheryl J.  
Blythe-Townsley, Shelly  
Boggs, Elizabeth A.  
Boyd, Peggy M.  
Buck, Melvin J.  
Casey, Andrea Grace  
Claise, Karen Ann  
Cline, Glenda S.  
Congleton, Terri  
Doerner, Mary E.  
Doyle, Mary Jane  
Elder, Loretta J.  
Fleenor, Tonya H.  
Flowers, Li W.  
Gottman, Erin C.  
Grust, Patricia L.  
Haak, Karen  
Hedinger, Daniel L., II  
Helbling, Camilla M.  
Hildenbrand, Alice F.  
Howard, Matthew S.  
Hulsebusch, Diane L.

Huston, Jennifer L.  
Jones, Beverly A.  
Kaur, Rajwinder  
Kaur, Ranjeet  
Keeton, Ada Kay  
Kieffner, Erin  
Kirk, Sharon R.  
Mallers, Julie A.  
McCutcheon, Tonna Lynn  
Mitchell, Nikki J.  
Nesbitt, Susan Diane  
Owens, Heather L.  
Peterson, Lillian Marie  
Pielin-Kircher, Jonni K.  
Rand, Jennifer L.  
Rasmussen, Carol F.  
Rezac, Debra L.  
Saalwachter, Phyllis  
Sepanek, Sharon L.  
Shelton, Derek S.  
Sidhu, Navpreet Kaur  
Taylor, Rusti Lynn  
Thomas, Constance A.  
Turner, Jacqueline E.  
Walker, Amy E.  
Ward, Barbara Lou  
Waters, Jennifer C.  
Whitehouse, Margaret  
Williams, Angelia D.  
Wires, Jocelyn K.  
Zeller, Sonya Marie

**MASTER OF SCIENCE IN  
OCCUPATIONAL THERAPY**

Banschbach, Kendra M.  
Barley, Stefanie K.  
Borcherding, Gina L.  
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Hooley, Derick G.  
Hoppenjans, Kim A.  
Horstketter, Jeslyn  
Horton, Melinda Rae  
Howe, Sarah B.  
Hubbard, John D.  
Hughes, Leah M.  
Hummer, Clinton R.  
Hunter, Evan M.  
Hutchison, Kelly A.  
Hutchison, Sarah B.  
Jaenicke, Jamie L.  
Johnson, Jennifer L.  
Johnson, Jevaline M.  
Johnson, Tiffany N.  
Jourdan, Dustin P.  
Kelly, Trevor L.  
Kennedy, Brian S.  
Kennedy, Jamie J.  
Kerney, Kevin S.  
Kiesel, Gregory Scott  
Kirk, Kevin A.  
Kniese, Courtney A.  
Knight, Krystle M.  
Koch, Jonathon F.  
Kroeger, Valerie S.  
Krostag, Stephanie R.  
Lagrange, Justin F.  
Lamb, Kedrin T.  
Lammert, Ryan G.  
Land, Celia M.  
Lannert, Stephen M.  
Lawhon, Camaron M.  
Laymon, Timothy W.  
Leach, Melanie  
Lee, Julianna C.  
Lehman, Sean M.  
Lelak, Amber E.  
Logsdon, James C., Jr.  
Lucas, Ashley R.  
Lusk, Corey J.  
Lynch, Kelly J.  
Lynch, Rakia M.  
Madison, Lori McDonald  
Manifold, Sara T.

Marlin, Laura C.  
Martin, Jacob D.  
Martin, Matt J.  
Martin, Richard K.  
Mattingly, Kelly A.  
Mayes, Joseph R.  
McCain, Kali D.  
McCambridge, Sean M.  
McCampbell, Ross D.  
McDaniel, Amy  
McDaniel, Eric  
McNallin, Audrey B.  
Meier, David S.  
Mellott, Dustin R.  
Middleton, Jillian L.  
Miles, Kristy L.  
Miller, Audrey L.  
Miller, Carrie M.  
Mobley, Jeffrey A.  
Monahan, Erin E.  
Moore, Zachary H.  
Mortis, Megan L.  
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Mueller, Jamie A.  
Mullen, Ryan V.  
Nading, Andrew I.  
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Nguyen, Shana M.  
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Passage, Christopher  
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Rhoades, Sara K.  
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Richardville, Lindsey M.  
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Ringeman, Lori A.  
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Selby, Lindsay N.  
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Shaw, Heather S.  
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Sims, Thomas Shane  
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Smith, Tara S.  
Smithhart, Nikki S.  
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Springmeyer, Victori  
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Stegall, Lindsey A.  
Stephens, Emily  
Strange, Marsha L.  
Stunkel, Elizabeth P.  
Sutton, Tessa L.  
Taylor, Brandon C.



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Thomas, Timothy A.  
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Todd, Shane A.  
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Feller, Thomas A.  
Follmar, Jonathan R.  
Gries, Jonathan J.  
Gudapati, Prathyusha  
Haag, Brayton A.

