

AGENDA

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

March 2, 1995

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. Approval of Minutes of January 5, 1995, Meeting
- B. Establishment of Next Meeting Date, Time, Location
- C. President's Report
- D. Report of Long-Range Planning Committee
- E. Approval of Candidates for Degrees
- F. Approval of Candidates for Honorary Degrees

SECTION II - FINANCIAL MATTERS

- A. Report of Finance Committee Meeting
- B. Approval to Issue Requests for Proposal (RFP) for Investment Banker Services and Construction Manager Services
- C. Approval to Authorize Finance Committee to Review VEBA Trust Requests for Proposal
- D. Approval of Request to Construct a Utility Tunnel
- E. Report on Change in Group Term Life Insurance Carrier
- F. Approval of Resolution for Corporate Credit Card
- G. Approval of Budget Appropriations, Adjustments, and Transfers

SECTION III - PERSONNEL MATTERS

- A. Approval of Annual Authorization for Employment of Faculty and Staff
- B. Approval of Personnel Actions

SUPPLEMENTAL INFORMATION

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

March 2, 1995

SECTION I - GENERAL AND ACADEMIC MATTERS

A. APPROVAL OF MINUTES OF JANUARY 5, 1995, MEETING

B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

C. PRESIDENT'S REPORT

D. REPORT OF LONG-RANGE PLANNING COMMITTEE

E. APPROVAL OF CANDIDATES FOR DEGREES

The candidates for master, baccalaureate, and associate degrees, to be conferred May 6, 1995, are listed in Exhibit I-A.

It is recommended that award of the respective degrees be approved subject to the completion of all requirements.

F. APPROVAL OF CANDIDATES FOR HONORARY DEGREES

It is recommended that the conferral of the following honorary degrees at the May 6, 1995, Commencement be approved.

DOCTOR OF LAWS to Randall T. Shepard, Evansville native and Chief Justice of the Indiana Supreme Court, who will bring the Commencement address.

DOCTOR OF LAWS to David L. Rice, president emeritus of the University of Southern Indiana, who served USI from 1967-1994.

SECTION II - FINANCIAL MATTERS

A. REPORT OF FINANCE COMMITTEE MEETING

B. APPROVAL TO ISSUE REQUESTS FOR PROPOSAL (RFP) FOR INVESTMENT BANKER SERVICES AND CONSTRUCTION MANAGER SERVICES

The Finance Committee has reviewed drafts of Requests for Proposal (RFP) for Investment Banker services related to the future sale of bonds for the University Center addition and for Construction Manager services for construction of the General Purpose Classroom building. It is recommended that the Finance Committee be authorized to issue these Requests for Proposal, evaluate the results of the proposals submitted, and present a recommendation to accept proposals for each of these projects or reject all proposals for one or both of these projects at the next regularly scheduled meeting of the Board of Trustees.

Approval of this authorization is recommended.

C. APPROVAL TO AUTHORIZE FINANCE COMMITTEE TO REVIEW VEBA TRUST REQUESTS FOR PROPOSAL

The University has received proposals from four area banks for the purpose of establishing a VEBA Trust to fund post-retirement health coverage. These proposals, which include detailed financial aspects of trust administration, have been analyzed by University staff and the findings have been reported to the Finance Committee. It is recommended that the Finance Committee be authorized to study these proposals and present a recommendation to accept one proposal or to reject all proposals at the next regularly scheduled meeting of the Board of Trustees.

Approval of this authorization is recommended.

D. APPROVAL OF REQUEST TO CONSTRUCT A UTILITY TUNNEL

In order to facilitate the delivery of utility services to the University Center addition, the future General Purpose Classroom building, and other future construction projects in the southeastern quadrant of the campus, construction of a new utility tunnel segment is recommended. This infrastructure development project will allow utilities from our central heating and cooling plant to be delivered to these construction sites, and allow the future development of a utility loop system which will service the entire campus. A summary of the project is presented in Exhibit II-A. The estimated cost for this project will be \$264,800, which will be funded internally utilizing existing plant fund reserves.

