

MINUTES
JOINT MEETING
FINANCE AND CONSTRUCTION COMMITTEES
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

September 5, 2002

The Finance and Construction Committees of the University of Southern Indiana Board of Trustees met in joint session on September 5, 2002, in the University Conference Center on campus. In attendance were Chair G. Patrick Hoehn, Trustees J. David Huber and James L. Will Sr., Vice President for Business Affairs and Treasurer Robert W. Ruble, and Vice President for Governmental Relations Cynthia S. Brinker.

There being a quorum present, Mr. Hoehn called the meeting to order at 11:05 a.m.

(FINANCE COMMITTEE)

1. REVIEW OF 2001 FINANCIAL STATEMENTS RESTATED IN THE GASB (GOVERNMENTAL ACCOUNTING STANDARDS BOARD) FORMAT

Diana Biggs, Director of Internal Audit, presented a review of the 2001 financial statements restated in the GASB (Governmental Accounting Standards Board) format, which will be used for future financial statements. Committee members were provided with handouts of each of the formats, which are appended to the file copy of these minutes.

Mrs. Biggs reported that significant changes which will affect the University's statements include:

- A move to net asset classification instead of net fund balance;
- A consolidated income statement;
- Student fees will be reported net of scholarship allowances;
- State appropriations will be reported as non-operating revenue; and
- The addition of a cash flow statement.

2. APPROVAL OF YEAR-END BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR FISCAL YEAR 2001-2002 (Attachment A)

On a motion by Mr. Will, seconded by Mr. Huber, the Budget Appropriations, Adjustments, and Transfers for fiscal year 2001-2002 in Attachment A were approved.

3. REVIEW OF RECOMMENDATION FOR 2003-2004 HOUSING RATES

Approval of the following housing rates for 2003-2004 for recommendation to the Board of Trustees was recommended. On a motion by Mr. Will, seconded by Mr. Huber, the committee approved a recommendation to the Board of Trustees for approval of the housing rates.

		<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
<u>FALL OR SPRING SEMESTER</u>				
<u>McDONALD or O'DANIEL APARTMENT</u>				
Two Bedroom:	Two students per bedroom	\$1,320	\$1,370	7-01-03
	One student per bedroom	2,400	2,540	7-01-03
One Bedroom:	Two students	1,625	1,680	7-01-03
	One student	3,100	3,220	7-01-03

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
<u>GOVERNORS, NEWMAN, or O'BANNON HALL</u>			
Two Bedroom: Two students per bedroom	\$1,320	\$1,370	7-01-03
One student per bedroom	N/A	2,540	7-01-03
One Bedroom: Two students	1,320	1,370	7-01-03
One student	2,450	2,540	7-01-03

GOLDEN TOWER APARTMENT

Two Bedroom: Two students per bedroom	\$1,320	\$1,370	7-01-03
Three students	1,700	1,760	7-01-03
One student per bedroom	2,450	2,540	7-01-03
Family	3,600	3,740	7-01-03
One Bedroom: Two Students	1,625	1,680	7-01-03
One Student	3,100	3,220	7-01-03
Family	3,100	3,220	7-01-03

SUMMER SESSIONS

Summer session rates, effective May 1, 2003, are indexed to the semester rates above. The rate for each five-week summer session is 20 percent of the one-semester rate.

4. REVIEW OF RECOMMENDATION FOR 2003-2004 MEAL PLAN RATES

Students who live in the Residence Halls (Newman Hall, Governors Hall, and O'Bannon Hall) are required to purchase a Resident Meal Plan. Three plans are available from which students can choose. The proposed rates allow for normal increases in food and labor costs.

On a motion by Mr. Will, seconded by Mr. Huber, the committee approved a recommendation to the Board of Trustees for approval of the 2003-2004 meal plan rates.

