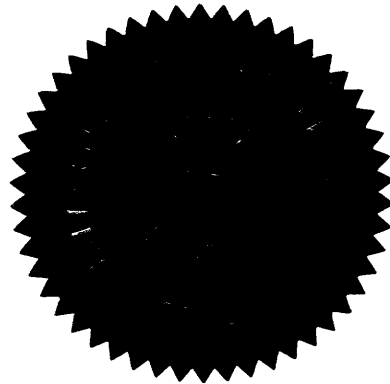


**OFFICIAL MINUTES
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

July 5, 1990



MINUTES

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

July 5, 1990

The University of Southern Indiana Board of Trustees met in annual and regular sessions on Thursday, July 5, 1990, in the Conference Center of the New Harmony Inn in New Harmony, Indiana. Present were Trustees Bruce Baker, Percy Clark, Jr., Charles Combs, Joseph O'Daniel, Carole Rust, Brad Schepers, and George Weathersby. Also attending were President David Rice; Vice Presidents Donald Bennett, Robert Reid, Sherrienne Standley, and Byron Wright; Faculty Senate Chairperson David Kinsey; and Student Government Association President Lori Damm.

There being a quorum present, Mr. O'Daniel called the meeting to order at 2:40 p.m.

SECTION I - GENERAL AND ACADEMIC MATTERS

A. ANNUAL MEETING OF THE BOARD

The annual meeting of the University of Southern Indiana Board of Trustees was held preceding the regular session. The minutes of the annual meeting are appended.

B. APPROVAL OF MINUTES OF MAY 11, 1990, MEETING

On a motion by Dr. Weathersby, seconded by Mr. Schepers, the minutes of the May 11, 1990, meeting were approved.

C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

The next regular meeting was set for Friday, September 7, 1990.

D. PRESIDENT'S REPORT

Dr. Rice introduced David Kinsey, chairperson-elect of the Faculty Senate.

Dr. Rice reported to the Board that several successful events occurred in June including a visit from Ambassador and Mrs. Robert D. Orr participating in the dedication of the new Robert D. Orr Center. He added that our summer theatre programs -- Young Abe Lincoln Musical Outdoor Drama and the New Harmony Theatre -- have had excellent public participation and critics' reviews.

Dr. Rice called the Board's attention to the June 1990 issue of *Indiana Business* magazine, which includes an article about the University, its accomplishments, and future plans.

Dr. Rice reported that the Alumni Association recently held a picnic coinciding with the Freedom Festival Balloon Glow on campus, and about 600 attended.

Dr. Rice reported that the University and the New Harmony Town Council submitted a request to the Build Indiana Project Fund in the amount of \$389,400 for the Church Park Project in New Harmony.

Dr. Rice also reported that the University has had discussions with the Executive Director of the Kentucky Higher Education Council and the Indiana Commissioner for Higher Education on issues dealing with reciprocity and student fees of students in the contiguous counties of Kentucky.

Dr. Rice added that the University Placement Office reports that 554 students had utilized the job locator program during the 1989-90 academic year. An additional 112 students participated in cooperative education and paid internship opportunities. Collectively, the students earned more than \$2,225,000. These employment opportunities provide valuable financial support and educational experiences for the students.

E. REVIEW OF 1991-93 PERFORMANCE OBJECTIVES

The operating budget request for the 1991-93 biennium will include a set of performance objectives for Indiana's public higher education institutions. The three major goals are:

- 1) to improve access and participation in higher education
- 2) to improve the quality of Indiana's higher education system
- 3) to increase the success of individual students

Mr. O'Daniel called on Dr. Reid to review proposed strategies and measures for meeting the preceding goals as they relate to the University of Southern Indiana.

Dr. Reid reported that the University plans to improve the participation rate in higher education by expanding efforts directed toward minority students, general enrollment, transfer students, and graduate students.

Dr. Reid added that the University plans to improve the quality of Indiana's higher education system by improving the quality of education, increasing its ability to improve its faculty, expanding higher education's capability to engage in research and service, and increasing the effective use of resources.