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Hoeszle, Glenna M.  
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Keller, Timothy R.  
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Lashley, Sara  
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Lengacher, Stephanie  
Like, Toby A.  
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Marx, Phillip J.  
Mason, Joshua D.  
Mayhall, Nicholas J.  
McDonald, Paul J.  
Mettle, Lalenia R.  
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Ouranos, Borzou H.  
Petts, Chelsey A.  
Powell, Megan A.  
Ralston, Kristina R.  
Sandefur, Lindsey Ma  
Scales, Bradley L.  
Schenk, Meghann L.  
Smithhart, Robin D.  
Stone, Adam M.  
Swedlund, Kent H.  
Tolliver, Ashley C.  
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Lackman, Candice  
Marrs, Katie M.  
Mills, Jennifer L.  
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Schaefer, Jamie L.  
Schaffstein, Jason R.  
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Carrico, Melissa D.  
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Martin, Tara B.  
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Roach, Darla D.  
Schneider, Lisa M.  
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Sitterding, Rebekah  
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Smith, Lynne Anne  
Smith, Stephanie M.  
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Straka, Andrachelle  
Tarr, Sandra D.  
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Titzer, Tracy R.  
Tromley, Tia J.  
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**DRAFT**  
**UNIVERSITY OF SOUTHERN INDIANA**  
**VEBA TRUST INVESTMENT POLICY**

**INVESTMENT POLICY - GENERAL**

The purpose of the investment policy is to define the attitudes, philosophy, and goals of the Finance Finance/Audit Committee of the University of Southern Indiana Board of Trustees for investing the VEBA (Voluntary Employees' Benefit Association) Trust Fund. In addition, the policy defines the investment guidelines that will be provided to the investment managers. These guidelines address the structure necessary to achieve a diversified portfolio, including asset classes, allocation targets, and management styles. This portfolio should be capable of achieving significant long-term returns while maintaining acceptable levels of risk. The policy will further define measurable industry standards that will be used to monitor and evaluate the performance attained by the investment managers. While this policy defines the current guidelines for managing the fund investments, it is intended that it will be reviewed regularly and modified to meet the evolving financial environment.

**INVESTMENT PHILOSOPHY**

The VEBA Trust Fund was established with the intent of providing a revenue stream that will be utilized to partially fund future costs of the University's retiree benefit plans. It is anticipated that the fund assets will be allowed to grow through additional investments, reinvestment of current income from the asset base, and capital appreciation of the asset base. It is further anticipated that there will be no need to take distributions from this fund for a period of at least ten years after July 1, 2000. Therefore, the investment philosophy for this fund will be based upon investment decisions that will maximize the long-term growth and appreciation of the fund.

Investment decisions for this fund will be based upon the continuing belief in a free enterprise society supported by publicly owned businesses; therefore, the fund's assets should be invested in high quality equity and debt securities of these businesses. It is also recognized that in any economy or over any appreciable time period there will probably be an inflationary loss of purchasing power of the fund's assets. Historically, over extended periods of time, equity investments generally have grown through dividends and appreciation at a faster pace than inflation, and it is expected that such a trend will continue. Consequently, over the long run, equity investments generally provide the best hedge against inflation and a deterioration of the asset base.

The investment objectives of the fund call for a disciplined and consistent management philosophy that accommodates the occurrence of those events that might be considered reasonable and probable. They do not call for a philosophy that represents extreme positions or opportunistic styles of investing.

The investment portfolio shall be diversified as to both fixed income and equity holdings. The purpose of diversification is to provide reasonable assurance that no single investment or class of investments will have a disproportionate or significant impact on the total portfolio. The purpose of fixed income investments is to provide a highly predictable and dependable source of income, to reduce the volatility of the total portfolio market value, and, when appropriate, to provide a source of funds for other investments. The purpose of equity investments is to provide current income, growth of income, and appreciation of principal with the recognition that this requires the assumption of greater market volatility and risk of loss.

The fund will not be directly or internally managed by the Board of Trustees, the Finance Finance/Audit Committee, or University officials. One or more investment advisors will be retained by the fund to manage the assets to (1) provide greater diversification of investment judgment, investment opportunity, and risk exposure; and (2) create a positive influence on performance through independent monitoring of each advisor.

Investment advisors shall be selected from strongly established and financially sound organizations that have a proven and demonstrable record in managing funds with characteristics similar to those of this fund. Selection will depend upon factors established by the Finance/Audit Committee from time to time. These factors will include the competitive structure of the investment advisor's custodial and management fee schedules.

### FUND INVESTMENT OBJECTIVES

The long-term investment objectives of the VEBA Trust Fund are:

- (1) To exceed the general rate of inflation;
- (2) To establish a diversified investment portfolio between fixed and equity securities;
- (3) To establish further diversification among various asset classes within the fixed and equity pools; and
- (4) To maximize total return utilizing prudent levels of risk.

### ASSET ALLOCATION MIX

Historical performance results and future expectations suggest that equities will provide higher total investment returns than fixed-income securities over a long-term investment horizon. Investments in equities also carry with them increased exposure to market volatility and risk of loss of principal. Based upon the time horizon for future distributions of the VEBA Trust Fund, the investment goals of the fund, and prudent risk tolerances, the following asset allocation guidelines are deemed appropriate for the investment of fund assets.

