

AGENDA

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

May 6, 1994

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. Approval of Minutes of March 3, 1994, Meeting
- B. Establishment of Next Meeting Date, Time, Location
- C. President's Report
- D. Appointment of Nominating Committee
- E. Report from the Office of Career Services and Placement on the Class of 1993
- F. Approval of Resolution of Congratulations to the Men's Basketball Team
- G. Discussion of 1995-2005 Development Plan

SECTION II - FINANCIAL MATTERS

- A. Approval of Schedule of Student Fees 1994-95
- B. Approval of Miscellaneous Fees
- C. Approval of Current and Plant Fund Budgets
- D. Approval of Health Professions Building Change Orders
- E. Approval of Resolution to Authorize a Funds Transfer Agreement
- F. Report of the Construction Committee
- G. Discussion of Ten-Year Capital Improvement Plan
- H. Approval of CONCERN: Employee Assistance Program Premium Rates
- I. Discussion of Life Insurance Rates for 1994-95
- J. Approval of Disability Insurance Rates for 1994-95
- K. Approval of Budget Appropriations, Adjustments, and Transfers

SECTION III - PERSONNEL MATTERS

- A. Approval of Personnel Actions

SUPPLEMENTAL INFORMATION
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

May 6, 1994

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF MARCH 3, 1994, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT'S REPORT**
- D. APPOINTMENT OF NOMINATING COMMITTEE**
- E. REPORT FROM THE OFFICE OF CAREER SERVICES AND PLACEMENT ON THE CLASS OF 1993**
- F. APPROVAL OF RESOLUTION OF CONGRATULATIONS TO THE MEN'S BASKETBALL TEAM**

Approval of the following resolution of congratulations to the men's basketball team is recommended.

WHEREAS, the University of Southern Indiana men's basketball team won the Great Lakes Valley Conference title for 1993-94, finishing with a 28-4 record, and

WHEREAS, during the 1993-94 season, the Screaming Eagles broke 33 individual, school, and NCAA records, and

WHEREAS, the Screaming Eagles hosted and won the Great Lakes Regional NCAA Tournament, winning a berth in the Elite Eight, and

WHEREAS, the Eagles advanced to capture second place in the nation in the NCAA Division II men's basketball tournament, playing on national network television, and

WHEREAS, team members Chris Bowles, Stan Gourard, and Tyrone Tate were singled out for national and regional athletic awards, and

WHEREAS, team members Chris Bowles, Craig Martin, Neil Coyle, Scott Taylor, and Jeff Doyle were singled out for conference academic awards, and

WHEREAS, this team has exhibited that they are individually and collectively champions on and off the basketball court,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees commend Coach Bruce Pearl, his coaching staff, and each and every member of this championship team, and

FURTHER RESOLVED that a letter of congratulations with this accompanying resolution be sent to all coaches and players, and

FURTHER RESOLVED that this be spread upon the minutes of the Board for all time.

- G. DISCUSSION OF 1995-2005 DEVELOPMENT PLAN**

SECTION II - FINANCIAL MATTERS

A. APPROVAL OF SCHEDULE OF STUDENT FEES 1994-95

The spending level approved for the State universities by the 1994 Indiana General Assembly includes an increase in student fees to supplement the state appropriation.

It is recommended that the per semester credit hour fee be increased by \$4.25 for Indiana resident undergraduate students, \$6.25 for Indiana resident graduate students, \$10.25 for non-resident undergraduate students, and \$12.50 for non-resident graduate students.

Schedule of Fees
Effective Fall Semester 1994
Per Semester Credit Hour

	<u>Undergraduate</u>		<u>Graduate</u>	
	Resident	Non-Resident	Resident	Non-Resident
Contingent	\$51.25	\$ 51.25	\$85.00	\$ 85.00
Instructional Facilities	16.25	16.25	16.25	16.25
Student Services	4.75	4.75	4.75	4.75
Non-Resident		103.75		106.00
Total	\$72.25	\$176.00	\$106.00	\$212.00

B. APPROVAL OF MISCELLANEOUS FEES

Approval of the following Miscellaneous Fee Schedules is recommended.

