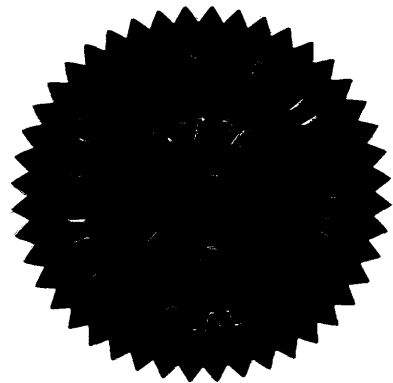


MINUTES

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

JULY 8, 1999



MINUTES

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

July 8, 1999

The University of Southern Indiana Board of Trustees met in annual and regular sessions on Thursday, July 8, 1999, in the Conference Center of the New Harmony Inn in New Harmony, Indiana. Present were Trustees Bruce Baker, Louise Bruce, Charles Combs, Ryan Helzerman, Patrick Hoehn, Tina Kern, Harolyn Torain, and James Will Sr. Also attending were President H. Ray Hoops, Vice Presidents John Byrd, Robert Reid, Richard Schmidt, and Sherianne Standley; Faculty Senate Chair Mark Krahlung; and Student Government Association President Brian Pauley.

There being a quorum present, the meeting was called to order at 2:12 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 MAY 7, 1999, MEETING

On a motion by Mr. Baker, seconded by Mrs. Bruce, the minutes of the May 7, 1999, meeting were approved.

C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

The next regular meeting of the Board of Trustees was set for Thursday, September 9, 1999, at the University of Southern Indiana, with the President's Associates dinner following that evening.

D. PRESIDENT'S REPORT

Dr. Hoops began by welcoming the newest trustee, Ryan Helzerman, who was appointed by Governor O'Bannon to serve a two-year appointment. Ryan is a junior majoring in communications. Dr. Hoops noted that Ryan replaces Brian Pauley, who is wearing a new hat today, that of Student Government president. On behalf of the board and the officers of the University, Dr. Hoops remarked what a pleasure it has been to have Brian as a member of the Board of Trustees and noted he has been an effective voice at the table. Dr. Hoops relayed the University's delight to have Brian move to the SGA post, and to have both Brian and Ryan join in the deliberations of the Board.

Dr. Hoops gladly reported that Governor O'Bannon has reappointed both Bruce Baker and Louise Bruce to four-year terms on the Board.

Dr. Hoops extended a welcome Dr. Mark Krahlung, assistant professor of chemistry, who is serving this year as Chair of the USI Faculty Senate.

The University community was saddened by the sudden death of long-time professor and NCAA faculty representative Dr. Charles Bertram. Dr. Bertram was instrumental in building the teacher education programs in USI's early years and served as division chair of education prior to the academic reorganization. He was a valued resource to the Great Lakes Valley Conference, which he had been serving as president, and to many people involved in Division II of the NCAA. He will not easily be replaced at the University and leaves a legacy of academic and athletic integrity.

The University summer schedule is kept busy with theatre productions in New Harmony and Lincoln Amphitheatre. Tonight Board members will enjoy the premier of *The Music Man* at Lincoln. Dr. Hoops noted that *Young Abe Lincoln* is performed in rotating repertory with another play, with a new play being introduced every two years. It is reported that rehearsals have been going very well and that the audience is in for a treat with *Music Man* this evening.

Tomorrow evening *The Cherry Orchard* opens at New Harmony Theatre, directed by Louis Zorich, well known Broadway actor and director. Attendance in New Harmony has been excellent so far this season, which should result in a sound fiscal report in September.

The summer months also are taken up with orientation for new and transfer students. Orientation is an important first step in retention for the University. Dr. Hoops called on Dr. Byrd who gave an overview of this summer's program. He explained orientation is an opportunity for students and parents to get off to a great start at USI and this helps get the parents involved. SGA President Brian Pauley commented that the sessions where parents ask current students questions are going well.