FALL OR SPRING SEMESTER

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
Red Eagle Plan	\$1,496	\$1,530	7-01-03
White Eagle Plan	1,349	1,390	7-01-03
Blue Eagle Plan	1,159	1,200	7-01-03

SUMMER SESSIONS

Meal plans are not offered during summer sessions.

5. REVIEW OF RECOMMENDATION FOR 2003-2004 CHILDREN'S CENTER FEES

In addition to the USI Children's Center fees for children ages 3-5, approved by the Board of Trustees at its meeting on July 1, 2002, approval of the following fees for two-year-old children at the Children's Center was recommended. On a motion by Mr. Will, seconded by Mr. Huber, the fees were approved for recommendation to the Board of Trustees.

<u>Full-time Attendance – Age 2 (Per-Day Fee)*</u>	
Daily Rate One Child (USI)	21.00
Daily Rate One Child (off-campus parents)	25.40
Weekly Rate One Child (USI)	105.00
Weekly Rate One Child (off-campus parents)	127.00

*Snacks and lunches are included in the full-time fee.

(CONSTRUCTION COMMITTEE)

**6. REVIEW OF CHANGE ORDERS FOR THE SCIENCE AND EDUCATION CENTER
(Attachment B)**

Vice President Ruble reviewed the change orders for the Science/Education Center Project issued since the last meeting of the committee.

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR 2001-02

1. Additional Appropriation of Income

From:	Unappropriated Current Operating Funds		
To:	1-10110	Signature Learning Center Personal Services	1,931
To:	1-10160	USI Chamber Choir Supplies and Expense	44,107
To:	1-10170	USI Theatre Personal Services Supplies and Expense Repairs and Maintenance	1,227 22,227 200
To:	1-10190	WSWI Supplies and Expense	6,140
To:	1-10195	Southern Indiana Review Supplies and Expense	1,127
To:	1-10200	School of Liberal Arts Supplies and Expense Capital Outlay	5,938 444
To:	1-10210	Art and Music Supplies and Expense	868
To:	1-10213	Art Education Supplies and Expense	2,075
To:	1-10300	School of Science and Engineering Personal Services Supplies and Expense	11,700 12
To:	1-10320	Engineering Supplies and Expense	2,310
To:	1-10340	Chemistry Supplies and Expense	5,074
To:	1-10350	Geology and Physics Supplies and Expense	693
To:	1-10400	School of Nursing and Health Professions Supplies and Expense	5,034
To:	1-10470	Radiologic Technology Supplies and Expense	560
To:	1-10700	School of Business Personal Services Supplies and Expense	3,125 134
To:	1-10740	Information Systems and Business Education Supplies and Expense	2,614

To:	1-10760	Management and Marketing Personal Services	17,000
To:	1-10800	School of Education and Human Services Personal Services	1,000
To:	1-10840	Teacher Education Supplies and Expense	11,110
To:	1-10910	Continuing Education Supplies and Expense	8,915
To:	1-13200	Library Supplies and Expense Capital Outlay	3,881 19,648
To:	1-14002	Office of the Registrar Supplies and Expense	205
To:	1-15000	Physical Plant Supplies and Expense	265,086
To:	1-15700	Security Personal Services Supplies and Expense Repairs and Maintenance	5,980 40,977 535
To:	1-16150	Distribution Services Supplies and Expense	54,092
To:	1-16230	News and Information Services Capital Outlay	7,374
To:	1-16300	Publications Supplies and Expense	111,541
To:	1-16301	Duplicating Services Supplies and Expense	228,668
To:	1-16302	Copy Center Services Supplies and Expense	139,086
To:	1-16303	Graphic Design Supplies and Expense	36,687
To:	1-16305	Color Copying Services Supplies and Expense	29,172
To:	1-16400	Development Personal Services Capital Outlay	8,704 3,085
From:	Unappropriated Designated Funds		
To:	2-20000	Student Services Fees Supplies and Expense	92,568
To:	2-20061	Spring Festival Supplies and Expense	20,324