It is recommended that President Hoops 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 University entering into contracts to construct this utility tunnel segment.

E. REPORT ON CHANGE IN GROUP TERM LIFE INSURANCE CARRIER

Manulife Financial, the University's group term life insurance carrier, notified the University of its intent to withdraw from the U.S. Group Life and Health business effective February 28, 1995. To provide continuous coverage for existing accounts, Manulife Financial entered into an agreement with The Canada Life Assurance Company. Canada Life is rated "AAA" by Standard & Poor's and Duff & Phelps. Canada Life will underwrite the University's group term life insurance plan beginning March 1, 1995, without any change in premium rates.

F. APPROVAL OF RESOLUTION FOR CORPORATE CREDIT CARD

The Business Office has evaluated a plan to implement a credit card system for purchases of certain services and supplies. Credit cards will be issued to selected fiscal agents and their designated representatives. Purchases made using this system will be those purchases which cannot be made economically or efficiently utilizing the existing purchase order system. The credit card system will allow fiscal agents to procure low value services and supplies in a timely manner.

To facilitate the implementation of this credit card purchasing system, the following resolution is presented for approval.

BE IT RESOLVED, that the University of Southern Indiana enter into a written agreement with Citizens Bank of Evansville pursuant to which there shall be issued to this corporation Visa credit cards for commercial and business use by this corporation's officers and employees, and that the Vice President for Business Affairs and Treasurer is hereby authorized and directed to execute for and on behalf of the corporation said written agreement upon terms and conditions as may be required by the Bank.

BE IT FURTHER RESOLVED, that the Vice President for Business Affairs and Treasurer is hereby authorized, directed, and empowered in the name of the corporation, to apply to the Bank for issuance of such cards deemed in his/her judgment appropriate for the corporation's officers and employees and that he/she be hereby authorized and empowered to pay all indebtedness incurred by the use of such credit cards.

BE IT FURTHER RESOLVED, that Citizens Bank of Evansville is authorized to act upon this resolution until written notice of its revocation is delivered to said Bank, and that the authority hereby granted shall apply with equal force and effect to the successors in office herein named.

Approval of the preceding resolution is recommended.

G. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

Approval of the following budget appropriations, adjustments, and transfers is recommended.

1. Additional Appropriations

From:	Unappropriated Current Operating Funds		
To:	1-10700	School of Business Supplies and Expense	854
To:	1-10220	Communications Capital Outlay	5,950
From:	Unappropriated Designated Funds		
To:	2-23100	Faculty Development Travel Supplies and Expense	2,529
From:	Unappropriated Auxiliary Funds		
To:	3-30606	Athletics - Men's Basketball Supplies and Expense	900
To:	3-30607	Athletics - Softball Supplies and Expense	150
To:	3-30608	Athletics - Men's Golf Supplies and Expense	350

To:	3-30610	Athletics - Soccer Supplies and Expense	1,125
To:	3-30611	Athletics - Volleyball Supplies and Expense	150
To:	3-30615	Athletics - Cross Country Supplies and Expense	450
From:	Unappropriated Restricted Funds		
To:	4-45090	Medical Education Grant Personal Services Supplies and Expense	46,688 59,657
To:	4-45097	Biomedical Research Grant Personal Services Supplies and Expense	3,000 22,000
To:	4-46016	Small Business Administration Grant 10/94-12/95 Supplies and Expense	5,000
To:	4-46135	Eisenhower Grant/Reitz High School Demo Project Personal Services Supplies and Expense	48,000 68,532
To:	4-46321	National Science Foundation Grant - Professor DiPietro Personal Services Supplies and Expense	31,646 44,029
To:	4-46326	Lincoln Hills Project Grant Personal Services Supplies and Expense	38,177 42,474

2. Transfer of Funds

From:	2-20200	Activities Programming Board	
To:	1-09100	Transfers In	100
From:	3-30612	Athletic Tourney	
To:	0-30699	Athletic Reserve	1,914