Dr. Hoops remarked that it is unusual for student government to function in the summer months, but that is exactly what has been happening under Brian Pauley's leadership. He called on Mr. Pauley for a report, who extended his congratulations to Ryan Helzerman and thanked the Board for their friendship and guidance during his tenure on the Board. Mr. Pauley reported the SGA summer meetings are used for training and orientation and he provided the Board with a copy of its mission statement. Other future events include a retreat, the new student welcome dinner, and freshman elections.

Dr. Hoops noted that the academic presentation, appropriately, focuses on Historic New Harmony. He asked Dr. Reid to introduce Director of Historic New Harmony Connie Weinzapfel who shared information on various HNH projects and plans for the future, including the Millennium 2000 Committee which will focus its efforts on encouraging a new comprehensive plan for New Harmony.

Historic Southern Indiana conducted hospitality training workshops for more than 275 people from seven southwest Indiana counties this spring. The workshops focused on the impact of tourism on communities and sought to develop good hospitality habits for those communities.

Dr. Hoops noted that Extended Services also has supported the efforts of the Southwest Indiana Tech Prep Consortium in a training program for teachers. With the Department of Social Work, Extended Services also conducted the first School Social Work Institute in Columbus, Indiana, for more than 30 school social workers from throughout the state.

Dr. Hoops mentioned USI's honors program participated in "Social Security Challenge", a national effort to engage college students in the Social Security debate and to simultaneously engage young people in public policy formulation. In a final report on the Challenge, USI is one of three programs in the country cited as a successful model. Summing up USI's effort, the report says, "USI has shown that faculty and students can work together to incorporate a single policy issue into a variety of academic departments and curricula." Congratulations go to those whose efforts earned this national acclaim.

A request for approval of the current operating budget, which for the first time is just under \$50 million, is in the agenda. This budget is produced as a result of campus-wide public hearings in which all units of the University participate. Dr. Hoops remarked that this represents the kind of collaboration and cooperation which characterizes this University and enables everyone to reach institutional goals.

On a personal note, Dr. Hoops thanked Harolyn Torain for her leadership as board chair for the past two years. He commented that Mrs. Torain has been a highly effective voice of the board at meetings of the Commission and in legislative hearings. And she has led the board through a period of unparalleled capital projects and building expansion.

E. APPROVAL OF RESOLUTION OF APPRECIATION TO HAROLYN G. TORAIN

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

- WHEREAS, Harolyn G. Torain was appointed to the Board of Trustees in 1990, and
- WHEREAS, in that capacity Mrs. Torain has been an active partner in fully developing educational opportunities for young people, and
- WHEREAS, in recognition of her leadership abilities, Mrs. Torain was elected chair of the Board of Trustees in 1997, becoming the first woman and the first alumna to lead the Board of Trustees, and
- WHEREAS, during her tenure of exemplary leadership, the University has experienced remarkable growth in its enrollment, expansion of its physical plant, and the completion of the University's highly successful first capital campaign;

NOW, THEREFORE, BE IT RESOLVED, that at its fifteenth annual meeting, the Board of Trustees, assembled at New Harmony, Indiana on July 8, 1999, commends Mrs. Harolyn G. Torain for her dedication to the full development of the University of Southern Indiana and the people it serves, and

FURTHER RESOLVED, that this resolution be adopted and spread upon its minutes for all time as a perpetual recognition of the deep gratitude owed by the University, its trustees, officers, students, and faculty, to Mrs. Harolyn G. Torain for her devoted service.

F. APPROVAL OF RESOLUTION OF APPRECIATION TO BRIAN E. PAULEY

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

- WHEREAS, Brian E. Pauley was appointed to the University of Southern Indiana Board of Trustees by Governor Frank O'Bannon in 1997, becoming the seventh student to be so appointed in the history of USI, and
- WHEREAS, Mr. Pauley has served with distinction as a member of the Board of Trustees, and
- WHEREAS, through his active leadership and communication with the Student Government Association and other student groups, he has caused positive progress in the area of student governance, and
- WHEREAS, Mr. Pauley's term on the board expired June 30, 1999,

NOW THEREFORE BE IT RESOLVED, that the members of the Board of Trustees express to Mr. Pauley their sincere appreciation for his involvement and his vision, and

FURTHER RESOLVED, that this resolution be spread upon its minutes for all time as a perpetual recognition of the deep gratitude owed by the University, its trustees, officers, students, and faculty, to Mr. Brian E. Pauley for his devoted service.