To:	2-20062	Eagle Gran Prix Supplies and Expense	6,321
To:	2-20070	Eagle Leaders Supplies and Expense	451
To:	2-20100	Student Programs Supplies and Expense	1,388
To:	2-20125	Gospel Choir Supplies and Expense	16,302
To:	2-20200	Activities Programming Board Supplies and Expense	6,644
To:	2-20760	International Programming Supplies and Expense	3,651
To:	2-21000	Academic Facilities Fees Supplies and Expense	15,218
To:	2-21100	University Services Fee Supplies and Expense	21,413
To:	2-21105	Student Activity Fee Supplies and Expense	7,425
To:	2-22000	Extended Services Revolving Fund Supplies and Expense	6,994
To:	2-22040	Chicago Trip Fall 2001 Supplies and Expense	1,312
To:	2-22080	Mid-America Conference for Teachers of Psychology Supplies and Expense	4,994
To:	2-22081	Department of Social Work - School Social Work Institute Supplies and Expense	11,799
To:	2-22082	Tri-State World Trade Council Supplies and Expense	2,477
To:	2-22250	Saturday School Supplies and Expense	22,361
To:	2-22500	Corporate Training Program Supplies and Expense	25,934
To:	2-23100	Faculty Development Travel Supplies and Expense	10,595
To:	2-23130	Faculty Enhancement – Science and Engineering Supplies and Expense	9,087

To:	2-23180	Faculty Enhancement – Education and Human Services Personal Services	1,735
		Supplies and Expense	3,535
		Capital Outlay	15
To:	2-23200	Occupational Therapy Professional Practice Unit Supplies and Expense	16
To:	2-23210	Nursing and Health Professions Practice Unit Supplies and Expense	813
To:	2-23220	Anticoagulant Practice Unit Supplies and Expense	119,569
To:	2-23225	Congestive Heart Failure Certificate Program Supplies and Expense	6,042
To:	2-23230	Dental Professional Practice Unit Supplies and Expense	14,296
To:	2-23240	Case Management Practice Unit Supplies and Expense	6,710
To:	2-23250	Lipid Management Practice Unit Supplies and Expense	816
To:	2-23255	Pain Management Practice Unit Supplies and Expense	4,083
To:	2-23290	Video Production Practice Unit Supplies and Expense	1,866
To:	2-23305	Center for Business and Economic Research Supplies and Expense	3,675
To:	2-24001	Procurement Chargebacks Supplies and Expense	79,049
To:	2-26103	Faculty Enhancement - Professor Collins Supplies and Expenses	575
To:	2-27000	RISC (Research, Innovation, Scholarship, Creativity) Awards Supplies and Expenses	691
From:	Unappropriated Auxiliary Funds		
To:	3-30200	University Center Supplies and Expense	2,528
To:	3-30201	University Center Food Service Supplies and Expense	127,798
To:	3-30208	Departmental Food Service Supplies and Expenses	80,247
To:	3-30210	Campus Card Office Supplies and Expenses	19,947

To:	3-30300	University Licensing Supplies and Expenses	2,636
To:	3-30400	New Harmony Museum Shop Supplies and Expense	10,401
To:	3-30500	Bookstore Supplies and Expense	680,094
To:	3-30600	Athletics Supplies and Expense	3,437
To:	3-30602	Baseball Supplies and Expense	13,008
To:	3-30603	Men's Tennis Supplies and Expense	1,000
To:	3-30605	Women's Basketball Supplies and Expense	2,500
To:	3-30607	Softball Supplies and Expense	1,500
To:	3-30608	Men's Golf Supplies and Expense	116
To:	3-30609	Men's Cross Country Supplies and Expense	5,431
To:	3-30611	Volleyball Supplies and Expense	371
To:	3-30698	Athletic Reserve Supplies and Expense	13,103
To:	3-30700	Athletics Grant-in-Aid Supplies and Expense	650
To:	3-30702	Baseball Grant-in-Aid Supplies and Expense	4,927
To:	3-30705	Women's Basketball Grant-in-Aid Supplies and Expense	500
To:	3-30711	Volleyball Grant-in-Aid Supplies and Expense	3000
To:	3-30900	New Harmony Operations Supplies and Expense	3,955
To:	3-30905	New Harmony Plant Operations Repairs and Maintenance	5,000
To:	3-30940	New Harmony Guest House Supplies and Expenses	2,636