#### ALLOCATION

<u>Investment Type</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Equities	65%	70%	75%
Fixed Income	25%	30%	35%

Investments should not exceed the minimum and/or maximum levels for more than 30 days without the written authorization of the Finance/Audit Committee. The investment advisor has discretion to move within the ranges as an expression of the advisor's confidence or concern for the securities markets.

### ASSET CLASS DIVERSIFICATION

Within the equity portion of the portfolio, the fund seeks to further diversify among different asset classes. These asset classes and their target allocations are presented below.

<u>Asset Class/Style</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
<u>Equities</u>			
Large Capitalization Domestic	30%	40%	45%
Mid Capitalization Domestic	5%	10%	12%
Small Capitalization Domestic	5%	10%	12%
International	5%	10%	12%
Total Equities	65%	70%	75%

These target allocations are intended to be general guidelines. Movement among the various asset classes from time to time will be considered normal. The asset class target mix percentages are long-term in nature. The Finance/Audit Committee does not believe that short-term market timing will add value to the portfolio over the long run.



## **INVESTMENT RESTRICTIONS**

The investment advisor is specifically prohibited from investing trust assets in the following securities and transactions:

- (1) Short sales or purchases on margin
- (2) Purchase of options
- (3) Direct investments in commodities or real estate
- (4) Letter stock or other unregistered securities
- (5) Private placements
- (6) Bonds rated less than "A"
- (7) Foreign debt issues
- (8) Derivatives for speculative purposes
- (9) Other investments which would appear to violate the fiduciary responsibility of the fund

## **USE OF MUTUAL FUNDS**

During the early growth period of the fund, the investment advisor may find it necessary to utilize mutual funds to meet the desired diversification necessary to reduce risk in one or more of the equity classes. When using mutual funds, the investment advisor should select funds with a proven track record for performance in its investment style. Each fund chosen is expected to adhere to the investment constraints and style as outlined in the fund prospectus. In choosing a fund, the investment advisor should be alert to any recent changes in the fund manager and evaluate how these changes may affect the future performance of the fund.

## **PERFORMANCE OBJECTIVES**

The Finance/Audit Committee will periodically review the performance of the investment advisors based upon the performance objections detailed below. It is generally expected that the performance objectives will be achieved over the period of three to five years.

### **Large Capitalization Domestic**

The annualized total return of the large capitalization domestic portfolio should exceed the Standard & Poor's 500 Stock Index. Mutual funds in this category should exceed the median of the universe of funds utilizing a similar style, net of any fees.

### **International**

The portfolio's total return should equal or exceed the annualized return of the Morgan Stanley Capital International Europe, Australia, Far East (EAFE) Index, net of fees. Mutual funds in this class should rank in the upper half of the universe of international mutual funds, net of fees.

### **Mid Capitalization Domestic**

The performance target for these assets should equal or exceed the total return generated by the Russell Midcap Index, net of fees. Mutual funds in this category should rank in the upper half of a comparable universe of mid cap mutual funds, net of fees.

### **Small Capitalization Domestic**

The performance target for these assets should equal or exceed the total return generated by the Russell 2000 Index, net of fees. Mutual funds in this category should rank in the upper half of a comparable universe of small cap mutual funds, net of fees.

## **INVESTMENT ADVISOR RESPONSIBILITIES**

It is expected that the investment advisors will assume the following responsibilities in managing the VEBA Trust assets:

- Comply with the provisions of the Investment Advisors Act of 1940.
- Invest the assets with the due diligence of a prudent professional manager of investment assets.
- Communicate in writing with the ~~Finance~~ Finance/Audit Committee of the University of Southern Indiana Board of Trustees when suggesting significant changes in the investment objectives of the portfolio.
- On at least a ~~quarterly~~ ~~an annual~~ basis, report to the ~~Finance~~ Finance/Audit Committee the performance results and current holdings in the portfolio.

## **ROLE OF THE ~~FINANCE~~ FINANCE/AUDIT COMMITTEE**

The responsibility of the ~~Finance~~ Finance/Audit Committee of the Board of Trustees is to provide direction for the investment of the financial assets of the University of Southern Indiana VEBA Trust Fund. The specific responsibilities are as follows:

- To establish and maintain policies and guidelines for the investments of the fund assets
- To determine the appropriate allocation ranges among classes of investments
- To engage and terminate the services of investment advisors
- To monitor investment returns and review the performances of investment advisors
- To report to the Board of Trustees

## **MONITORING OF INVESTMENT ADVISORS**

The ~~Finance~~ Finance/Audit Committee of the Board of Trustees is responsible for monitoring the stewardship of the investment advisors. From time to time, the ~~Finance~~ Finance/Audit may meet individually with the investment advisors. During these meetings, the Committee will focus on reports about:

- The advisor's compliance with the investment policies developed by the Committee
- The most recent economic environment and projected future changes in that environment
- Significant changes in the advisor's organization, investment philosophy, and/or key personnel
- Comparisons of the investment advisor's results with the appropriate benchmark standards as outlined in the investment policy

Policy approved by Board of Trustees 11/02/95  
Revised policy approved by Board of Trustees 05/05/00