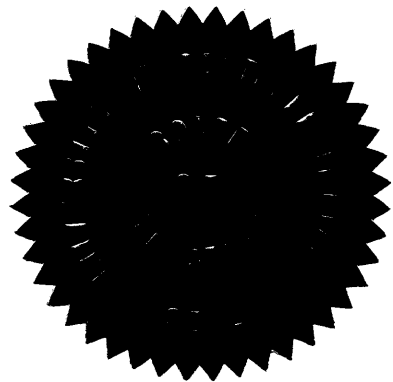


MINUTES
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

June 19, 1998



MINUTES

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

June 19, 1998

The University of Southern Indiana Board of Trustees met on Friday, June 19, 1998, in New Harmony, Indiana. Present were Trustees Bruce Baker, Louise Bruce, Tina Kern, Brian Pauley, and Harolyn Torain. Also attending were President H. Ray Hoops; Vice Presidents John Byrd, Richard Schmidt, Robert Reid and Sherrianne Standley; Faculty Senate Chair Connie Cooper; and Student Government Association President Patrick West.

There being a quorum present Mrs. Torain called the meeting to order at 9:00 a.m.

SECTION I - GENERAL AND ACADEMIC MATTERS

A. APPROVAL OF MINUTES OF MAY 8, 1998, MEETING

On a motion by Mrs. Kern, seconded by Mr. Baker, the minutes of the May 8, 1998, meeting were approved.

B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

The next regular meeting of the Board of Trustees was set for Thursday, September 3, 1998, on the University of Southern Indiana campus.

C. PRESIDENT'S REPORT

Dr. Hoops expressed his pleasure in bringing the Board meeting to Historic New Harmony, especially in the summer when the performances at New Harmony Theatre can be enjoyed. He introduced the director of Historic New Harmony, Connie Weinzapfel, who informed the Board of some of the current programs of this important University outreach activity.

Dr. Hoops next introduced Scott LeFeber, director of New Harmony Theatre, who gave an overview of the theatre's summer programming. He also announced that he has been working with the Cole Porter Trust to do a musical co-produced with a regional theatre group.

Dr. Hoops noted the University is able to undertake outreach programs like Historic New Harmony and New Harmony Theatre because it has the support and encouragement of legislators and state offices. In May, the State Budget Committee made its biennial visit to state properties in southern Indiana. In Lincoln City, where USI produces summer theatre at the Lincoln Amphitheatre, they were treated to a tour of the facility by Dean Jim Blevins and theatre director Steve Renner. Members of the State Budget Committee were impressed with the facility and expressed interest in returning this summer to see both Young Abe Lincoln and Oklahoma, which will rotate performances starting in July. The Committee then traveled to the University for lunch and a campus tour, hearing from community leaders Bob Griffin, new chair of the USI Foundation, and Ken Robinson, director of Vision 2000 economic development initiative. This was an excellent and timely opportunity to show the Committee the future site for the Science/Education classroom building which is the number one priority in the 1999-2001 Capital Improvement Budget Request presented in today's meeting. Dr. Scott Gordon and Dr. Annette Lamb, from the schools of Science and Education respectively, explained the need for this project to the committee members.

Just last week, USI's 1999-2001 Capital Improvement Budget request was presented to the Commission for Higher Education. In August, the Commission will make its Capital Budget recommendations for the 1999-2001 legislative session. And in September, USI will host the Commission's monthly meeting on campus.

It will be during this meeting, that each of the universities will present its 1999-2001 Operating Budget Request.

Last month, USI hosted the Indiana Port Commission's monthly meeting -- the first time this group, which oversees Southwind Maritime Port in Mt. Vernon, has been on campus. Dr. Hoops explained the Commission used this opportunity to invite community business leaders in for lunch and an overview of the Port Commission's goals and activities.

Staff Council hosted the annual employee picnic last week with over 450 people attending. Dr. Hoops expressed appreciation for the hard work of the Staff Council in this activity that brings all of the USI family together, something, that as USI grows, becomes more important.

It also is picnic season for the alumni, with the annual Alumni Association picnic on campus tonight and the Class of 1973 25th reunion picnic on Saturday night.