To:	3-32001	Lincoln Amphitheatre 2001 Personal Services Supplies and Expense Repairs and Maintenance Capital Outlay	9,379 12,158 90 2035
To:	3-32002	Lincoln Amphitheatre 2002 Personal Services Supplies and Expense Repairs and Maintenance	2,590 360 2,864
To:	3-32041	Lincoln Amphitheatre Gift Shop - Clothing Supplies and Expense	714
To:	3-32051	Lincoln Amphitheatre Gift Shop - Toys Supplies and Expense	334
To:	3-32071	Lincoln Amphitheatre Gift Shop - Food Supplies and Expense	324
To:	3-32666	Lincoln Psycho-Path: An Outdoor Haunted Adventure Personal Services Supplies and Expense	669 4,890
To:	3-33400	Residence Life Activity Supplies and Expense	3,235
To:	3-33950	Golden Tower Personal Services	100,162
To:	3-34900	Auxiliary System Parking Services Supplies and Expense	7,872
To:	3-35002	New Harmony Theatre 2002 Personal Services	6,589
To:	3-36200	Intramurals Operations Supplies and Expense	338
To:	3-36210	Intramurals Programming Supplies and Expense	11,215
To:	3-39000	Theatre Management Supplies and Expense	94,315
From:	Unappropriated Restricted Funds		
To:	4-45001	Pell Grants Supplies and Expenses	4,488,333
To:	4-45002	SEOG - Federal Supplemental Educational Opportunity Grant Supplies and Expenses	240,084
To:	4-45004	College Work Study Personal Services	206,439
To:	4-45005	College Work Study Job Locator Supplies and Expenses	52,906

To:	4-45007	College Work Study Community Service Personal Services	25,287
To:	4-45008	College Work Study America Reads Program Personal Services	11,742
To:	4-45009	College Work Study Contractor Agreement Personal Services	6,509
To:	4-45012	Indiana Minority Teacher Scholarship Supplies and Expenses	10,000
To:	4-45013	Indiana State Higher Education Grant Awards Supplies and Expenses	1,952,027
To:	4-45014	State of Indiana Scholarships Supplies and Expenses	11,500
To:	4-45015	Robert Byrd Scholarship Program Supplies and Expenses	3,000
To:	4-45016	State of Indiana Nursing Scholarship Supplies and Expenses	14,800
To:	4-45017	21 st Century Scholarship Supplies and Expenses	472,278
To:	4-45018	Child of Disabled or Deceased Veteran (CDV) Scholarships Supplies and Expenses	369,879
To:	4-45021	National Guard Supplemental Grant Supplies and Expenses	80,184
To:	4-45090	Medical Education General Account Supplies and Expenses	14,978
To:	4-45094	Medical Education – Autoimmune Diabetes Supplies and Expenses	3,813
To:	4-45101	State College Work Study Supplies and Expenses	1,055
To:	4-46002	Community Development Action Program Supplies and Expenses	9,981
To:	4-46010	Medical Education – Technology Fee Plan Supplies and Expenses	178
To:	4-46100	Epi-Hab Center Supplies and Expenses	6,112
To:	4-46151	Campus Program Supplies and Expenses	4,877
To:	4-46706	Perkins Options Program Supplies and Expenses	13,187