1. Laboratory and Miscellaneous Fees

<u>Type of Fee</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>
Audit Fee (Plus Applicable Lab Fee)	30.00	30.00	8-29-94
Bad Check Penalty	15.00	15.00	7-01-94
Bowling Lab Fee	35.00	35.00	8-29-94
Campus Services Fee (per semester)	10.00	10.00	8-29-94
Campus Services Fee (per summer session)	2.00	2.00	7-01-94
Change of Schedule	12.00	12.00	8-29-94
Computer Lab Fee	20.00	20.00	8-29-94
Departmental Exams	10.00	10.00	8-29-94
Distance Education Fee (Supply Fee)		100.00	7-01-94
Graduate Studies Application Fee	10.00	10.00	7-01-94
ID Card Replacement Fee	5.00	5.00	8-29-94
Laboratory Fee	20.00	20.00	8-29-94
Late Registration Fee	10.00	10.00	8-29-94
Nursing Test Fee	30.00	30.00	8-29-94
Payment Plan Fee	25.00	25.00	7-01-94
Payment Plan Late Fee	10.00	10.00	7-01-94
Physical Education Fee	10.00	10.00	8-29-94
Studio Fee	20.00	20.00	8-29-94

Traffic Violation Fines			
Reckless Driving	20.00	20.00	7-01-94
Speeding	20.00	20.00	7-01-94
Parking Handicapped Zone	10.00	10.00	7-01-94
All Other Violations	5.00	5.00	7-01-94
Health Professions Insurance	15.00	15.00	7-01-94

2. Admission Prices For Athletic Events

It is recommended that 1994-95 admission prices for athletic events be established as follows. A valid student identification card admits USI students free to regularly scheduled athletic events. Children two years of age and under not occupying a seat will be admitted free when accompanied by an adult. Children occupying a seat will be charged the student (non-USI) fee. Senior citizens, 65 years of age or older, will receive a \$1.00 discount on each single-admission ticket or pass. These fees will be effective July 1, 1994.

	<u>Current Fee</u>	<u>Proposed Fee</u>
BASKETBALL, MEN		
<u>Season Ticket</u> (includes men's/women's double headers)		
Reserved Chairback	\$50.00	\$60.00
General Admission Bench, Adult	35.00	45.00
General Admission Bench, Student (non-USI)	15.00	20.00
<u>Single Game</u>		
Reserved Chairback	5.00	6.00
General Admission Bench, Adults	4.00	5.00
Bench, Students (non-USI)	2.00	3.00
BASKETBALL, WOMEN		
General Admission, Adult	4.00	4.00
General Admission, Student (non-USI)	2.00	2.00
SOCCER		
<u>Season Pass</u>		
Adult	30.00	35.00
Student (non-USI)	12.50	15.00
<u>Single Game</u>		
Adult	4.00	4.00
Student (non-USI)	2.00	2.00
VOLLEYBALL		
<u>Single Game</u>		
Adult	2.50	3.00
Student (non-USI)	1.00	1.00

3. Children's Center Fees

It is recommended that the 1994-95 Children's Center fees remain unchanged from the 1993-94 fees.

<u>All Day Attendance</u> <u>(Per Day Fee)</u>	<u>Current</u> <u>Fee</u>
One child (USI students/employees)	\$13.00
One child (non-USI)	14.00
<u>Hourly Schedule</u> <u>(Per Hour Fees)</u>	<u>Current</u> <u>Fee</u>
One hour	\$2.50
Two hours	3.75
Two and one half hours	4.25
Three hours	5.00
Three and one half hours	5.75
Four hours	6.50
Four and one half hours	7.25
Five hours	8.00
More than five hours	13.00 (USI students/employees) 14.00 (non-USI related)

A sibling discount of 10 percent per child will be given to parents who have more than one child attending child care at the same time.

Parents will be responsible for contracted child care fees, regardless of child's attendance. (Children enrolled on hourly basis will not be charged lunch or snack fee, if absent.) A late fee of \$5.00 per hour (or partial hour) will be charged when children are picked up more than fifteen minutes late on a consistent basis.

C. APPROVAL OF CURRENT AND PLANT FUND BUDGETS

The recommended current operating budget for fiscal year 1994-95 is an increase of 9.97 percent over the previous fiscal year. Budget increases are included for salaries, wages and employee benefits. The major revenue sources making the increase possible are increased State appropriations, increased student enrollment, and an increase in the student fee rate of 6.25 percent.

Employee compensation accounts for 76 percent of the current operating budget. Instruction and instruction-related expenses total 60 percent of the budget.

The recommendation is for a balanced budget based upon estimates of revenue, State appropriations, and available resources.