Dr. Hoops noted it is golf season as well. The Varsity Club hosted its most successful ever golf outing last week, netting the club around \$25,000 in its first-ever sell out of this popular event. Bruce Baker hosted his annual golf outing yesterday for USI loyalists, which helps immensely in USI's town and gown relationships, bringing faculty and staff golfers together with donors and friends throughout the community. And on Saturday, the Alumni Association will host its annual golf outing, an event that continues to grow in popularity each year. The volunteer and staff efforts that produce these events are greatly appreciated.

Summer really begins the new academic year for incoming freshmen and transfer students, who will be coming to campus all summer as they participate in the orientation and registration process. Dr. Hoops asked Vice President John Byrd to relate more about the activities and the goals of this process. Dr. Byrd gave an overview of the orientation process which he explained is a means of giving parents and students information to make the transition to college life easier.

Summer is active as well for noncredit and continuing education activities. Two annual events coordinated by Extended Services have just completed successful sessions. The Ropewalk Writer's Conference, a week-long workshop co-sponsored by the School of Liberal Arts which features nationally known writers in residence, held its tenth anniversary meeting in New Harmony, with 40 enrollees from throughout the country. Public readings and events associated with the conference drew an average of 75 community participants.

The fourth annual Case Management Conference, co-sponsored by the School of Nursing and Health Professions for health care and social service professionals, met on campus last week with nearly 200 participants.

In addition, the University has been working with the Vanderburgh Child Care Symposium to provide a certificate program for caregivers. Dr. Hoops noted this program is funded by a state initiative and has as a focus the development of a network of certified home-based child care facilities, as the University works to address the increasing need for quality child care for corporate employees continues.

The School of Nursing also hosted an asthma camp for children this summer, thanks to a grant from the Foundation for Community Health. This not only benefitted the children with asthma, but also provided a significant learning experience for USI students majoring in respiratory therapy and nursing, who served as counselors for the camp.

The Occupational Therapy Assisting program has just completed a site visit from the Accreditation Council for Occupational Therapy Education. Dr. Hoops expressed optimism that the report will be positive.

Dr. Hoops referred to the *Southern Indiana Review*, USI's literary journal which is produced by the School of Liberal Arts. He noted this is an excellent representation of the work of USI faculty and students which continues to improve each year.

Dr. Hoops expressed pleasure at the conclusion of the volunteer solicitation phase of Campaign USI, the University's first capital campaign. On May 30, volunteers were honored for their efforts at the Campaign Finale which officially closed out the Alumni Division and the Friends Division. Dr. Hoops thanked all those who volunteered and especially noted the leadership of trustee Bruce Baker, whose chairmanship of the Friends Division was so pivotal to its success. The books for Campaign USI will remain open until December 31 to receive gifts -- many businesses and individuals are still considering the level of gifts they will make, and this will accommodate their consideration of the calendar and tax year. Dr. Hoops explained that, although final figures will not be reported until that time, this campaign has been a great success. The base goal of \$10.5 million has been surpassed by more than \$3 million -- with the current figure at \$13.5 million. In addition, more than \$6 million has been pledged in deferred or estate gifts, twice the goal. He remarked that this campaign will elevate the service of this University and that it will be a great pleasure to report from time to time the initiation of new programs made possible by this unparalleled support from USI alumni, employees, board members, and friends.

Dr. Hoops called on Patrick West for a report from Student Government. Mr. West reviewed the Student Government Association Mission Statement and noted that Trustee Brian Pauley played a part in its development. He mentioned the training of new members to represent constituents and continued goal-setting process, as well as working more closely with welcoming and orienting freshmen, are areas SGA will focus on.

Dr. Hoops referred to a copy of a thank you note from graduate and 1998 Distinguished Merit Award recipient Eileen Weber, as well as a news article printed in a Turkish newspaper noting the accomplishments of USI's own Dr. Mehmet Kocakulah, recipient of the National City Bank Distinguished Professor Award.

D. DISCUSSION OF NEW PROGRAM DEVELOPMENT PLAN

Dr. Reid reviewed the New Program Development Plan, which is appended.