G. REPORT OF THE LONG-RANGE PLANNING COMMITTEE

Bruce Baker reported that Dean of the School of Nursing and Health Professions Nadine Coudret gave an update of activities and progress being made by the school.

SECTION II - FINANCIAL MATTERS

A. APPROVAL OF PLANS FOR THE WELLNESS, FITNESS, RECREATIONAL FACILITY

Jack Kinkel, representing the Merci-Kinkel Collaborative, presented construction drawings for the Wellness, Fitness, Recreational Facility.

On a motion by Mr. Baker, seconded by Mrs. Torain, the construction drawings for the Wellness, Fitness, Recreational Facility and authorization to proceed with the bid process was approved.

B. REPORT OF THE FINANCE COMMITTEE

Richard Schmidt reported Budget Director Mary Hupfer gave an overview of the operating budget process. The committee also approved budget appropriations, adjustments, and transfers.

C. REPORT OF THE CONSTRUCTION COMMITTEE

Richard Schmidt reported the committee reviewed and approved change orders in Exhibits II-A, II-B, II-C, and II-D. The committee also discussed the process of selecting architects and construction managers for future projects.

D. APPROVAL TO AUTHORIZE REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES AND REQUESTS FOR PROPOSALS (RFP) FOR ARCHITECTURAL AND ENGINEERING SERVICES AND FOR CONSTRUCTION MANAGER SERVICES FOR THE SCIENCE/EDUCATION CLASSROOM BUILDING

The University's 1999-2001 Capital Budget included a request for construction of a \$21,600,000 Science/Education Classroom Building. The 1999 Indiana General Assembly approved \$12,600,000 in bonding authorization for the science section of the Science/Education Classroom Building. In order to begin the planning process for the building, approval of the following resolution was recommended.

WHEREAS, the Board of Trustees wishes to proceed with plans for the Science/Education Classroom Building,

NOW, THEREFORE, BE IT RESOLVED, that the Construction Committee be authorized to issue a Request for Qualifications (RFQ) for architectural and engineering services for the Science/Education Classroom Building Project, evaluate responses to the RFQ, and select firms for further consideration; and

FURTHER RESOLVED that the Construction Committee be authorized to issue a Request for Proposal (RFP) for architectural and engineering services for the Science/Education Classroom Building Project, evaluate responses to the RFP, interview representatives of the firms selected for further consideration, and present a recommendation to the Board of Trustees to accept a proposal or to reject all proposals; and

FURTHER RESOLVED that the Construction Committee be authorized to issue a Request for Proposal (RFP) for construction manager services for the Science/Education Classroom Building Project, evaluate responses to the RFP, and present a recommendation to the Board of Trustees to accept a proposal or to reject all proposals.

On a motion by Ms. Kern, seconded by Mrs. Torain, the Request for Qualifications and Requests for Proposal for the Science/Education Classroom Building Project was approved.

E. APPROVAL OF CHANGE ORDERS AND REPORT ON CURRENT CONSTRUCTION PROJECTS

Richard Schmidt reported on the status of current construction projects.

On a motion by Ms. Kern, seconded by Mr. Combs, the change orders in Exhibit II-A, II-B, II-C, and II-D were approved.

F. APPROVAL TO PROCEED WITH CONSTRUCTION OF PARKING LOT E

Parking Lot E will be constructed on University Boulevard south of the Technology Center, the Liberal Arts Center, and the Art Studio. The 244-space parking lot will include lighting, concrete curbs and walkways, and an asphalt surface. The lot will alleviate parking problems related to enrollment growth and the loss of 50 parking spaces due to construction of the Liberal Arts Center. Funding for the \$450,000 project will come from the Parking Facility Fund. The project has been approved by the Commission for Higher Education and the State Budget Committee.

On a motion by Mrs. Torain, seconded by Ms. Kern, proceeding with the construction of Parking Lot E was approved.