Dr. Reid reported that the University plans to increase the success of individual students by improving retention rates and improving its ability to meet students' educational objectives.

Dr. Weathersby suggested that other factors and issues which should be included are: the size of the campus now and by the year 2000, student housing, and employee productivity.

SECTION II - FINANCIAL MATTERS

A. DONATION OF SCIENCE CENTER ANNEX

The Science Center Annex is a configuration of six (6) temporary, movable classrooms which were purchased in 1978 from the Evansville-Vanderburgh School Corporation. The request for the Robert D. Orr Center included an understanding that the University would declare these classrooms surplus and remove them from inventory when the Orr Center was completed.

The Pike County School Corporation is in urgent need of twenty-three temporary classrooms to replace an elementary school building recently damaged by a tornado in Petersburg, Indiana. Representatives from Pike County Schools have inspected the Science Center Annex and have expressed a willingness to receive the six classrooms.

Therefore, it is recommended that the three buildings, containing six classrooms, known as the Science Center Annex, be declared surplus and donated to the Pike County School Corporation with the condition that all costs involved with the removal and relocation be borne by Pike County School Corporation.

On a motion by Dr. Weathersby, seconded by Mrs. Rust, the preceding action was approved.

B. REVIEW OF LEGISLATIVE OPERATING APPROPRIATION REQUEST FOR 1991-93

The 1991-93 biennial legislative operating appropriation request for operating expenditures and fee replacement is to be submitted to State agencies in September, 1990. Mr. Wright led the discussion and reviewed operating expenditures included in the operating appropriation request for 1991-93. The request will be presented to the Board for approval at the September meeting.

C. APPROVAL OF LEGISLATIVE CAPITAL IMPROVEMENT BUDGET REQUEST FOR 1991-93

The capital request will consist of one new construction project, the Health Professions Building, and General Repair and Rehabilitation funds. Architects worked on cost estimates for the Health Professions Building and these estimates are included in the Capital Budget Request in Exhibit II-A.

On a motion by Dr. Weathersby, seconded by Mr. Baker, the Legislative Capital Improvement Budget Request for 1991-93, Exhibit II-A, was approved.

D. PURCHASE OF NUCLEAR MAGNETIC RESONANCE SPECTROMETER

The General Electric Company has agreed to sell to the University of Southern Indiana a new, nuclear magnetic resonance spectrometer (NMR) at a discounted price to replace the present NMR purchased in 1969. The present instrument is outdated as well as beyond repair. Dr. Marie Hankins, associate professor of chemistry, worked with GE Plastics, Division of General Electric Company, personnel at Mt. Vernon to obtain this state-of-the-art scientific instrument. A transfer of \$150,000 from Reserve for Equipment Replacement Fund is included in Section II, Item G, to fund this purchase.

On a motion by Dr. Weathersby, seconded by Mr. Baker, a transfer of \$150,000 from Reserve for Equipment Replacement Fund to purchase a nuclear magnetic resonance spectrometer was approved.

E. REMODELING OF ADMINISTRATION WING

The opening of the Robert D. Orr Center will allow space in the Administration Wing to be reassigned. To accommodate the new occupants of this space, some remodeling will be necessary. It was determined to delay action on the budget transfer from the Academic Building Facilities Fund to fund this remodeling, until more information could be presented to the Board at its next regular meeting.

F. AUTHORIZATION TO REQUEST APPROVAL TO CONSTRUCT OFFICES IN LOWER LEVEL OF ROBERT D. ORR CENTER

The bids for the construction of the Robert D. Orr Center were sufficiently lower than architect's estimates to permit the excavation and partial finishing of the lower level of the building as part of the original construction. Schematic plans have been developed to complete approximately half of this space into work areas and offices for use by the Business Office and Computer Center.

It is recommended that President Rice be authorized to request the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana to approve the following actions:

- a. To engage Odle, McGuire & Shook Corporation as architects for the project;
- b. To enter into contracts to construct, equip, and otherwise provide for the construction of the offices; and
- c. To transfer \$750,000 from the Academic Building Facilities Fund to be used for construction and related costs.

