

AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

July 10, 2014

SECTION I – GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF MAY 2, 2014, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT’S REPORT**

SECTION II – FINANCIAL MATTERS

A. APPROVAL OF ANNUAL OPERATING BUDGETS

The recommended Current Operating Budget for fiscal year 2014-2015 will be presented. The recommendation is for a balanced budget based upon estimates of fee revenue, State appropriations, and other available sources (summarized in Exhibit II-A).

Approval of the Annual Operating Budget is recommended.

Note: At the time this agenda was prepared, the Current Operating Budget was being finalized. Details will be shared at the meeting on July 10, 2014.

B. APPROVAL OF MISCELLANEOUS FEES FOR 2014-2015

Miscellaneous Fees are those fees (other than Contingent, Academic Facilities, Student Services, and Technology Fees) charged to some, but not necessarily all, students in the course of their attendance. Examples include, but are not limited to, Laboratory Fees, Parking Fees, and Late Registration Fees. Exhibit II-B details the schedule of proposed Miscellaneous Fees for 2014-2015.

Approval of the proposed Miscellaneous Fees for 2014-2015 (Exhibit II-B) is recommended.

NOTE: 20-12-1-12, as added by P.L. 246-2005, SEC.123, passed by the 2005 Indiana General Assembly, requires state universities in Indiana to approve Mandatory Fees (“Tuition”), such as the Contingent, Academic Facilities, Student Services, and Technology Fees, for a two-year period. The Mandatory Fee rates for 2013-2014 and 2014-2015 were approved by the USI Board of Trustees at its meeting on July 11, 2013. Exhibit II-C details those rates and is included for reference.

C. APPROVAL OF RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS

At its meeting on July 11, 2013, the Board of Trustees approved a resolution regarding bank depositories and wire transfer authorizations. Approval of the following resolution to update the procedures is recommended.

RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS

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 the Banterra Bank, Boonville Federal Savings Bank, Evansville Commerce Bank, Fifth Third Bank, First Federal Savings Bank, First Financial Bank, First Security Bank, German American Bancorp, JP Morgan Chase Bank, Legence Bank, Lynnville National Bank, Old National Bank of Evansville, PNC Bank, Regions Bank, and United Fidelity Bank 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 electronic and 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 be it

FURTHER RESOLVED that the Treasurer, the Assistant Treasurer, the Controller, the Assistant Controller, and the Payroll Manager 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 rescission 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 without such notice.

D. APPROVAL OF CONSTRUCTION BIDS FOR THE CONFERENCE CENTER PROJECT

The Board of Trustees approved the planning and design of a Conference Center for the University at its January 9, 2014, meeting. A \$5,750,000 budget was established for the project. The project will be funded by a \$5,000,000 gift to the University, and \$750,000 of University funds from the Parking and Transportation Reserve. Subsequent to the Trustees approval, the Indiana Commission on Higher Education approved the project on March 3, 2014, followed by State Budget Committee approval on April 23, 2014.

The University of Southern Indiana Foundation is, to date, in receipt of \$2,895,561 of the total \$5,000,000 amount pledged toward the conference center gift, and will borrow the difference between the amount received and the amount pledged, in a transaction approved by the Foundation at its February 13, 2014, meeting.

Bids for the project were opened on June 10, 2014, and reviewed by the project architects Hafer Associates, and university staff. A tabulation of submitted bids is attached as Exhibit II-D, and will be reviewed at the meeting.

A recommendation regarding the award of a construction contract will be presented to the Board of Trustees. It also will be recommended that the construction contract award not be made by the staff unless and until the University of Southern Indiana Foundation closes on the financing for the balance of the pledged amount.

Approval of a staff recommendation regarding the proposed construction contract awards is recommended.

E. REPORT OF CONSTRUCTION CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

A summary of construction change orders approved by the Vice President for Finance and Administration (Exhibit II-E) will be reviewed.

F. UPDATE ON CURRENT CONSTRUCTION PROJECTS

A report will be presented on current construction projects. Exhibit II-F includes a summary of the cost and funding sources for each project.

G. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS

Approval of the following Authorization for Financial Aid Awards is recommended.

Pursuant to Indiana Code 21-15-2-1 which provides for awarding financial aid to students from existing resources, the University of Southern Indiana Board of Trustees delegates to the President of the University of Southern Indiana the responsibility to approve financial aid recommendations for students within the 2014-2015 budgetary capabilities.

H. REVIEW OF THE TEN-YEAR 2015-2025 CAPITAL IMPROVEMENT PLAN AND 2015-2017 BIENNIAL OPERATING BUDGET REQUEST

The Ten-Year Capital Improvement Plan for 2015-2025 and the Operating Budget Request for 2015-2017 will be reviewed. The 2015-2017 Capital Improvement Budget Request, of which the ten-year capital plan is a part, will be submitted to the Indiana Commission for Higher Education and the State Budget Agency in September 2014. The 2015-2017 Operating Budget Request also will be submitted at that time, pending approval of the Board of Trustees at its meeting on September 4, 2014.

SECTION III – PERSONNEL MATTERS

A. REPORT ON FACULTY AND ADMINISTRATIVE RETIREMENTS

The following faculty retirement will be reviewed.

Clinical Assistant Professor of Social Work Patricia E. Loehr, in accordance with the early retirement policy, will retire effective July 1, 2015, including leave with pay for the period January 1, 2015, to June 30, 2015. Retirement service pay based on 21.25 years of service to the University will be paid as of June 30, 2015.

B. APPROVAL OF EMERITUS STATUS

Approval of the following emeritus title is recommended.

Clinical Assistant Professor Emerita of Social Work, Patricia E. Loehr

CURRENT OPERATING BUDGET SUMMARY

	Approved Budget 2013-14	Budget Change	Approved Budget 2014-15
INCOME			
State Appropriation - Operating	42,146,854	0	42,146,854
State Appropriation - Line Items	2,274,100	0	2,274,100
State Appropriation - Fee Replacement	11,064,580	(326,438)	10,738,142
Student Fees	43,421,493	2,055,153	45,476,646
Other Income	3,928,145	1,318,165	5,246,310
TOTAL	102,835,172	3,046,880	105,882,052

MAJOR EXPENSE CLASSIFICATION

Personal Services	75,077,060	2,147,828	77,224,888
Supplies and Expense	23,438,687	846,080	24,284,767
Repairs and Maintenance	2,596,018	13,472	2,609,490
Capital Outlay	1,723,407	39,500	1,762,907
TOTAL	102,835,172	3,046,880	105,882,052

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	52,852,976	1,731,105	54,584,081
Instruction Related	5,364,261	238,750	5,603,011
Student Services	7,806,937	262,890	8,069,827
Physical Plant	14,765,396	92,687	14,858,083
Administration and General	15,928,254	238,975	16,167,229
Institutional Student Aid	6,117,348	482,473	6,599,821
TOTAL	102,835,172	3,046,880	105,882,052