E. PRESENTATION OF AMENDMENT TO THE BYLAWS

Mrs. Standley reported that the Trustees desire a change in the timing of the Annual Meeting to accommodate trustee appointment schedules. Pursuant to the Bylaws, the amendment was presented in writing and discussed at this meeting and will be recommended for approval at the September meeting. Mrs. Standley also reported the delayed annual meeting will be held September 3, 1998.

Article III should be amended to read:

Section 1. Annual Meeting. The annual meeting of the Board of Trustees shall be held after July 1 at a time and place as shall be fixed in the notice of such meeting, for the purpose of electing officers and transacting such other business as may be brought before the meeting. Notice of such annual meeting shall be mailed by the secretary to each member not less than five (5) days in advance of such meeting.

SECTION II - FINANCIAL MATTERS

A. APPROVAL OF TIAA/CREF CASH WITHDRAWAL OPTION

Assistant Vice President for Business Affairs Cindy Brinker reported that in 1990, the Retirement Plan Review Committee reviewed new options available through TIAA/CREF for transferability and cashability of retirement funds and new investment options. The Committee recommended adoption of additional investment options, but elected not to adopt cashability and transferability at that time and to review the issues at a later date.

In October 1997, the Retirement Plan Review Committee was reconvened. The Committee reviewed the issues of cashability and transferability of regular retirement funds and recommends the following:

1. Cashability

Effective July 1, 1998, offer the cash withdrawal option from TIAA/CREF regular retirement accounts to separated/retired employees at any age with no service requirement, subject to the distribution rules of TIAA/CREF, the Internal Revenue Service, and/or federal legislation regarding pension programs.

2. Transferability

Maintain TIAA/CREF as the administrator of the regular retirement plan for faculty and administrative staff. No alternative carrier is recommended.

On a motion by Mr. Baker, seconded by Mr. Pauley, the adoption of the cash withdrawal option from TIAA/CREF regular retirement accounts for separated/retired employees at any age with no service requirement was approved effective July 1, 1998.

B. APPROVAL OF THE REVISED RETIREMENT POLICY

Ms. Brinker reported on the proposed Revised Retirement Policy (Exhibit II-A).

An amendment to the Revised Retirement Policy, clarifying the eligibility for clerical/support staff hired on or after January 1, 1999, to retire under the Regular Retirement Plan or the Rule of 85, was approved after a motion by Mrs. Kern and seconded by Mr. Baker.

On a motion by Mrs. Kern, seconded by Mr. Baker, the Revised Retirement Policy effective January 1, 1999, was approved as amended.

C. APPROVAL OF RECOMMENDATION TO TRANSFER ADDITIONAL FUNDS TO THE VEBA TRUST ACCOUNT

Ms. Brinker reported the VEBA Trust Investment Policy requires the approval of the Board of Trustees for a transfer of additional funds to the VEBA Trust accounts.

On a motion by Mrs. Kern, seconded by Mr. Baker, the transfer of \$200,000 to the VEBA Trust sub account at Citizens National Bank in August, 1998, was approved.

D. APPROVAL OF THE 1999-2001 CAPITAL IMPROVEMENT BUDGET REQUEST

Mr. Schmidt reported on the Capital Improvement Budget Request for 1999-2001 (Exhibit II-B) which proposes construction of a Science/Education Classroom Building and funding for several general repair and rehabilitation projects.

On a motion by Mrs. Bruce, seconded by Mr. Pauley, the Capital Improvement Budget Request for 1999-2001 was approved.

E. APPROVAL OF CONSTRUCTION BIDS FOR THE SCIENCE CENTER RENOVATION PROJECT

Exhibit II-C is a summary of the construction bids for the Science Center Renovation project. Director of the Physical Plant Steve Helfrich reported that, following a review of the bids by University staff and the firm of Veazey, Parrott & Shoulders, it was recommended that Lichtenberger Construction Company, the low bidder for the Base Bid work and for Alternates #1, #3, and #4 combined, be awarded the contract for the Science Center Renovation project.

On a motion by Mr. Baker, seconded by Mrs. Bruce, awarding Lichtenberger Construction Company the contract for Base Bid work and Alternates #1, #3, and #4 for the Science Center Renovation project was approved.