To:	4-46836	Indiana Department of Natural Resources - Double Log Cabin Roof Restoration Supplies and Expenses	14
To:	4-46838	National Park Service - Reconstruction of Lenz House Garden Supplies and Expenses	3,849
To:	4-46914	Indiana Humanities Council - John Waring Doane Collection Supplies and Expenses	3,000

2. Additional Appropriation of Reserve Funds

From: Unappropriated Current Operating Reserves

To:	1-10160	USI Chamber Choir Supplies and Expense	9,036
To:	1-10195	Southern Indiana Review Supplies and Expense	2,944
To:	1-16301	Duplicating Services Capital Outlay	24,170

From: Unappropriated Designated Reserves

To:	2-20050	Student Services Operations Supplies and Expense	55,000
To:	2-20130	Student Wellness Program Supplies and Expense	9,217
To:	2-20350	Safe Ride Program Supplies and Expense	224
To:	2-20660	Career Camp Supplies and Expense	347
To:	2-22081	Tri-State World Trade Council Supplies and Expense	875
To:	2-22083	National Association of Purchasing Managers Supplies and Expense	51
To:	2-22850	Ropewalk Reading Series Supplies and Expenses	1
To:	2-23300	School of Business Revolving Account Supplies and Expense	4,220
To:	2-23310	Accounting Department Revolving Account Supplies and Expense	123
To:	2-24600	Employee Benefit Revolving Fund Supplies and Expense	73,834

From:	Unappropriated Auxiliary Reserves		
To:	3-33400	Residence Life Activity Supplies and Expense	2,234
To:	3-36001	Recreation and Fitness Center Reserve Supplies and Expense	31,770

3. Transfer of Funds

From:	1-10000	General Instruction	
To:	3-32001	Lincoln Amphitheatre 2001	6,554
From:	1-10000	General Instruction	
To:	3-35001	New Harmony Theatre 2001	1,607
From:	1-10000	General Instruction	
To:	3-30900	Historic New Harmony Operations	31,265
From:	1-10000	General Instruction	
To:	3-30920	New Harmony Tours	15,234
From:	1-10000	General Instruction	
To:	3-30940	New Harmony Guest House	516
From:	1-10000	General Instruction	
To:	6-60080	Engineering Facilities Reserve	150,000
To:	6-60060	New Harmony Projects Reserve	35,500
To:	6-61350	Science and Education Center	750,000
From:	1-10700	School of Business	
To:	6-60199	School of Business Office Renovation Project	75,000
From:	1-14050	General Student Services	
To:	2-20125	Gospel Choir	6,793
From:	1-15000	Physical Plant	
To:	6-60030	Auto Amortization	112,949
To:	6-60060	New Harmony Projects Reserve	35,500
To:	6-60101	Energy Management Reserve	250,000
From:	1-16000	General Administration	
To:	6-60701	Campus Technology Fund	100,000
From:	1-16300	Publications	
To:	6-60103	Copy Equipment Reserve	106,500
From:	1-16303	Graphics Services	
To:	6-60104	Graphic Equipment Reserve	11,500
From:	1-19999	Current Operating Transfers Out	
To:	6-60100	Special Projects	1,000,000
From:	2-20050	Student Services Operations	
To:	2-20125	Gospel Choir	8,867
From:	2-20050	Student Services Operations	
To:	6-60199	Intramural Lights	55,000