	<u>Approved Budget 2013-14</u>	<u>Budget Change</u>	<u>Approved Budget 2014-15</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
INSTRUCTION			
Personal Services	47,291,078	1,448,825	48,739,903
Supplies and Expense	4,548,721	236,429	4,785,150
Repairs and Maintenance	495,703	3,351	499,054
Capital Outlay	517,474	42,500	559,974
TOTAL INSTRUCTION	52,852,976	1,731,105	54,584,081
INSTRUCTION RELATED			
Personal Services	3,081,236	213,769	3,295,005
Supplies and Expense	921,209	23,981	945,190
Repairs and Maintenance	442,687	1,000	443,687
Capital Outlay	919,129	0	919,129
TOTAL INSTRUCTION RELATED	5,364,261	238,750	5,603,011
STUDENT SERVICES			
Personal Services	6,408,192	442,150	6,850,342
Supplies and Expense	1,298,636	(182,565)	1,116,071
Repairs and Maintenance	71,464	5,305	76,769
Capital Outlay	28,645	(2,000)	26,645
TOTAL STUDENT SERVICES	7,806,937	262,890	8,069,827
PHYSICAL PLANT			
Personal Services	6,435,071	29,016	6,464,087
Supplies and Expense	7,318,484	63,661	7,382,145
Repairs and Maintenance	857,816	10	857,826
Capital Outlay	154,025	0	154,025
TOTAL PHYSICAL PLANT	14,765,396	92,687	14,858,083
ADMINISTRATION AND GENERAL			
Personal Services	11,861,483	14,068	11,875,551
Supplies and Expense	3,234,289	222,101	3,456,390
Repairs and Maintenance	728,348	3,806	732,154
Capital Outlay	104,134	(1,000)	103,134
TOTAL ADMINISTRATION AND GENERAL	15,928,254	238,975	16,167,229
INSTITUTIONAL STUDENT AID			
Supplies and Expense	6,117,348	482,473	6,599,821
TOTAL INSTITUTIONAL STUDENT AID	6,117,348	482,473	6,599,821
TOTAL BUDGET	102,835,172	3,046,880	105,882,052

MISCELLANEOUS FEES FOR 2014-2015

1. Laboratory and Miscellaneous Fees

<u>Fee Name</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>	<u>Last Changed</u>
Application Fee	40.00	40.00	08/25/14	08/20/12
Audit Fee (plus applicable lab fee)	35.00	35.00	08/25/14	08/30/93
Counseling Service Fee	0.00	25.00	08/25/14	N/A
Departmental Exams Fee	15.00	15.00	08/25/14	08/29/95
Distance Education Fees:				
Learning Center Fee **	25.00	25.00	08/25/14	08/30/99
Delivery Fee **	10.00	10.00	08/25/14	08/30/99
Supply Fee	100.00	100.00	08/25/14	07/01/94
Engineering Upper Division Undergraduate Program Fee **	50.00	50.00	07/01/14	N/A
Enrollment Fee	100.00	100.00	08/25/14	08/22/11
Health Professions Insurance	20.00	20.00	08/25/14	08/20/12
Health Services Fee	47.00	47.00	08/25/14	08/31/98
Housing Living Learning Community Fee	10.00	10.00	08/25/14	N/A
Housing Student Activity Fee	25.00	25.00	08/25/14	08/20/12
International Student Fee	0.00	150.00	08/25/14	N/A
Laboratory Fee (College of Science and Engineering)	60.00	60.00	08/25/14	08/20/12
Laboratory Fee (all other colleges)	50.00	50.00	08/25/14	08/20/12
Late Registration Fee Week 1	35.00	35.00	08/25/14	08/20/12
Late Registration Fee Beginning Week 2	125.00	125.00	08/25/14	07/01/06
Matriculation Fee (all new and transfer students)	100.00	100.00	08/25/14	08/20/12
Nursing DNP Program Fee **	150.00	150.00	07/01/14	N/A
Nursing Program Fee (BSN) *	500.00	500.00	07/01/14	N/A
Nursing Program Fee (MSN) **	100.00	100.00	07/01/14	N/A
Nursing RN Completion Program Fee **	50.00	50.00	07/01/14	N/A
Nursing Test Fee	30.00	30.00	08/25/14	08/31/92
Occupational Therapy Clinical Fee	75.00	75.00	08/25/14	08/20/12
Occupational Therapy Program Fee (MSOT) **	100.00	100.00	07/01/14	N/A
Payment Plan Fee	30.00	30.00	08/25/14	07/01/95
Payment Plan Late Fee	25.00	25.00	08/25/14	08/30/99
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/25/14	09/02/97
Special Course Fee (varies by course; maximum amount)	200.00	300.00	08/25/14	08/07/01
Student Activity Fee (non-mandatory)	50.00	50.00	08/25/14	08/20/12
Studio Fee	50.00	50.00	08/25/14	08/20/12
Study Abroad Fee	100.00	100.00	08/25/14	08/29/05
Transcript Fee	20.00	20.00	08/25/14	08/20/12
Transportation Fee:				
8 or more credit hours per semester	90.00	90.00	08/25/14	08/20/12
>3 and <8 credit hours per semester	72.00	72.00	08/25/14	08/20/12
3 or fewer credit hours	54.00	54.00	08/25/14	08/20/12