On a motion by Mrs. Rust, seconded by Mr. Baker, the preceding actions were approved.

G. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

On a motion by Dr. Weathersby, seconded by Mr. Combs, the following budget appropriations, adjustments and transfers were approved.

1. ADDITIONAL APPROPRIATION OF FUNDS

From: Unappropriated Current Operating Funds

To:	1-10200	School of Liberal Arts	
		Personal Services	\$3,400.00
		Supplies and Expenses	510.00
To:	1-10300	School of Science & Technology	
		Personal Services	17,000.00
		Supplies and Expenses	949.00
To:	1-10800	School of Education & Human Services	
		Personal Services	15,300.00
		Supplies and Expenses	1,037.00

To: 1-10920	University Division Personal Services Supplies and Expenses	3,000.00 1,003.00
To: 1-10900	Extended Services Capital Outlay	7,923.07
To: 1-10910	Continuing Education Capital Outlay	5,056.75
To: 1-10920	University Division Capital Outlay	7,700.97
To: 1-10120	Historic Southern Indiana Capital Outlay	2,847.00
To: 1-10700	School of Business Capital Outlay	2,030.00
To: 1-10120	Historic Southern Indiana Supplies & Expenses	2,071.00
To: 1-10160	Arts Commission Music Supplies & Expenses	1,000.00
To: 1-10170	Arts Commission Theatre Supplies & Expenses	440.00
To: 1-10175	New Harmony Theatre 1989 Season Supplies & Expenses	28,000.00
To: 1-10190	WSWI Personal Services Supplies & Expenses	400.00 1,063.23
To: 1-10300	School of Science & Technology Capital Outlay	13,412.00
To: 1-10320	Engineering Technology Supplies & Expenses	165.00
To: 1-10410	Nursing Supplies & Expenses	842.50
To: 1-10420	Health Professions Capital Outlay	430.00
To: 1-10840	Teacher Education Capital Outlay	100.00
To: 1-14004	Counseling Supplies & Expenses	339.62

To:	1-14005	Placement Supplies & Expenses	25.00
To:	1-14101	Intramurals Supplies & Expenses	600.00
To:	1-15000	Physical Plant Supplies & Expenses	539.19
From:	Unappropriated Designated Funds		
To:	2-20500	Shield Supplies & Expenses	20.00
From:	Unappropriated Restricted Funds		
To:	4-45801	Faculty Research - Professor D. Wolfe Supplies & Expenses	2,260.00
To:	4-45802	Faculty Research - Professor Waitman Supplies & Expenses	2,505.00
To:	4-45803	Faculty Research - Professor Wafa Supplies & Expenses	250.00
To:	4-45810	Faculty Research - Professor Graham Supplies & Expenses	4,985.00
To:	4-45975	Ropewalk Writers' Retreat 1989-90 Supplies & Expenses	2,750.00
To:	4-45999	Faculty/Student Research - Professor Shaw Personal Services	1,320.00
To:	4-45600	New Harmony Theatre 1990 Season Personal Services	3,000.00
To:	4-46001	Ropewalk Writers' Retreat 1990-91 Supplies & Expenses	3,250.00
To:	4-45955	1990 Small Business Administration Supplies & Expenses	3,200.00
From:	Unappropriated Athletic Funds		
To:	3-30600	Athletics General Operating Supplies and Expenses	380.00

To:	3-30602	Athletics - Baseball Capital Outlay	1,647.50
To:	3-30613	Athletics - Sports Medicine Capital Outlay	995.00
From:	Unappropriated New Harmony Funds		
To:	3-30900	New Harmony General Operating Supplies and Expenses	5,175.00
From:	Unappropriated Young Abe Lincoln Funds		
To:	3-32010	Young Abe Lincoln Outdoor Drama '90 Repairs and Maintenance	1,600.00
		Capital Outlay	8,100.00
From:	Unappropriated Plant Funds		
To:	6-60312	Kemmerling Barn Renovation Capital Outlay	73,000.00

2. TRANSFER AND APPROPRIATION OF FUNDS

From:	1-19999	Current Operations Transfers Out (Reserve for Equipment Replacement Fund)	
To:	6-60780	Instructional Equipment Capital Outlay	150,000.00

H. APPROVAL OF REVISED FEE WAIVER POLICIES

The Board of Trustees, at the July 7, 1988 meeting, approved a fee waiver policy for eligible employees, spouses of employees, and dependent children of employees pursuing baccalaureate and associate degrees.