F. APPROVAL OF CHANGE ORDERS FOR LIBERAL ARTS CENTER PROJECT

Mr. Helfrich reported on the status of the Liberal Arts Center project, including the change orders in Exhibit II-D.

On a motion by Mr. Baker, seconded by Mrs. Kern, the change orders for the Liberal Arts Center project (Exhibit II-D) were approved.

G. APPROVAL OF RENOVATION OF THE PHYSICAL ACTIVITIES CENTER LOCKER ROOM FACILITIES PROJECT

The renovation of the men's and women's locker room facilities in the Physical Activities Center is scheduled during the summer months with completion in October, 1998. Mr. Helfrich reported the estimated cost of the project is \$400,000. A previously-approved request for Repair and Rehabilitation funds will provide \$175,000 of the cost. The additional \$225,000 will come from the Academic Building Fee Interest Fund.

On a motion by Mr. Baker, seconded by Mrs. Bruce, the Renovation of the Physical Activities Center Locker Room Facilities project and the proposed construction budget of \$400,000 was approved.

H. APPROVAL OF REQUEST FOR CONSTRUCTION OF PARKING LOT H

Mr. Helfrich reported Parking Lot H will be constructed south of Parking Lot G and is scheduled for completion during Spring, 1999, at an estimated cost of \$300,000. The project will include lighting, concrete curbs and walkways, landscape improvements, and a crushed limestone surface.

On a motion by Mrs. Kern, seconded by Mrs. Bruce, authorization for President Hoops to request approval of the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana for the construction of Parking Lot H was approved.

I. REPORT ON CURRENT CONSTRUCTION PROJECTS

Mr. Helfrich reported on the status of current construction projects including: art studio, athletic/recreation fields, Health Professions Center, student housing apartment buildings, Publishing Services Center, and the University Center parking lot.

J. APPROVAL OF REQUEST FOR GENERAL REPAIR AND REHABILITATION FUNDS

This request authorizes President Hoops to request approval of the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana for appropriation of general repair and rehabilitation funds for the following projects:

Renovate Conference Center	\$ 190,038
Renovation of the University Conference Center to improve functionality, audio and video conferencing equipment, and electrical and HVAC systems	

Correct Storm Drainage Problems at South End of Physical Activities Center	\$ 56,000
Installation of new storm drainage piping, yard drains, and landscape materials to alleviate flooding of the south entrance	
Renovate Wright Administration Building Corridors	\$ 125,000
Renovation of the corridors to include new ceiling systems, lighting fixtures, and floor and wall coverings	
Repair and/or Replace Walkways, Service Drive, and Site Improvements	\$ 58,000
Replacement and repair of walkways and service drive and site improvements to improve pedestrian safety, aesthetics, and accessibility by the disabled	
TOTAL	<u>\$ 429,038</u>

On a motion by Mrs. Kern, seconded by Mr. Baker, the funding authorization request for repair and rehabilitation projects was approved.

K. APPROVAL OF RESOLUTION TO ENTER INTO CREDIT CARD AGREEMENTS

On a motion by Mrs. Bruce, seconded by Mr. Baker, the following resolution was approved.

WHEREAS the University wishes to consolidate its resolutions to enter into credit card agreements and to update the authorizations required to represent the University in such agreements;

THEREFORE, BE IT RESOLVED that the President, Assistant Secretary, Treasurer, or Assistant Treasurer, or any one or more of them, be authorized and empowered to enter into and execute an agreement, on such terms as they deem advisable, in the name of the Corporation, with Master Card, Visa, and/or Discover Systems, Inc. (hereinafter called "Discover Card") relating to the sale by this Corporation to the aforementioned of sales slips evidencing purchases from this Corporation of merchandise sold and delivered and services rendered, or both, and from time to time modify such agreements with the aforementioned as to terms on which such sales slips are to be sold to the aforementioned; and