G. 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 projects listed in Exhibit II-E.

On a motion by Mrs. Torain, seconded by Ms. Kern, the funding authorization request for repair and rehabilitation funds was approved.

H. APPROVAL OF RESOLUTION REGARDING BANK DEPOSITORIES

On a motion by Mr. Hoehn, seconded by Ms. Kern, 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 Civitas Bank, Old National Bank of Evansville, National City Bank of Evansville, Spencer County Bank, and Firststar Bank Milwaukee 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 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 by it in so acting after revocation or termination without such notice.

I. APPROVAL OF CURRENT AND PLANT FUND BUDGETS

The recommended current operating budget for fiscal year 1999-2000 was presented. Increases over the previous year's budget are made possible by an increase in State appropriation, which includes an adjustment for prior enrollment increases, an increase in the student fee rate, and increases in several areas of other income.

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

On a motion by Mr. Combs, seconded by Ms. Kern, the Current and Plant Fund Budgets in Exhibit II-F was approved.

Note: Exhibit II-F is the budget summary. Copies of the complete budget document were distributed at the July 8 meeting and are appended.

There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,


Louise S. Bruce, Secretary

UNIVERSITY OF SOUTHERN INDIANA
HEALTH PROFESSIONS CENTER
LOWER LEVEL COMPLETION PROJECT
SUMMARY OF CHANGE ORDERS

JULY 8, 1999

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
5	Install chemical resistant sink and modify electric in rooms L045 and L057	Deig Bros. Construction Co.	\$648.43
6	Change lower level entry and corridor floor finish from carpet to porcelain tile	Deig Bros. Construction Co.	\$13,656.50
	TOTAL AMOUNT OF CHANGE:		\$14,304.93

UNIVERSITY OF SOUTHERN INDIANA
LIBERAL ARTS CENTER PROJECT
SUMMARY OF CHANGE ORDERS

JULY 8, 1999

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
25	Modify the electrical system in the Language Lab as requested by owner and per PR-39	Mounts Electric Co.	\$17,309.00
26	Install technology cables and switching in Language Lab for the Sony equipment purchased by owner and per PR-39	Industrial Contractors, Inc.	\$23,274.00
	TOTAL AMOUNT OF CHANGE:		\$40,583.00

**UNIVERSITY OF SOUTHERN INDIANA
SCIENCE CENTER LABORATORY
RENOVATION PROJECT
SUMMARY OF CHANGE ORDERS**

JULY 8, 1999

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
10	Provide and install drench hose/eye wash in laboratory SC 53 per PR-11	Lichtenberger Construction Co.	\$823.00
11	Increase size of gas line to emergency generator per PR-12	Lichtenberger Construction Co.	\$5,094.00
12	Provide and install boiler to allow the removal and replacement of the high temperature water piping in utility tunnel per PR-13	Lichtenberger Construction Co.	\$21,964.00
13	Install ceiling bulkhead and relocate piping in ceiling cavity to allow the installation of new ductwork per PR-14 and PR-15	Lichtenberger Construction Co.	\$3,462.00
14	Change the light fixture layout in rooms 53, P53, 54, P54, 91D and 92 and install bulkhead for two doors	Lichtenberger Construction Co.	\$2,846.00
15	Install variable air volume monitoring station on Return Fan No. 1	Lichtenberger Construction Co.	\$5,002.00
	TOTAL AMOUNT OF CHANGE:		\$39,191.00

**UNIVERSITY OF SOUTHERN INDIANA
STUDENT RESIDENTIAL COMPLEX PROJECT
SUMMARY OF CHANGE ORDERS**

JULY 8, 1999

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
GC-14	General construction revisions for installing trash chute	Lichtenberger Construction Co.	\$15,007.00
MC-6	Install garbage disposal in Resident Coordinator's suite	Goedde Plumbing and Heating Co.	\$110.00
MC-7	Additional sprinkler work required at third floor lobby and trash chute	Goedde Plumbing and Heating Co.	\$4,554.00
MC-8	Install concealed sprinkler heads in 7 ft. ceilings in Building A and all areas of Building B and reroute main in Building B at the third level	Goedde Plumbing and Heating Co.	\$8,912.00
MC-9	Install hot water trash chute wash down piping and valves	Goedde Plumbing and Heating Co.	\$3,900.00
EC-6	Modify electric and lights in trash chute area and use plastic cover plates instead of stainless steel	Premier Electric Co.	\$4,836.00
TOTAL AMOUNT OF CHANGE:			\$37,319.00