* per semester / semesters three (3) through completion

** per credit hour

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES
2013-2014 and 2014-2015

STUDENT FEES 2013-2014
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Contingent	\$142.23	\$142.23	\$239.57	\$239.57
Academic Facilities	43.25	43.25	43.25	43.25
Student Services	21.45	21.45	21.45	21.45
Technology	5.00	5.00	5.00	5.00
Non-Resident		295.16		300.57
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Total	\$211.93	\$507.09	\$309.27	\$609.84

STUDENT FEES 2014-2015
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Total	\$221.22	\$532.56	\$324.84	\$640.46

Prior Year Student Fees for Comparison

STUDENT FEES 2012-2013
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Contingent	\$132.23	\$132.23	\$223.84	\$223.84
Academic Facilities	45.30	45.30	45.30	45.30
Student Services	20.30	20.30	20.30	20.30
Technology	5.00	5.00	5.00	5.00
Non-Resident		280.00		286.24
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Total	\$202.83	\$482.83	\$294.44	\$580.68

OTHER MANDATORY FEES

University Services Fee

8 or more credit hours per semester	\$30.00
More than 3 and fewer than 8 credit hours per semester	\$22.75
3 or fewer hours per semester	\$10.00

The University Services Fee amounts shown above are for 2012-2013, 2013-2014, and 2014-2015

**University of Southern Indiana
Conference Center**

Due: 6-10-14/2PM/CDT

Architect's Project Number: 1211-303

14-S14-92228-03140

Bidder	BaseBid	Alternate Bids									
		Alternate Bid No. C1 Accessible Pathway	Alternate Bid No. C2 Brick Screen Wall & Landscaping	Alternate Bid No. C3 Concrete Sidewalk	Alternate Bid No. C4 Landscape Irrigation System	Alternate Bid No. C5 Stone Retaining Wall	Alternate Bid No. C6 Stone-Lined Swale	Alternate Bid No. C7 Site Dam Modifications	Alternate Bid No. E1 Dam Lighting & 15KV Ductbank	Alternate Bid No. E2 Video Surveillance System	
General Construction											
Arc Construction	4,440,000.00	86,300.00	288,000.00	10,900.00	28,600.00	6,500.00	53,600.00	100,500.00	119,000.00	17,600.00	4,947,500.00
Blankenberger Bros. Inc.											
Danco	4,365,990.00	77,000.00	179,000.00	8,955.00	21,675.00	41,000.00	67,200.00	178,500.00	71,120.00	22,500.00	4,794,610.00
Deig Brothers	4,437,400.00	109,000.00	214,400.00	9,500.00	22,900.00	53,900.00	76,500.00	196,657.00	69,178.00	18,010.00	4,917,635.00
Empire Contractors, Inc.	4,378,000.00	108,000.00	210,500.00	8,200.00	26,000.00	22,000.00	48,900.00	175,000.00	58,000.00	18,000.00	4,821,500.00
Industrial-Skanska											
Key Construction Co.	NO PROPOSAL										
Koberstein Contracting											
Peyronnin Construction	4,343,000.00	74,000.00	180,000.00	9,400.00	30,500.00	40,000.00	53,000.00	179,900.00	75,000.00	20,000.00	4,777,900.00
PPMI Construction											
The State Group											
Weddle Brothers	4,428,000.00	68,600.00	161,700.00	6,000.00	30,200.00	6,000.00	47,600.00	143,600.00	78,600.00	21,000.00	4,811,900.00