FURTHER RESOLVED that the President, Assistant Secretary, Treasurer, or Assistant Treasurer are hereby authorized and empowered to sell, assign, deliver, endorse, negotiate, or otherwise transfer to Master Card, Visa, or Discover Card all accounts, sales slips, and other obligations, and any instruments evidencing or securing same, now and hereafter owned or acquired by this Corporation, and for said purposes to execute and deliver any and all assignments, transfers, endorsements, contracts, guarantees, agreements, or other instruments in respect thereof; and

FURTHER RESOLVED that the President, Assistant Secretary, Treasurer, or Assistant Treasurer are hereby further authorized to make remittances and payments in respect thereof by cash, checks, drafts, or otherwise and to do and perform all such other acts and things deemed by such officer or officers necessary, convenient, or proper to carry out or modify such contract and arrangements with the aforementioned, hereby ratifying, approving, and confirming all that any said officers have done or may do in the premises.

L. APPROVAL OF RESOLUTION REGARDING BANK DEPOSITORIES

On a motion by Mrs. Kern, seconded by Mr. Pauley, the following resolution was approved.

WHEREAS the University wishes to update the list of banks designated as depositories in which funds may be deposited and to update the authorizations required for transactions with the depositories;

THEREFORE, BE IT RESOLVED that the Citizens National Bank of Evansville, Old National Bank of Evansville, National City Bank of Evansville, Fifth Third Bank of Central Indiana, Boonville Federal Savings Bank, AmBank Indiana N.A., First Chicago NBD Corporation, Tell City National Bank, Spencer County Bank, Permanent Federal Savings Bank, and Bank One be and hereby are designated as

depositories in which funds of this Corporation may be deposited by its officers, agents and employees; and

FURTHER RESOLVED that the Treasurer is authorized to sign (including using facsimile signatures) any and all checks, drafts and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Corporation with said bank, and that the said bank hereby is authorized to honor any and all checks, drafts, and orders so signed, including those

drawn to the individual order of such officer without further inquiry or regard to the authority of said officer or the use of said checks, drafts, and orders, or proceeds thereof; and

FURTHER RESOLVED that the Treasurer or Assistant Treasurer of the University of Southern Indiana is authorized to enter into a Funds Transfer Agreement with the aforementioned Banks; and

FURTHER RESOLVED that the Treasurer, the Assistant Treasurer, the Assistant Vice President for Business Affairs, and the Controller of the University of Southern Indiana be designated as the officers of the University authorized to make wire transfers; and

FURTHER RESOLVED that each of the foregoing resolutions shall continue in force until express written notice of its rescision or modification has been received by the said Bank, but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that the said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after revocation or termination without such notice.

M. APPROVAL OF RESOLUTION TO CARRY OUT THE TERMS OF A GRANT PROPOSAL TO BE SUBMITTED TO THE LILLY ENDOWMENT

On a motion by Mrs. Bruce, seconded by Mr. Baker, the following resolution was approved.

WHEREAS, the University of Southern Indiana plans to submit by August 31, 1998, an application for the Indiana College Preparatory Program designed to develop programs which serve pre-collegiate students to strengthen their academic skills to better prepare themselves for success in college, and

WHEREAS, the Lilly Endowment, which funds this program, requires evidence of Board approval of the project,

THEREFORE, BE IT RESOLVED that the USI Board of Trustees approves entering into a contract with the Lilly Endowment to carry out the terms of the grant proposal which will be submitted to the Endowment by August 31, 1998.

N. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Additional Appropriations

From:	Unappropriated Designated Funds		
To:	2-20110	Student Activities Supplies and Expense	350
To:	2-25122	Faculty Research-Professor Harison Supplies and Expense	902
To:	2-25123	Faculty Research-Professor Meliska Personal Services Supplies and Expense	1,680 273

