

MINUTES
JOINT MEETING
FINANCE/AUDIT AND CONSTRUCTION COMMITTEES

UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

May 7, 2005

The Finance/Audit and Construction Committees of the University of Southern Indiana Board of Trustees met in joint session on Saturday, May 7, 2005, in the University Conference Center. Present were Committee Chair G. Patrick Hoehn and Trustees Mark A. Day, J. David Huber, Frank F. McDonald II, and James L. Will Sr. Also in attendance were Vice President for Governmental Relations Cynthia S. Brinker; Vice President for Business Affairs and Treasurer Mark Rozewski; Assistant Vice President for Business Affairs Mary Hupfer; Assistant Director of Facilities Operations Miles Mann; and Director of Internal Audit Diana Biggs.

Mr. Hoehn called the meeting to order at 11:00 a.m.

(FINANCE/AUDIT)

1. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

On a motion by Mr. Will, seconded by Mr. McDonald, the budget appropriations, adjustments, and transfers in Attachment A were approved.

(CONSTRUCTION)

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

Assistant Director of Facilities Operations Miles Mann reviewed the change orders in Attachment B.

3. APPROVAL OF CHANGE ORDER

Mr. Hoehn called on Vice President Rozewski to review the recommended change order in Attachment C. According to the Procedures Related to Changes in Construction Contracts adopted by the Board of Trustees on September 6, 2001, the change order described in Attachment C required the approval of the Construction Committee because it was in excess of \$25,000. Mr. Rozewski recommended approval of the change to the Rice Library Project which would increase the size of the emergency generator and improve the University's ability to provide power to the campus in the event of a power failure.

On a motion by Mr. Day, seconded by Mr. Will, the change order in Attachment C was approved.

(FINANCE/AUDIT)

4. PRELIMINARY DISCUSSION OF 2005-2007 BUDGET

Vice President Brinker presented a brief report on the 2005 Indiana General Assembly and reported that under a new law passed by the General Assembly, each state educational institution is required to set tuition and fees for a two-year period following the adoption of the state's biennial budget, and to hold a public hearing before the adoption of any proposed rate increases. She announced that USI will hold a public hearing at 3:00 p.m. on Thursday, May 19, 2005, on campus.

Mr. Rozewski reported that the University proposes that tuition for a full-time, undergraduate student be set at \$4,303 in 2005-2006, an increase of approximately \$226. In 2006-2007, tuition would be set at \$4,518, an increase of approximately \$215.

The committee agreed by consensus to the proposed increases in tuition and fees for 2005-2006 and 2006-2007.

There being no further business, the meeting adjourned at 2:00 p.m.

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Additional Appropriation of Income

From:	Unappropriated Designated Funds		
To:	33105-01100	New Harmony Operations	
		Salaries and Benefits	1,911
		Supplies and Expense	94

2. Transfer and Appropriation of Funds

From:	16006-05110	Student Activities	
To:	16002-05130	Spring Festival	
		Supplies and Expense	1,000
From:	16011-05110	Activities Programming Board	
To:	10001-01400	School of Liberal Arts	
		Salaries and Benefits	414
From:	31015-05170	Residence Life Activity Fund	
To:	16004-05030	Student Programs	
		Supplies and Expense	500
To:	16020-05150	International Student Programs	
		Supplies and Expense	400
From:	91005-03000	Special Projects	
To:	91070-03000	Forum III Renovation	125,000
To:	91075-03000	Forum Renovation – Travel Services	150,000
To:	92110-03000	Science Education Construction	47,359

**Report to University of Southern Indiana Board of Trustees
May 7, 2005**

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 over \$25,000 that require immediate action will be described to all Construction Committee members (generally by email). After any concerns have been resolved, the Vice President for Business Affairs will issue the change order and report to the Board of Trustees at its next meeting." Consistent with that policy, the following change order has been issued.