A two-page summary of the Current Operating Budget is contained in Exhibit II-A. The full budget document will be distributed at the Board meeting.

It is recommended that the Current and Plant Fund Budgets be approved.

D. APPROVAL OF HEALTH PROFESSIONS BUILDING CHANGE ORDERS

A summary of change orders for the Health Professions Building is included in Exhibit II-B.

Approval of the Health Professions Building change orders in Exhibit II-B is recommended.

E. APPROVAL OF RESOLUTION TO AUTHORIZE A FUNDS TRANSFER AGREEMENT

The University may from time to time need to transfer, by telephone, telegraph, Telex, electronic or data transmission, or by procedures other than a written check, funds from the University's bank accounts to accounts of other banks and financial institutions for the credit of the University's account or the credit of persons or accounts designated by the University. The banks from which these transfers are made require a Funds Transfer Agreement.

BE IT RESOLVED, that the Treasurer of the Board of Trustees of the University of Southern Indiana is authorized to enter into Funds Transfer Agreements with CNB Bancshares of Evansville, Old National Bancorp of Evansville, The National City Bank of Evansville, Spencer County Bank and NBD Bank.

BE IT FURTHER RESOLVED that the Treasurer of the Board of Trustees of the University of Southern Indiana, the Assistant Vice President for Business Affairs, the Business Office Director and Controller, and the Chief Accountant of the University of Southern Indiana be designated as the officers of the University authorized to make wire transfers.

Approval of this resolution is recommended.

F. REPORT OF THE CONSTRUCTION COMMITTEE

The Construction Committee will meet on April 28, 1994, to review architectural proposals for the University Center Addition project. A report of this meeting will be presented.

G. DISCUSSION OF TEN-YEAR CAPITAL IMPROVEMENT PLAN

The proposed Ten-Year Capital Improvement Plan will be presented for discussion.

H. APPROVAL OF CONCERN: EMPLOYEE ASSISTANCE PROGRAM PREMIUM RATES

CONCERN: EAP is a comprehensive employee assistance program which provides assessment, short-term counseling, referral and follow-up services for 479 employees and members of their immediate families. Since the program was adopted in February 1987, the utilization rate has been approximately 6.7 percent per year.

The renewal rate of \$25.00 per employee per year reflects no rate increase for the twelve-month period beginning July 1, 1994. The University pays the annual cost for the program. This agreement with Deaconess Service Corporation may be terminated at any time by either party upon sixty (60) days advance written notice to the other party.

Approval of the renewal of the master policy with the Deaconess Service Corporation beginning July 1, 1994, is recommended.

I. DISCUSSION OF LIFE INSURANCE RATES FOR 1994-95

The University has two group life insurance programs. There are 351 employees and 1 retiree currently enrolled in the revised program and 125 employees and 48 retirees in the original program. Employees hired since February 1, 1988, are enrolled in the revised program.

Renewal rates from the Manufacturers Life Insurance Company reflect no rate increase for a twelve-month guarantee period effective July 1, 1994. On May 8, 1993, the Board of Trustees approved a two-year premium rate for the period from July 1, 1993 through June 30, 1995.

J. APPROVAL OF DISABILITY INSURANCE RATES FOR 1994-95

The contract for the University's Long-Term Disability Insurance Program with Teachers Insurance and Annuity Association (TIAA) is to be renewed as of July 1, 1994. The TIAA disability coverage provides income benefits and retirement contributions in the event of a long-term disability. The University pays the total premium cost for 341 eligible employees.

Renewal rates from Teachers Insurance and Annuity Association (TIAA) reflect no rate increase for a twelve-month period beginning July 1, 1994. However, the current monthly premium is a fixed dollar rate per employee and the proposed monthly premium will be based on a percentage of Covered Monthly Salary (CMS) for the University. The current rates have been in effect since July 1, 1991.

1994-95
Rates

Income Premium 0.375%CMS
Annuity Premium 0.124%CMS

This renewal rate includes the addition of a Work Transition Benefit. This benefit applies only during the employee's first year of return to part-time employment and allows an employee who is able to work part time to receive full disability benefits in addition to his/her part-time earnings. The combination of part-time earnings and disability benefits will not exceed the employee's regular full-time earnings for a one-year period.

Approval of the TIAA Long Term Disability Insurance rates and plan changes effective July 1, 1994, is recommended.