To:	2-25124	Faculty Research-Professor Priest Personal Services Supplies and Expense	545 230
To:	2-25125	Faculty Research-Professor Raymond Personal Services Supplies and Expense	444 1,798
To:	2-25126	Faculty Research-Professor Skoglund Supplies and Expense	2,799
To:	2-25127	Faculty Research-Professor Zehr Personal Services Supplies and Expense	557 847
To:	2-25213	Faculty Research-Professors Gunderson and Miller Supplies and Expense	3,721
To:	2-25214	Faculty Research-Professor Hankins Personal Services Supplies and Expense	550 822
To:	2-25215	Faculty Research-Professor Miller Supplies and Expense	1,784
To:	2-25313	Faculty Research-Professors Jermakowicz and Johansen Personal Services Supplies and Expense	525 1,193
To:	2-25314	Faculty Research-Professor Khayum Personal Services Supplies and Expense	1,680 32
To:	2-25315	Faculty Research-Professor Rhim Personal Services Supplies and Expense	1,030 82
To:	2-25408	Faculty Research-Professor Elpers Personal Services Supplies and Expense	698 3,702
To:	2-25409	Faculty Research-Professor Filkins Personal Services Supplies and Expense	824 448
To:	2-25504	Faculty Research-Professor Halstead Personal Services Supplies and Expense	858 1,128
From:	Unappropriated Auxiliary Funds		
To:	3-30602	Baseball Supplies and Expense Repairs and Maintenance	850 1,500
To:	3-30607	Softball Supplies and Expense	680

To:	3-33609	Cross Country - Men's Supplies and Expense	225
From:	Unappropriated Restricted Funds		
To:	4-46143	"Your Town: Designing Its Future" Workshop - National Trust for Historic Preservation Supplies and Expense	17,000
To:	4-46250	Pigeon Creek Greenway Passage Sculpture Project Supplies and Expense	7,200
To:	4-46346	Indiana Academy of Science-1998 Supplies and Expense	1,200
To:	4-46347	Student/Faculty Research-Professor Seyler Supplies and Expense	1,600
To:	4-46409	Open Airways Project - American Lung Association Supplies and Expense	1,500
To:	4-46606	Student/Faculty Research-Professor Price Personal Services Supplies and Expense	120 90
To:	4-46706	Lilly Endowment Planning Grant - Indiana College Preparatory Program Supplies and Expense	15,000
To:	4-46906	Mueller Photo Collection II - Indiana Humanities Council Supplies and Expenses	2,000

2. Transfer and Appropriation of Funds

From:	1-10200	School of Liberal Arts	
To:	2-20500	The Shield Supplies and Expense	400
From:	2-20100	Student Programs	
To:	2-20500	The Shield Capital Outlay	1,400
From:	3-30600	Athletic Operations	
To:	2-20300	Student Government Association Supplies and Expense	3,600

3. Transfer of Funds

From:	6-64150	Academic Building Fee Interest Fund	
To:	6-62195	Physical Activities Center Locker Room Renovation Supplies and Expense	225,000

On a motion by Mr. Baker, seconded by Mrs. Bruce, the preceding Budget Appropriations, Adjustments, and Transfers were approved.

SECTION III - PERSONNEL MATTERS

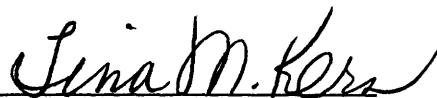
A. APPROVAL OF PERSONNEL ACTION

On a motion by Mr. Baker, seconded by Mrs. Bruce, the following personnel action was approved.

Early Retirement - Daniel C. Scavone, Professor of History, in accordance with the early retirement policy, has requested early retirement effective May 7, 1999, including leave with pay for the period of January 11, 1999, through May 7, 1999. Severance pay based on 29 years of service to the University will be paid as of June 30, 1999.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,


Tina M. Kern, Secretary

UNIVERSITY OF SOUTHERN INDIANA
New Program Development Plan

Revised by Academic Planning Council
April 21, 1998

Associate Degree

Baccalaureate Degree

Master Degree

First Biennium (1997-99)

Exercise Science
General and Occupational Studies (Revision)
Health Services (via Distance Education)
Interpersonal-Organizational Communication
Journalism and Computer Publishing
Nursing: BSN Completion
(via Distance Education)
Public Relations and Advertising
Radio and Television
Radiologic & Imaging Sciences
Theatre Arts

Second Biennium (1999-2001)

Physical Therapist Assistant

Financial Services
Gerontology Center*
Marketing

Communal Studies
Environmental Science
Health Services
Administration
Occupational Therapy
Physical Therapy
Social Work
(Cooperative with
I.U. via Distance
Education)