PROJECT: David L. Rice Library

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- GC 13</u>	Provide the stone carving that was submitted by USI. There will be four (4) pieces of carvings represented by the model.	Deig Bros. Construction Co.	\$64,000

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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: David L. Rice Library

<u>CO- GC</u>	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- GC 04</u>	Changes to openings 1501, 2501, 3501, and 4501 for fire rated glass and frame	Deig Bros. Construction Co	(\$18,580)
<u>CO- GC 05</u>	Make changes per Starbuck's revised plan	Deig Bros. Construction Co.	5,965
<u>CO- GC 06</u>	Add door 1009D	Deig Bros. Construction Co.	4,856
<u>CO- GC 07</u>	Add five study rooms at the second and third floors	Deig Bros. Construction Co.	17,899
<u>CO- GC 08</u>	Credit per contract for earth and rock allowance	Deig Bros. Construction Co.	(2,273)
<u>CO- GC 09</u>	Provide stair and railing for elevator machine room	Deig Bros. Construction Co.	2,692
<u>CO- GC 10</u>	Relocate entrances and automatic door operators 1505A, 1505B, and 1505C	Deig Bros. Construction Co.	10,277
<u>CO- GC 11</u>	Additional excavation to provide access to sandstone layer for retesting	Deig Bros. Construction Co.	709
<u>CO- GC 12</u>	Remove 15 inches from top of opening in Manhole No. 7	Deig Bros. Construction Co.	4,500
<u>CO- GC 14</u>	Engrave "David L. Rice Library" in stone panels at front entrance	Deig Bros. Construction Co.	7,653
<u>CO- MC 03</u>	Make changes per Starbuck's revised plan	Goebel Mechanical, Inc.	\$1,180

<u>CO- MC 04</u>	Sodexho requested changes for coffee shop	Goebel Mechanical, Inc.	6,300
<u>CO- MC 05</u>	Add sink in Room 3023 and change sink in Room 2022	Goebel Mechanical, Inc.	1,135
<u>CO- MC 06</u>	Add five study rooms at the second and third floors	Goebel Mechanical, Inc.	12,678
<u>CO- VDC 01</u>	Additions and relocations of floor boxes	Mel-Kay Electric Co.	\$67
<u>CO- VDC 02</u>	Provide additional floor box with electric, voice, and data	Mel-Kay Electric Co.	1,023
<u>CO- EC 03</u>	Changes to openings 1501, 2501, 3501, and 4501 to delete exit signs	The State Group	(\$654)
<u>CO- EC 04</u>	Make changes per Starbuck's revised plan	The State Group	3,221
<u>CO- EC 05</u>	Additions and relocations of floor electrical boxes	The State Group	18,505
<u>CO- EC 06</u>	Revisions for interior and exterior light fixture locations	The State Group	(239)
<u>CO- EC 07</u>	Sodexho requested changes for coffee shop	The State Group	4,758
<u>CO- EC 08</u>	Provide new emergency telephone	The State Group	6,969
<u>CO- EC 09</u>	Furnish and install two "S5" fixtures	The State Group	5,134
<u>CO- EC 10</u>	Furnish and install two wall sconces	The State Group	1,494
<u>CO- EC 11</u>	Add five study rooms at the second and third floors	The State Group	8,865
<u>CO- EC 12</u>	Relocate entrances and automatic door operators 1505A, 1505B, and 1505C	The State Group	5,030
<u>CO- EC 13</u>	Add door 1009D	The State Group	635
<u>CO- EC 14</u>	Provide additional floor box with electric, voice, and data	The State Group	1,760
<u>CO- EC 15</u>	Furnish and hook up portable generator for power outage	The State Group	1,892

Recommendation for Approval of Change Order

Procedures Related to Changes in Construction Contracts (Approved by Board of Trustees September 6, 2001)

1. 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.
2. Change orders over \$25,000 that require immediate action will be described to all Construction Committee members (generally by email). After any concerns have been resolved, the Vice President for Business Affairs will issue the change order and report to the Board of Trustees at its next meeting.
3. **All other change orders will be reviewed with the Construction Committee at its next meeting. Following approval of the committee, the change order will be issued and reported to the Board of Trustees at its next meeting.**

Consistent with this policy, the following change order is recommended for approval.

Project: David L. Rice Library

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- EC 16</u>	Increase size of emergency generator from 300 KW to 500 KW; install larger pad and additional conduits.	The State Group	\$58,574