After reviewing these policies, it is recommended that these benefits also be extended to eligible employees, spouses of employees, and dependent children of employees pursuing master's degree programs, pre-master's degree requirements, and teacher certification courses.

It is further recommended that the maximum number of hours for employees be increased during the summer sessions from three semester hours per summer to three semester hours per summer term, which, when added to the six hours allowed per academic year, would take the maximum number of hours per year from 9 to 15.

On a motion by Mrs. Rust, seconded by Mr. Baker, the revised fee waiver policies, detailed in Exhibit II-B, effective Fall Semester 1990, were approved.


I. AUTHORIZATION FOR POWER OF ATTORNEY

The Alumni Affairs Office and Carleton Publishing Company wish to appeal a ruling by the United States Postal Service for revenue deficiencies (\$466.46) on a cooperative mailing of the Association's alumni directory. Carleton Publishing has retained counsel to represent all its clients similarly affected by the ruling. To join the appeal, the University must give Carleton a power of attorney, Exhibit II-C. The University will not bear expense of Carleton's counsel. This is a request to authorize the Chairman of the Board of Trustees to sign the power of attorney form, enjoining the University in the consolidated appeal.

On a motion by Dr. Weathersby, seconded by Mr. Baker, this authorization was approved.

There being no further business, the meeting was adjourned at 3.55 p.m.

Respectfully submitted,



George B. Weathersby, Secretary

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE A

SUMMARY OF CAPITAL BUDGET REQUEST FOR 1991-93

<u>Capital Budget Item</u>	<u>Number</u>	<u>Institutional Priority Ranking</u>	<u>Total Budget Request</u>	<u>State Cost</u>	<u>Non-State Cost</u>
I. General R & R Nine (9) Projects			\$266,000	\$266,000	
II. Special R & R None					
III. New Construction Health Professions Building	G-0-91-1-01	1	\$14,540,000	\$14,540,000	
IV. Acquisitions None					
V. Major Equipment None					
VI. Other None					
VII. GRAND TOTAL					

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE B

CAPITAL IMPROVEMENT PROJECT REPORT
1991-93

<u>Project Title</u>	<u>Budget Agency Number</u>	<u>Project Size (GSF)</u>	<u>Total Project Cost</u>	<u>State Appropriation</u>	<u>Bonding Authority</u>	<u>Gifts/ Grants</u>	<u>Lease/ Purchase</u>	<u>Other Funds</u>
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PART I: PROJECTS COMPLETED DURING 1989-91 BIENNIUM

I. General R & R
Three (3) Projects

\$176,653 \$176,653

II. New Construction
Classroom Building
(R.D. Orr Center) and
renovation for
Science Laboratories

G-0-87-1-01-P 69,070 \$7,800,000 \$7,800,000

PART II: PROJECTS IN PROGRESS AT BEGINNING OF 1991-92

None

PART III: PREVIOUSLY AUTHORIZED PROJECTS YET TO BE SUBMITTED FOR APPROVAL

I. Major R & R
University Center
Renovation

G-0-87-2-02 2,500 \$ 150,000

\$150,000

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE C

TEN YEAR CAPITAL IMPROVEMENT PLAN (BUILDINGS)

