

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

September 2, 2004

The Finance/Audit and Construction Committees of the University of Southern Indiana Board of Trustees met in joint session on Thursday, September 2, 2004, at the New Harmony Inn and Conference Center in New Harmony, Indiana. Present were committee chair G. Patrick Hoehn and Trustees Mark A. Day, Frank F. McDonald II, and James L. Will Sr. Also in attendance were President H. Ray Hoops, Vice President for Governmental Relations Cynthia S. Brinker, and Vice President for Business Affairs and Treasurer Robert W. Ruble.

Mr. Hoehn called the meeting to order at 1:15 p.m.

(FINANCE/AUDIT)

1. REVIEW OF RECOMMENDATION FOR 2005-2006 HOUSING RATES

Mr. Hoehn called on Vice President Ruble to review the recommended housing rates for 2005-2006. Dr. Ruble recalled that one year ago, when rates were approved for 2004-2005, a plan was described which for that year and each of the next three years would increase housing rates by \$75 (for special maintenance and repairs) plus an inflationary adjustment. The expectation was that after four years of \$75 increases, the rates would include \$300 per student for special maintenance and repairs. Dr. Ruble explained that in the process of developing the recommended housing rates for 2005-2006, market conditions suggested that the anticipated increase of \$75 plus inflation may be excessive. In response, the increase for special maintenance and repairs will be reduced to \$37.50 for 2005-2006. In the future, market conditions will be re-evaluated to determine the amount of increase.

Vice President Ruble recommended an increase of \$37.50 per student plus inflation of approximately 3 percent for 2005-2006. On a motion by Mr. Will, seconded by Mr. McDonald, a recommendation of the following housing rates for approval by the Board of Trustees was approved.

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
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FALL OR SPRING SEMESTER

McDONALD or O'DANIEL APARTMENT

Two Bedroom:	Two students per bedroom	\$1,500	\$1,585	7-01-05
	One student per bedroom	2,720	2,840	7-01-05
One Bedroom:	Two students	1,820	1,915	7-01-05
	One student	3,425	3,565	7-01-05

**GOVERNORS, NEWMAN, O'BANNON,
or RUSTON HALL**

Two Bedroom:	Two students per bedroom	\$1,500	\$1,585	7-01-05
One Bedroom:	Two students	1,500	1,585	7-01-05

GOLDEN TOWER APARTMENT

Two Bedroom:	Two students per bedroom	\$1,500	\$1,585	7-01-05
	Three students	1,905	1,995	7-01-05
	One student per bedroom	2,720	2,840	7-01-05
	Family	3,965	4,120	7-01-05
One Bedroom:	Two Students	1,820	1,915	7-01-05
	One Student	3,425	3,565	7-01-05
	Family	3,425	3,565	7-01-05

SUMMER SESSIONS

Summer session rates are indexed to semester rates. The rate for each five-week summer session is one-third of the academic year semester rate.

2. REVIEW OF RECOMMENDATION FOR 2005-2006 MEAL PLAN RATES

Vice President Ruble reported that students who live in the residence halls (Newman, Governors, O'Bannon, and Ruston) are required to purchase a Resident Meal Plan. He reviewed three plans that are available from which students can choose and noted that the proposed rates allow for normal increases in food and labor costs.

On a motion by Mr. Will, seconded by Mr. Day, a recommendation of the following meal plan rates for approval by the Board of Trustees was approved.

FALL OR SPRING SEMESTER

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
Red Eagle Plan	\$1,576	\$1,599	7-01-05
White Eagle Plan	1,440	1,499	7-01-05
Blue Eagle Plan	1,240	1,290	7-01-05

SUMMER SESSIONS

Meal plans are not offered during summer sessions.

3. APPROVAL OF YEAR-END BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR FISCAL YEAR 2003-2004

On a motion by Mr. Will, seconded by Mr. McDonald, the budget appropriations, adjustments, and transfers in Attachment A were approved.