3. Appropriation Transfers

From:	1-10320	Engineering Technology Supplies and Expense	
To:	1-10320	Engineering Technology Capital Outlay	1,484
From:	1-14000	Student Services Personal Services	
To:	1-14003	Student Financial Assistance Capital Outlay	3,252
From:	1-14101	Intramurals Personal Services	
To:	1-14101	Intramurals Supplies and Expense	3,000

SECTION III - PERSONNEL MATTERS

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

Pursuant to Indiana Code 20-12-1-4, the University of Southern Indiana Board of Trustees on March 3, 1994, authorized the President of the University of Southern Indiana to employ faculty and staff, and to establish salaries and wages within budgetary capabilities.

It is recommended that the Board of Trustees authorize the President of the University of Southern Indiana 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.

B. APPROVAL OF PERSONNEL ACTIONS

Approval of the following personnel actions is recommended.

1. Tenure

The following faculty members are recommended for continuous appointment, effective August 19, 1996.

Hilary Braysmith, Assistant Professor of Art History
School of Liberal Arts

Ernest H. Hall, Jr., Assistant Professor of Management
School of Business

Sheila Melander, Assistant Professor of Nursing
School of Nursing and Health Professions

Jong Rhim, Assistant Professor of Finance
School of Business

2. Promotions

The names of the members of the faculty who are recommended for promotion, effective August 21, 1995, are as follows:

Assistant Professor to Associate Professor

Ernest H. Hall, Jr., Management and Marketing Department
School of Business

Sheila Melander, Nursing Program
School of Nursing and Health Professions

Jong C. Rhim, Economics and Finance Department
School of Business

Timothy J. Schibik, Economics and Finance Department
School of Business

Peggy O. Shields, Management and Marketing Department
School of Business

Gregory P. Valentine, Information Systems and Business Education Department
School of Business

Associate Professor to Professor

Donald D. Bennett, Education Department
School of Education and Human Services

Munir Quddus, Economics and Finance Department
School of Business

3. Early Retirement

Gordon E. Kelley, Professor of Health Professions and Associate Dean for Health Professions, in accordance with the early retirement policy, has requested early retirement effective June 30, 1996, including leave with pay for the period of January 1, 1996, through June 30, 1996. Severance pay based on 25 years of service to the University will be paid as of June 30, 1996.

Frank L. Stanonis, Professor of Geology/Geography and Chair, Geology and Physics Department, in accordance with the early retirement policy, has requested early retirement effective December 16, 1995, including leave with pay for the period of August 21, 1995, through December 16, 1995. Severance pay based on 26 years of service to the University will be paid as of January 2, 1996.

4. Early Retirement and Emeritus Status

Donald D. Bennett, Athletic Director, Executive Administrative Assistant, in accordance with the early retirement policy, has requested early retirement effective January 9, 1996, including leave with pay for the period of July 9, 1995, through January 9, 1996. Severance pay based on 28 years of service to the University will be paid as of January 31, 1996.

It is further recommended that the appropriate emeritus title, Vice President Emeritus for Student Affairs and Professor Emeritus of Education; 28 years at USI, be conferred effective January 9, 1996.

5. Emeritus Status

The following faculty members will retire at the end of the Spring Semester, 1995. It is recommended that they be retired officially with the effective dates shown and that the appropriate emeritus titles, as indicated, be conferred:

Aldo F. Cardarelli, Professor Emeritus of Education;
21 years at USI, effective May 6, 1995.

Melvin W. Denner, Professor Emeritus of Biology;
27 years at USI, effective May 6, 1995.

Yen-Tzu Fu, Professor Emeritus of Mathematics;
28 years at USI, effective May 6, 1995.

Glenn L. Kinzie, Professor Emeritus of Education;
25 years at USI, effective May 6, 1995.

M. Victoria Pohl, Professor Emeritus of Mathematics;
25 years at USI, effective May 6, 1995.

Robert M. Small, Jr., Associate Professor Emeritus of Education;
25 years at USI, effective December 17, 1994.