	NEAR TERM 1991-93		MID-TERM 1993-97		LONG TERM 1997-2001	
	Projected State Amount	Funding Other Source	Projected State Amount	Funding Other Source	Projected State Amount	Funding Other Source
I. Major R & R						
1. Administrative Serv. Bldg.			\$ 300,000			
2. Child Care Center				\$ 300,000		
II. New Construction						
1. Health Professions Building & Central Chiller & Boiler Plant Addition	\$14,540,000	79,417				
2. Student Cultural Life Center				\$1,500,000		8,000
3. Performing Arts Center			\$3,800,000		28,850	
4. Entrance Road			\$2,000,000		N/A	
5. University Center Addition				\$3,000,000	18,000	
6. Parking Structure				\$4,000,000	N/A	
7. Library Addition			\$6,000,000		30,000	
8. Classroom Building						
9. Chiller & Boiler Plant Addition			\$1,500,000		N/A	
III. Terminations						
1. University Theatre					\$15,000,000	70,000
TOTALS	\$14,540,000	79,417	\$13,600,000	\$8,800,000	\$18,000,000	70,000

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE D

TEN YEAR CAPITAL IMPROVEMENT PLAN (LAND)

<u>Budget Agency Number</u>	<u>Project Size (GSF)</u>	<u>Total Project Cost</u>	<u>State Appropriation</u>	<u>Bonding Authority</u>	<u>Gifts/Grants</u>	<u>Lease/Purchase</u>	<u>Other Funds</u>
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I. Acquisitions

None

II. Lease

None

III. Terminate

None

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE E

DISPOSITION OF 1989-91 PLANNED PROJECTS APPEARING IN THE 1989-91 TEN YEAR CAPITAL PLAN

<u>1989-91 PROJECTS</u>	<u>Project State Amount</u>	<u>Other Funding</u>	<u>Space Change</u>	<u>Disposition</u>
I. Major R & R Telecommunications System Upgrade (G-0-89-2-03)		\$1,000,000	0	Completed Feb, 1990
II. Buildings Student Cultural Life Center (G-0-89-1-01) Parking Lot "E" (G-0-89-1-02)	\$250,000	\$1,000,000	N/A	Approved Not Funded
III. Acquisitions None				
IV. Major Equipment Information Technology Enrichment Cluster Gas Chromatograph/Mass Spectrometer	\$270,000 \$150,000		N/A N/A	Not Funded Not Funded

UNIVERSITY OF SOUTHERN INDIANA

SCHEDULE F

EXPECTED UTILIZATION OF 1991-93 GENERAL REPAIR
AND REHABILITATION FUNDING

	Expected Biennial <u>Expenditure</u>	Explanation of Multi-Biennium <u>Projects</u>
A. Interior Renovation	\$ 70,000	N/A
B. Exterior Renovation	\$176,000	N/A
C. Infrastructure Improvements	<u>\$ 20,000</u>	<u>N/A</u>
TOTAL	\$266,000	

PROJECT SUMMARY

NEW CONSTRUCTION

INSTITUTION: University of Southern Indiana CAMPUS: _____

PROJECT TITLE: Health Professions BUDGET AGENCY NO.: G-0-91-1-01

Building INSTITUTION'S PRIORITY: 1

PROJECT SUMMARY DESCRIPTION (ATTACHMENT A)
The construction of the Health Professions Building will provide classrooms, faculty offices and specialized laboratories for nursing, medical education, and other health professions programs.

SUMMARY OF NEED AND NET CHANGE IN CONTRIBUTION TO EDUCATIONAL SERVICES PROVIDED BY INSTITUTION (ATTACHMENT B)
This building will provide needed classrooms, laboratories, and faculty offices to better serve students and faculty who are currently using leased off-campus space. The consolidation of programs on campus will allow the "mainstreaming" of students into academic programs, academic support services such as library and computer facilities, and encourage greater student and faculty participation into the college student life programming.