University of Southern Indiana
Request for General Repair and Rehabilitation Funds
July 8, 1999

Repair exterior concrete columns and beams - Physical Activities Center	\$ 50,000
Renovate University Center Conference Center	39,650
Renovate Rice Library Room L100 for library use	25,000
Replace floor coverings, including carpet, in Rice Library	35,000
Renovate Wright Administration Building/Science Center Restrooms	75,000
Renovate Wright Administration Building west patio	100,000
Renovate Wright Administration Building east patio	36,700
✓ Clean out sediment and make improvements at Reflection Lake	50,000
Upgrade walkway lighting fixtures to improve lighting levels and safety – Phase 1	50,000
Repair damaged surfaces and repave selected campus roadways	<u>122,000</u>
TOTAL	\$ 583,350

CURRENT OPERATING BUDGET SUMMARY

	Actual 1997-98	Appropriation 1998-99	Appropriation Recommended 1999-00
Fund Balance Allocated		465,000	415,000
INCOME			
State Appropriation	24,996,255	26,610,202	31,093,992
Student Fees	13,698,572	13,928,196	15,279,934
Other Income	2,987,050	2,138,982	2,284,398
Total Income	41,681,877	42,677,380	48,658,324
TOTAL AVAILABLE	41,681,877	43,142,380	49,073,324

MAJOR EXPENSE CLASSIFICATION

Personal Services	28,845,710	32,450,226	36,489,924
Supplies and Expense	9,087,328	8,377,266	9,832,767
Repairs and Maintenance	1,291,734	1,300,694	1,644,242
Capital Outlay	2,149,278	1,014,194	1,106,391
Total	41,374,050	43,142,380	49,073,324

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	21,835,139	23,938,259	26,676,700
Instruction Related	1,656,717	1,540,013	1,912,017
Student Services	3,148,392	3,626,750	4,148,369
Physical Plant	6,084,386	5,592,765	6,876,783
Administration and General	8,649,416	8,444,593	9,459,455
Total	41,374,050	43,142,380	49,073,324

	<u>Actual 1997-98</u>	<u>Appropriation 1998-99</u>	<u>Appropriation Recommended 1999-00</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
Instruction			
Personal Services	18,924,022	21,171,209	23,450,420
Supplies and Expense	1,816,882	1,960,343	2,273,415
Repairs and Maintenance	294,209	404,067	498,851
Capital Outlay	800,026	402,640	454,014
Total Instruction	21,835,139	23,938,259	26,676,700
Instruction Related			
Personal Services	925,410	957,061	1,241,738
Supplies and Expense	169,864	154,900	182,476
Repairs and Maintenance	51,053	60,528	75,516
Capital Outlay	510,390	367,524	412,287
Total Instruction Related	1,656,717	1,540,013	1,912,017
Student Services			
Personal Services	2,573,519	3,035,347	3,380,448
Supplies and Expense	491,336	525,392	684,622
Repairs and Maintenance	34,299	42,160	59,008
Capital Outlay	49,238	23,851	24,291
Total Student Services	3,148,392	3,626,750	4,148,369
Physical Plant			
Personal Services	2,403,792	2,632,203	3,264,272
Supplies and Expense	2,587,667	2,295,771	2,870,578
Repairs and Maintenance	649,168	571,054	637,303
Capital Outlay	443,759	93,737	104,630
Total Physical Plant	6,084,386	5,592,765	6,876,783
Administration and General			
Personal Services	4,018,967	4,654,406	5,153,046
Supplies and Expense	4,021,579	3,440,860	3,821,676
Repairs and Maintenance	263,005	222,885	373,564
Capital Outlay	345,865	126,442	111,169
Total Administration and General	8,649,416	8,444,593	9,459,455
Total Budget	41,374,050	43,142,380	49,073,324