From:	2-20500	Shield	
To:	2-20400	Student Publications	3,504
From:	2-20600	Transition	
To:	2-20400	Student Publications	5,971
From:	2-21100	University Services	
To:	6-60200	Parking Facility Fund	4,792
From:	2-21105	Student Activity Fee	
To:	2-20125	Gospel Choir	612
From:	2-22000	Extended Services Revolving Fund	
To:	2-22350	Organizational and Professional Development Fund	16,000
From:	2-22000	Extended Services Revolving Fund	
To:	2-22040	Chicago Trip Fall 2001	562
From:	3-30500	Bookstore	
To:	6-60035	Bookstore Reserve	650,000
From:	3-30698	Athletics Reserve	
To:	3-30601	Athletics Revenue	13,103
From:	3-33900	Residence Life Services	
To:	6-60000	Auxiliary System	718,029
From:	3-34900	Auxiliary Parking Services	
To:	6-60200	Parking Facility Fund	4,792
From:	3-36000	Fitness Center	
To:	6-60070	Recreation and Fitness Reserve	268,654
From:	3-36001	Wellness/Fitness Reserve	
To:	6-61050	Fitness Center	31,770
From:	3-36300	Athletic Fields	
To:	3-36200	Intramural Operations	5,286
From:	6-60000	Auxiliary System Reserve	
To:	6-60120	McDonald East Renovation	63,314
To:	6-61400	Student Residential Building	211,831
From:	6-60100	Special Projects	
To:	6-60150	Children's Center Renovation	30,398
To:	6-60165	Forum Renovation	4,625
To:	6-60186	Foundation Office Renovation	8,340
To:	6-60195	Technology Center TV Studio Renovation	11,639
From:	6-60060	New Harmony Projects Reserve	
To:	6-60197	Collection Storage Building Renovation	2,599

4. Transfer and Appropriation of Funds

From:	1-10100	Academic Affairs	
To:	2-23000	General Instruction Revolving Fund Supplies and Expense	2,156
From:	1-15050	General Physical Plant	
To:	3-30905	New Harmony Plant Operations Supplies and Expense	33,575
From:	2-20000	Student Services Fees	
To:	2-21050	Campus Bus and Shuttle Service Supplies and Expense	13,982
From:	2-20050	Student Services Operations	
To:	1-10212	Music Instruction Capital Outlay	3,525
To:	2-20650	Southern Hospitality Days Supplies and Expense	6,651
From:	2-20750	Study Abroad Program	
To:	2-20760	International Programming Supplies and Expense	1,944
From:	2-23000	General Instruction Revolving Fund	
To:	1-10200	Liberal Arts Supplies and Expense	1,630
From:	2-23100	Faculty Development	
To:	1-10200	School of Liberal Arts Personal Services	96
From:	3-30200	University Center	
To:	3-30202	Conference Services Supplies and Expense	9,134

**Report to University of Southern Indiana Board of Trustees
 September 5, 2002**

Change Orders Issued by the Vice President for Business Affairs

On September 6, 2001, the Board of Trustees adopted a procedure related to changes in construction contracts which included the following: "Change orders up to \$25,000 may be issued by the Vice President for Business Affairs and reported to the Board of Trustees at its next meeting." Consistent with that policy, the following change orders have been issued.

PROJECT: Science and Education Center

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO3,</u> <u>Cont. 05</u>	Provide and install aluminum window framing and glass in lower level south exterior wall.	Architectural Sales, Inc.	\$6,140.00
<u>CO3,</u> <u>Cont. 01</u>	Make changes to hardware, doors, and door frames to provide fire rated wall and door systems for laboratories where chemicals are stored and kept.	Industrial Contractors, Inc.	\$2,598.00
<u>CO1,</u> <u>Cont. 06</u>	Make changes to walls, ceilings, and fire stopping to provide fire-rated systems for laboratories where chemicals are stored and kept.	Kite, Inc.	\$9,070.00
<u>CO1,</u> <u>Cont. 13</u>	Make changes to plumbing installation to avoid penetrating walls where fire rating has increased for laboratories where chemicals are stored and kept.	Goedde Plumbing and Heating Co., Inc.	\$2,617.00

PROJECT: Miscellaneous Improvements Related to the Construction of the Science and Education Center

<u>CO 1,</u> <u>Cont 2A</u>	Make modifications to sanitary sewer piping and manhole, lower an existing natural gas line and make other minor modifications to work for construction of service drive.	Lichtenberger Construction Inc.	\$1,809.00
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