K. 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:	1-10160	Arts Commission - Music	
		Supplies & Expense	1,130
		Capital Outlay	1,720
To:	1-10170	USI Theatre	
		Supplies & Expense	4,365
To:	1-10200	School of Liberal Arts	
		Supplies & Expense	487
To:	1-10200	School of Liberal Arts	
		Personal Services	4,800
		Supplies & Expense	819

To:	1-10300	School of Science & Engineering Technology Supplies & Expense	80
To:	1-10310	Biology Supplies & Expense	224
To:	1-10320	Engineering Technology Supplies & Expense	77
To:	1-10400	School of Nursing & Health Professions Personal Services Supplies & Expense	2,800 963
To:	1-10410	Nursing Capital Outlay	850
To:	1-10430	Occupational Therapy Supplies & Expense Capital Outlay	2,838 1,938
To:	1-10700	School of Business Supplies & Expense Capital Outlay	1,409 12,070
To:	1-10800	School of Education and Human Services Personal Services Supplies & Expense	9,000 1,065
To:	1-10920	University Division Supplies & Expense	48
To:	1-14005	Career Services and Placement Supplies & Expense	13
From:	Unappropriated Designated Funds		
To:	2-23100	Faculty Development - Travel Supplies & Expense	10,390
From:	Unappropriated Auxiliary Funds		
To:	3-30602	Athletics - Baseball Supplies and Expense	11,515
To:	3-30607	Athletics - Softball Supplies and Expense	1,560
To:	3-30609	Athletics - Cross Country, Men Supplies and Expense	540
To:	3-30606	Athletics - Basketball, Men Supplies and Expense	2,500
To:	3-30616	Athletics - Concessions Supplies and Expense Capital Outlay	4,500 500

From:	Unappropriated Restricted Funds		
To:	4-45090	Medical Education	
		Personal Services	20,000
		Supplies and Expense	14,992
		Repairs and Maintenance	8
		Capital Outlay	60,000
To:	4-46015	Small Business Administration	
		Supplies and Expense	4,500
To:	4-46321	National Science Foundation - DiPietro	
		Personal Services	33,721
		Supplies and Expense	39,818
		Capital Outlay	3,000

2. Appropriation Transfers

From:	1-10300	School of Science & Engineering Technology	
		Repairs & Maintenance	
To:	1-10300	School of Science & Engineering Technology	
		Supplies & Expense	2,500
From:	1-10800	School of Education & Human Services	
		Personal Services	
To:	1-10800	School of Education & Human Services	
		Supplies & Expense	2,100
From:	1-10800	School of Education & Human Services	
		Supplies & Expense	
To:	1-10840	Teacher Education	
		Capital Outlay	1,000
From:	1-10840	Teacher Education	
		Supplies & Expense	
To:	1-10840	Teacher Education	
		Capital Outlay	1,446
From:	1-14006	Student Life	
		Personal Services	
To:	1-14006	Student Life	
		Supplies & Expense	1,997
From:	1-15700	Safety & Security	
		Supplies & Expense	
To:	1-15700	Safety & Security	
		Repairs & Maintenance	650
		Capital Outlay	3,500
From:	1-16220	University Relations	
		Capital Outlay	
To:	1-14001	Admissions	
		Repairs & Maintenance	494
		Capital Outlay	893

SECTION III - PERSONAL MATTERS

A. APPROVAL OF PERSONNEL ACTIONS

Approval of the following personnel actions is recommended.

1. Early Retirement

Melvin W. Denner, Professor of Biology, in accordance with the early retirement policy, has requested early retirement effective May 6, 1995, including leave with pay for the period of January 2, 1995, through May 6, 1995. Severance pay based on 27 years of service to the University will be paid as of June 30, 1995.

2. Early Retirement and Emeritus Status

David L. Rice, President, in accordance with the early retirement policy, has requested early retirement effective June 30, 1995, including one-half assignment for the period July 1, 1994, through June 30, 1995 with full pay. Severance pay based on 28 years of service to the University will be paid as of June 30, 1995.

It is further recommended that the appropriate emeritus title, President Emeritus and Professor Emeritus of Education; 28 years at USI, be conferred effective July 1, 1994.

Byron C. Wright, Senior Vice President, in accordance with the early retirement policy, has requested early retirement effective June 30, 1995, including one-half assignment for the period July 1, 1994, through June 30, 1995 with full pay. Severance pay based on 28 years of service to the University will be paid as of June 30, 1995.