SPACE DATA (ATTACHMENT C)
PROJECT SIZE: 114,500 GSF 79,417 ASF .69 ASF/GSF
NET CHANGE IN CAMPUS ACADEMIC/ADMINISTRATIVE SPACE: 79,417 ASF

TOTAL PROJECT BUDGET (ATTACHMENT D)
TOTAL ESTIMATED COST: \$14,540,000 \$/GSF \$126.99
ANTICIPATED DATE OF PROJECT COMPLETION: May, 1993

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

<u>Bonding Authority</u>	<u>\$ 14,540,000</u>
_____	<u>\$</u>
_____	<u>\$</u>
TOTAL BUDGET	<u><u>\$ 14,540,000</u></u>

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)
\$ 529,333 (x) INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

UNIVERSITY OF SOUTHERN INDIANA

Employee Fee Waiver Policy

A. PROGRAM OPTIONS for full-time employees

1. Baccalaureate or Associate Degree - A waiver of full fees will be granted for a maximum of 124 attempted semester credit hours for pursuit of a baccalaureate or associate degree at USI.
2. Master's Degree - A waiver of full fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree at USI. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a USI graduate program are covered by a waiver of full fees.
3. Teacher Certification - A waiver of full fees will be granted for the number of semester credit hours required for a baccalaureate degree holder to obtain teacher certification at USI.

B. POLICY DEFINITION AND GUIDELINES

1. A full-time employee is defined as an employee eligible for the university employee benefit program.
2. Full fees are defined as total contingent, student service, academic facilities, and campus service fees.
3. Eligibility will be determined by an employee's status on the first day of classes in any term. A student whose eligibility has not been determined at the time of registration will be required to pay full fees upon receipt of billing. The student will receive a refund if eligible within the term. No refunds will be provided for prior enrollments.
4. This fee waiver shall apply to not more than six (6) semester credit hours per academic year (fall and spring combined) and three (3) semester credit hours during each summer session. Maximum eligibility will be limited according to the student's degree or program as follows:
 - a. Baccalaureate or Associate Degree - 124 attempted credit hours or until a baccalaureate degree is earned at USI, whichever comes first.
 - b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.
 - c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.
5. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".

- c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.

7. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".
8. Refunds for classes dropped or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits.

C. PROCEDURES FOR OBTAINING THE SPOUSE OF EMPLOYEE FEE WAIVER

1. The employee should complete an Application for Fee Waiver for Employee Spouse prior to the beginning of each academic year. These applications are available in both the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
 - a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
 - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the employee's eligibility and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the student's eligibility, enter the waiver on the student's financial aid record, and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account for the amount waived.

D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.

UNIVERSITY OF SOUTHERN INDIANA

Dependent Children of Employee Fee Waiver Policy

A. PROGRAM OPTIONS for dependent children of full-time USI employees

1. Baccalaureate or Associate Degree - A waiver of one-half fees will be granted for a maximum of 124 attempted semester credit hours for pursuit of a baccalaureate or associate degree at USI.
2. Master's Degree - A waiver of one-half fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree at USI. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a USI graduate program are covered by a one-half fee waiver.
3. Teacher Certification - A waiver of one-half fees will be granted for the number of semester credit hours required for a baccalaureate degree holder to obtain teacher certification at USI.

B. POLICY DEFINITION AND GUIDELINES

1. A full-time employee is defined as an employee eligible for the university employee benefit program.
2. Fees are defined as total contingent, student service, and academic facilities fees.
3. Dependent children are defined as children of employees who meet the dependency definition as required by the federal income tax laws including stepchildren and children who are legally adopted.
4. Eligibility is extended to dependent children of employees who have retired under University retirement policy and to dependent children of employees receiving long-term disability benefits. Eligibility is also extended to children of a deceased employee if the dependent children were enrolled at the time of the employee's death, and the fee waiver will continue until 124 semester credit hours have been attempted.
5. Guest students, who are eligible dependents, may receive the option 1 (undergraduate) fee waiver at USI if they are undergraduate, degree-seeking students at another university or college.
6. Eligibility will be determined by the employee's status and the student's status on the first day of classes in any term. Students whose eligibility has not been determined at the time of registration will be required to pay full fees upon receipt of billing. Students will receive a refund if they are eligible. Eligibility must be determined within the term. No refunds will be provided for prior enrollments.
7. This waiver will be limited according to the student's degree or program of study as follows:
 - a. Baccalaureate or Associate Degree - 124 attempted credit hours or until a baccalaureate degree is earned at USI, whichever comes first.

- b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.
 - c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.
8. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".
 9. Refunds for dropped classes or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits.