Third Biennium (2001-2003)

Pharmacy Technician

Applied Computer Science
Business Economics
Industrial Engineering Technology
Management
Medical Technology
Nutrition and Dietetics
Respiratory Therapy
Special Education/Exceptional Needs

Physician Assistant
Public Administration

Fourth Biennium (2003-2005)

International Business
Japanese
Medical Records

Audiology
Communications
Speech and Language Pathology

Fifth Biennium (2005-2007)

Asian Studies
Entrepreneurship

Curriculum and Instruction
(Cooperative Doctorate)

Sixth Biennium (2007-2009)

Music

* This initiative is not a degree program

UNIVERSITY OF SOUTHERN INDIANA REVISED RETIREMENT POLICY

EFFECTIVE DATE:

January 1, 1999

INTRODUCTION:

The Retirement Plan Review Committee was convened in October 1997 to review the University of Southern Indiana's voluntary early retirement program which generally became effective January 1, 1979, for full-time faculty and administrative staff.

The University's current voluntary early retirement program is available to full-time faculty and administrative staff from age 60 to 65 who have been employed by the University for 15 or more consecutive years. The program provides a final year option for employment, severance pay, and contributions to TIAA/CREF based on an employee's final year's salary on a tax-deferred basis until July 1 following age 66. This program has provided full-time faculty and administrative staff the opportunity for retirement prior to the normal retirement age and allowed the University to hire new faculty and staff. Since 1979, 26 faculty and administrative staff members have retired under the voluntary early retirement program.

Review of the current voluntary early retirement program was prompted due to changes in federal legislation and ongoing budgetary considerations for the University.

RETIREMENT ALTERNATIVES:

Recommended revisions to the current voluntary early retirement program includes two alternatives for retirement. These recommendations are in addition to maintaining the regular retirement option which allows full-time faculty, administrative, and clerical/support staff to retire at age 60 with ten years of service.

Plan A: Rule of 85

Full-time faculty, administrative, and clerical/support staff are eligible to retire from the University of Southern Indiana at age 55, if the staff member's combined total of age and years of service at the University of Southern Indiana equals 85 or more. The final ten years of service must be consecutive at the University of Southern Indiana to be eligible for the Rule of 85.

Staff members who retire under the Rule of 85 are eligible to continue health and life insurance coverage during retirement. Retirement should be arranged one year before the requested retirement date.

Plan B: Revised Retirement Plan

Full-time faculty and administrative staff who are at least age 60 with 20 years of creditable service at the University of Southern Indiana are eligible to retire under the Revised Retirement Plan. The final ten years of creditable service must be consecutive at the University of Southern Indiana to be eligible for the Revised Retirement Plan.

Staff members who retire under the Revised Retirement Plan may commence retirement under the following conditions:

1. Retirement should be arranged one year before the requested retirement date.
2. Sabbatical leaves shall be counted as years of creditable service. Leaves of absence for other reasons shall not count as years of creditable service; they will not, however, constitute a break in consecutive service.
3. During the final year of full-time employment, immediately before the retirement effective date, the faculty or administrative staff member will receive a leave of absence equivalent to one semester (six months for administrative staff) with full pay. As mutually arranged by the staff member and the University, the leave may be used either as a one semester leave with pay or as one-half assignment for the final academic year (or fiscal year for administrative staff) with full pay.

During the final year of full-time employment prior to the retirement effective date, the University will continue contributions to TIAA-CREF based on the faculty or administrative staff member's full-time equivalent base salary and the TIAA-CREF Retirement Plan contribution schedule. The University shall make no contributions to TIAA/CREF beyond the date of retirement.

All earned vacation accumulation must be used prior to the beginning of the leave of absence. Any accrued vacation accumulation will be paid with the final payroll check. Additional vacation time shall not accrue during the leave of absence period.

4. The retiree shall qualify for a lump-sum payment based on the final year's full-time salary. The amount of the lump-sum payment is one percent of the final year's full-time salary for each year of creditable service to a maximum of 25 percent for 25 or more years of service. The lump-sum payment shall be made in the final payroll check.
5. Staff members who retire under the Revised Retirement Plan are eligible to continue participation in the University-provided health and life insurance plans during retirement.
6. Retirement may begin with any fiscal year or academic year following attainment of age 60.