It is further recommended that the appropriate emeritus title, Vice President Emeritus for Business Affairs and Treasurer Emeritus; 28 years at USI, be conferred effective July 1, 1994.

CURRENT OPERATING BUDGET SUMMARY

	<u>Actual 1992-93</u>	<u>Appropriation 1993-94</u>	<u>Appropriation Recommended 1994-95</u>
Fund Balance Allocated		412,030	278,249
INCOME			
State Appropriation	15,547,696	18,490,805	19,402,277
Student Fees	7,943,222	8,202,693	10,111,863
Other Income	<u>2,509,402</u>	<u>960,980</u>	<u>1,071,925</u>
Total Income	26,000,320	27,654,478	30,586,065
TOTAL AVAILABLE	26,000,320	28,066,508	30,864,314

MAJOR EXPENSE CLASSIFICATION

Personal Services	18,833,434	21,610,326	23,455,190
Supplies and Expense	4,936,735	4,981,810	5,688,633
Repairs and Maintenance	828,579	789,477	980,677
Capital Outlay	<u>1,147,001</u>	<u>684,895</u>	<u>739,814</u>
Total	25,745,749	28,066,508	30,864,314

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	14,178,200	15,955,586	17,274,514
Instruction Related	1,070,884	1,168,231	1,219,618
Student Services	1,645,991	1,800,955	2,267,851
Physical Plant	3,733,955	3,897,340	4,393,024
Administration and General	<u>5,116,719</u>	<u>5,244,396</u>	<u>5,709,307</u>
Total	25,745,749	28,066,508	30,864,314

	<u>Actual 1992-93</u>	<u>Appropriation 1993-94</u>	<u>Appropriation Recommended 1994-95</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
Instruction			
Personal Services	12,574,133	14,400,753	15,361,448
Supplies and Expense	1,167,654	1,279,963	1,550,339
Repairs and Maintenance	146,174	150,791	227,093
Capital Outlay	290,239	124,079	135,634
Total Instruction	14,178,200	15,955,586	17,274,514
Instruction Related			
Personal Services	614,242	739,365	771,189
Supplies and Expense	86,554	98,986	95,666
Repairs and Maintenance	26,580	26,646	33,213
Capital Outlay	343,508	303,234	319,550
Total Instruction Related	1,070,884	1,168,231	1,219,618
Student Services			
Personal Services	1,394,458	1,563,382	1,998,206
Supplies and Expense	196,302	198,916	229,696
Repairs and Maintenance	16,677	15,543	19,745
Capital Outlay	38,554	23,114	20,204
Total Student Services	1,645,991	1,800,955	2,267,851
Physical Plant			
Personal Services	1,559,276	1,748,735	1,903,777
Supplies and Expense	1,456,758	1,588,661	1,823,718
Repairs and Maintenance	443,437	439,960	524,545
Capital Outlay	274,484	119,984	140,984
Total Physical Plant	3,733,955	3,897,340	4,393,024
Administration and General			
Personal Services	2,691,325	3,158,091	3,420,570
Supplies and Expense	2,029,467	1,815,284	1,989,214
Repairs and Maintenance	195,711	156,537	176,081
Capital Outlay	200,216	114,484	123,442
Total Administration and General	5,116,719	5,244,396	5,709,307
Total Budget	25,745,749	28,066,508	30,864,314

#90127
University of Southern Indiana
Health Professions Building

SUMMARY OF CHANGE ORDERS

I. GENERAL AND EQUIPMENT CONSTRUCTION
CONTRACTOR: Peyronnin Construction Company, Inc.

NO.	DESCRIPTION	AMOUNT
CO #GE-7 Item 1	Provide frames, flashings and blocking for 22 additional mechanical roof penetrations required on re-bid and revisions of the mechanical construction document.	\$ 9,009
Item 2	Provide structural framing support for the chilled water piping within the existing power plant building.	\$ 9,660
Item 3	Re-route existing 4-inch water main not shown on survey, interfering with construction of the new utility tunnel.	\$ 1,070
Item 4	Install approximately 23 feet of 8-inch storm PVC pipe at site inlet # 13 to align interior and exterior piping.	\$ 323
Item 5	Provide additional metal furring to accommodate 6-inch deep electrical panels in nine rooms located on the third floor.	\$ 565
		<hr/>
		\$20,627

The contract sum is increased by these change orders in the amount of \$20,627.