**Summary of Construction Change Orders
Authorized by the Vice President for Finance and Administration**

TEACHING THEATRE PROJECT

Empire Contractors, Inc. - General Contractor

CO-G22	Make revisions to the finishes of the interior surfaces and changes to ceiling height in three rooms	\$ 8,636.64
CO-G23	Install a revised version of the support beam for stage left fin wall and make modifications to steel structure at catwalk above fin wall	\$ 8,862.29
CO-G24	Delete material and work for draft curtain and short wall above fin walls	(\$ 7,005.00)
CO-G25	Supply materials and labor to fill gap between curtain wall and store front wall system at lobby entry and to provide thermal break at curtain wall	\$ 6,349.00
CO-G26	Provide and install composite panel in void where curtain wall abuts University Center building and construct bulkhead at top of curtain wall to underside of roof deck	\$19,952.00
CO-G28	Revise revolving door bulkhead to provide framed partition with aluminum fascia on exterior	\$ 5,523.00
CO-G29	Make changes to lobby roof storm piping and rain diverters, increase size of column covers at columns with roof drain, make revisions to masonry walls and storefront, and make revisions to capstone detail	\$ 8,714.00
CO-G30	Provide and install hatch door to access projector on catwalk	\$ 2,205.00
CO-G31	Perform work needed to lobby ceiling due to clarifications made to drawings where ceiling abuts University Center	\$ 4,588.00
CO-G32	Add insulation to underside of mechanical room floor exposed to outdoor weather conditions	\$ 4,052.00
CO-G33	Replace metal roof underlayment due to the extended exposure to elements	\$ 8,902.00

Deig Brothers Lumber and Construction Co.- Mechanical Contractor

CO-M12	Make changes in the plumbing and mechanical work due to changing ceiling height in three rooms	\$ 4,634.00
CO-M13	Change roof drain piping material to stainless steel and revise floor drain on deck where Teaching Theater abuts the University Center	\$ 4,454.00

Alva Electric Co., Inc.- Electrical Contractor

CO-E8	Make modifications to lighting fixtures in men's and women's restrooms	\$ 3,043.00
CO-E9	Provide and install electric disconnect switch at all variable air volume boxes	\$ 2,551.00
CO-E10	Add light switch and access panel in Box Office	\$ 304.00
CO-E11	Provide and install three additional smoke detectors in Mechanical Room	\$ 1,501.00

**Summary
Construction Projects
July 10, 2014**

Projects Under Construction

Teaching Theatre

Project Cost \$ 17,250,000

Funding Sources:

Bond Issue (Repaid with Student Fees)	\$ 13,000,000
Special Projects Reserves	\$ 2,250,000
USI Foundation	\$ 2,000,000

Theatre Support Building

Project Cost \$ 1,900,000

Funding Sources:

Teaching Theatre Project	\$ 400,000
Special Projects Reserves	\$ 1,500,000

Science Center - Lower Level Renovation

Project Cost \$ 1,250,000

Funding Source: Legislative Appropriation - 2013

University Center - Sub Connection Renovation

Project Cost \$ 120,000

Funding Source: Food Services Reserves

Student Housing Apartment Building Renovation - 2014

Project Cost \$ 650,000

Funding Source: Housing Reserves

Robert D. Orr Center Classroom Renovation - Phase I

Project Cost \$ 284,000

Funding Source: General Repair and Rehabilitation Appropriation

Technology Center Air Handling Unit Replacement

Project Cost \$ 250,000

Funding Source: Special Projects Reserves

Projects in Design

Conference Center

Project Cost \$ 5,750,000

Funding Source:

Private Gifts \$ 5,000,000

Auxiliary Systems Reserves \$ 750,000

Visitor's Center

Project Cost \$ 2,500,000

Funding Source: Private Gifts

Technology Center Renovation

Project Cost \$ 750,000

Funding Source: Legislative Appropriation - 2013

Parking Lot A, B, and C Landscape Improvements

Project Cost \$ 500,000

Funding Source: Landscape Reserves

Energy Management System Upgrade

Project Cost \$ 400,000

Funding Source: General Repair and Rehabilitation Appropriation

Science Center Suite 2206 Renovation for Disability Services

Project Cost \$ 150,000

Funding Source: Special Projects Reserve