C. PROCEDURES FOR OBTAINING EMPLOYEE DEPENDENT CHILDREN FEE WAIVER

1. The employee should complete an Application for Fee Waiver for Dependent Children prior to the beginning of each academic year. These applications are available in the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
 - a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
 - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the eligibility of the employee and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the eligibility of the student and enter the waiver on the student's financial aid record and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account for the same amount of fees waived.

D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.

STATE OF Indiana :
 : SPECIAL POWER OF ATTORNEY
COUNTY OF Vanderburgh :

KNOW ALL MEN BY THESE PRESENT that I/we Board of Trustees,
University of Southern Indiana of Evansville, Indiana
do hereby make, constitute and
appoint Carleton Financial Computations, D.B.A. Carleton
Graphics, 1801 Commerce Drive, South Bend, Indiana 46624, for
my/our benefit and in my/our name, please and stead, my/our true
and lawful attorney in fact, with full power and authority:

To represent and defend me/us in connection with the U.S.
Postal Service's nationwide investigation of cooperative mailings
by nonprofit entities at the special bulk mailing rate and
revenue deficiencies claimed in connection therewith to the
extent that I/we may have engaged in any such mailings with
Carleton Graphics prior to the date of this power-of-attorney;

To adjust, compromise, settle, arbitrate or litigate all
claims, demands, accounts or other controversies on account
arising out of or relating to the aforementioned U.S. Postal
service investigation and claimed revenue deficiencies;

To do any act that may be required for the full and complete
settlement of any such claim, demand, account or controversy;

To hire, discharge and compensate any attorney, accountant,
expert witness or other assistant whenever my/our attorney-in-
fact deems such action to be desirable for the proper execution
of any power described herein.

- b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.
 - c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.
8. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".
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1. The employee should complete an Application for Fee Waiver for Dependent Children prior to the beginning of each academic year. These applications are available in the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
 - a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
 - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the eligibility of the employee and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the eligibility of the student and enter the waiver on the student's financial aid record and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account for the same amount of fees waived.

D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.

STATE OF Indiana :
 : SPECIAL POWER OF ATTORNEY
COUNTY OF Vanderburgh :

KNOW ALL MEN BY THESE PRESENT that I/we Board of Trustees,
University of Southern Indiana of Evansville, Indiana
do hereby make, constitute and
appoint Carleton Financial Computations, D.B.A. Carleton
Graphics, 1801 Commerce Drive, South Bend, Indiana 46624, for
my/our benefit and in my/our name, please and stead, my/our true
and lawful attorney in fact, with full power and authority:

To represent and defend me/us in connection with the U.S.
Postal Service's nationwide investigation of cooperative mailings
by nonprofit entities at the special bulk mailing rate and
revenue deficiencies claimed in connection therewith to the
extent that I/we may have engaged in any such mailings with
Carleton Graphics prior to the date of this power-of-attorney;

To adjust, compromise, settle, arbitrate or litigate all
claims, demands, accounts or other controversies on account
arising out of or relating to the aforementioned U.S. Postal
service investigation and claimed revenue deficiencies;

To do any act that may be required for the full and complete
settlement of any such claim, demand, account or controversy;

To hire, discharge and compensate any attorney, accountant,
expert witness or other assistant whenever my/our attorney-in-
fact deems such action to be desirable for the proper execution
of any power described herein.

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In general, and in addition to all the specific acts enumerated above, to do and perform all other acts and things which the undersigned could do through an agent in connection with the U.S. Postal Service investigation and proceedings described above which my/our attorney-in-fact deems desirable or necessary to protect my/our interests.

Organization: University of Southern Indiana

By Joseph E. O'Daniel

Signature Joseph E. O'Daniel

Title: Chairman

STATE OF Indiana

COUNTY OF Vanderburgh

On July 5, 1990, then personally appeared before me the said Joseph E. O'Daniel to me known to be the person described herein and who executed the foregoing instrument, and acknowledged that he/she executed the same, with full power and binding authority to do so.

Robert C. Powell
Notary Public

My commission expires: 8-15-93