ELIGIBILITY:

Full-time faculty and administrative staff members employed as of December 31, 1998, will have the option to retire under the current early retirement plan or the retirement alternative plans which include the Rule of 85 or the Revised Retirement Plan. During the transition period of July 1, 1998 through December 31, 1998, staff meetings will be conducted with full-time faculty and administrative staff to explain the retirement options. Staff members will be asked to make a one-time election for coverage under the current early retirement plan or the retirement alternative plans by December 31, 1998.

Full-faculty and administrative staff appointed on or after January 1, 1999, will be eligible for retirement under the Regular Retirement Plan, the Rule of 85, or the Revised Retirement Plan. Full-time faculty and administrative staff appointed on or after January 1, 1999, will not be eligible to participate in the current early retirement plan.

Clerical/support staff appointed on or after January 1, 1999, will be eligible for retirement under the Regular Retirement Plan or the Rule of 85.

RESERVATION OF RIGHTS

The University of Southern Indiana reserves the right to amend, modify, terminate, or eliminate this Policy without notice.

Revised: June 8, 1998

CSB/botinfo/bdretpol

**Capital
Improvement
Budget Request
1999-01**

Submitted to the
Commission for Higher Education
and the
State Budget Agency
June 15, 1998



BID TABULATION

**USI - SCIENCE LABORATORY RENOVATIONS
UNIVERSITY OF SOUTHERN INDIANA**

**ARCHITECT/ENGINEERS:
VEAZEY, PARROTT & SHOULDERS
528 MAIN STREET, SUITE 400
EVANSVILLE, INDIANA 47708**

BIDS RECEIVED: June 5, 1998 at 2:00 p.m.
VP&S PROJECT NO. 9702.00

UNIVERSITY OF SOUTHERN INDIANA
University Boulevard
Evansville, Indiana 47712

BIDDERS	Form 96	Bond	Receipt of Addenda 1, 2, 3	Base Bid	ALT #1 Add	ALT #2 Deduct	ALT #3 Add	ALT #4 Add	Days to Completion	Change Order %	REMARKS
Arc Construct	✓	✓	✓	\$3,977,540.00	\$111,450.00	---	\$39,645.00	\$18,650.00	As Spec.	15	
Deig Bros.	✓	✓	✓	\$4,047,784.00	\$91,800.00	---	\$39,000.00	\$29,000.00	400	22	
Empire Construction	✓	✓	✓	\$3,998,840.00	\$74,768.00	---	\$42,435.00	\$13,754.00	Per Spec.	15	
Lichtenberger Construction	✓	✓	✓	\$3,928,000.00	\$63,671.00	---	\$41,000.00	\$13,294.00	430	10	

ALT #1: For Laboratory/Rooms 294, 296 and 296A
ALT #2: Alternative building mechanical control system.
ALT #3: High temperature water line replacement.
ALT #4: Chilled water interconnection work.

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**UNIVERSITY OF SOUTHERN INDIANA
LIBERAL ARTS CENTER CONSTRUCTION
SUMMARY OF CHANGE ORDERS**

JUNE 19, 1998

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
11	Accept Bid Alternate # 1 - Finish Language Lab Accept Bid Alternate # 2 - Finish Radio Studio Accept Bid Alternate # 3 - Finish TV Studio	Arc Construction	\$ 75,355.00
		General Steel	14,445.00
		Danco Construction	101,380.00
		H & R Floor Covering	11,781.00
		Simms Painting	4,256.00
		U.S. Industries	24,233.00
		Gribbins Insulation	1,500.00
		Sprinkler Systems	1,937.00
		Mounts Electric	76,367.00
		Midwest Roofing	750.00
		Deco Associates	12,750.00
	Sub-Total:		\$ 324,754.00
12	Erect decorative precast concrete	Arc Construction	\$ 28,350.00
			Sub-Total:
	TOTAL AMOUNT OF CHANGES:		\$ 353,104.00