4. DISCUSSION OF COMPONENT UNITS

Director of Internal Audit Diana Biggs reported that Governmental Accounting Standards Board (GASB) Statement No. 39 requires that component units of a primary entity be discreetly presented in the audited financial statements of the primary entity. Determination of what constitutes a component is based on specific criteria and professional judgment. Ms. Biggs reviewed the criteria and the judgment process from which she determined, and the committee agreed, that of the groups evaluated, only the USI Foundation meets all the criteria and therefore will be the only constituent unit included in the audited financial statements of the

University. Other organizations evaluated as possible component units of the University included the USI/New Harmony Foundation, Southern Indiana Higher Education, Inc. (SIHE), and the Voluntary Employees' Benefit Association (VEBA) Trust.

(CONSTRUCTION)

5. REPORT OF CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS
(Attachment B)

Vice President Ruble reported on the change orders in Attachment B.

There being no further business, the meeting adjourned at 2:05 p.m.

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR 2003-04

1. Additional Appropriation of Income

From:	Unappropriated Current Operating Funds		
To:	1-10000	General Instruction Personal Services	18,972
To:	1-10107	USI Theatre Supplies and Expense	500
To:	1-10160	USI Chamber Choir Supplies and Expense	29,895
To:	1-10190	WSWI Supplies and Expense	5,503
To:	1-10195	Southern Indiana Review Supplies and Expense	624
To:	1-10200	School of Liberal Arts Personal Services Supplies and Expense	300 7,012
To:	1-10210	Art, Music, and Theatre Supplies and Expense	3,414
To:	1-10300	School of Science and Engineering Personal Services	12,000
To:	1-10320	Engineering Supplies and Expense	9,889
To:	1-10340	Chemistry Supplies and Expense	7,406
To:	1-10700	School of Business Personal Services Supplies and Expense	7,644 52
To:	1-10761	Blair Chair Discretionary Fund Personal Services	678
To:	1-10820	Social Work Supplies and Expense	1,250
To:	1-10910	Continuing Education Supplies and Expense	6,885
To:	1-10940	Distance Education Capital Outlay	10,000
To:	1-13200	Library Capital Outlay Supplies and Expense	15,848 373

To:	1-14002	Registrar Office Supplies and Expense	225
To:	1-15000	Physical Plant Supplies and Expense	165,938
To:	1-15700	Security Personal Services	16,531
To:	1-15750	Parking Department Personal Services Supplies and Expense	5,293 1,967
To:	1-16100	Business Affairs Supplies and Expense	1,513
To:	1-16235	Photography Services Capital Outlay	2,772
To:	1-16240	Special Events Personal Services	175
To:	1-16300	Publications Supplies and Expense	208,389
To:	1-16301	Duplicating Services Supplies and Expense	204,014
To:	1-16302	Copy Center Services Supplies and Expense	184,271
To:	1-16303	Graphic Design Supplies and Expense	5,573
To:	1-16410	Alumni Services Supplies and Expense	16
From:	Unappropriated Designated Funds		
To:	2-20000	Student Services Fees Supplies and Expense	104,266
To:	2-20012	Technology Fee Waiver Supplies and Expense	15,436
To:	2-20050	Student Services Operations Supplies and Expense	10,662
To:	2-20750	Study Abroad Program Development Supplies and Expense	265
To:	2-20760	International Programs Supplies and Expense	50
To:	2-22500	Corporate Training Program Supplies and Expense	74,646

To:	2-23100	Faculty Development Travel Supplies and Expense	4,404
To:	2-23120	Faculty Enhancement – Liberal Arts Supplies and Expense	5,892
To:	2-23130	Faculty Enhancement – Science and Engineering Supplies and Expense	14,296
To:	2-23140	Faculty Enhancement – Nursing and Health Professions Supplies and Expense	7,989
To:	2-23170	Faculty Enhancement – Business Supplies and Expense Capital Outlay	12,700 400
To:	2-23180	Faculty Enhancement – Education and Human Services Supplies and Expense	2,010
To:	2-23210	Nursing and Health Professions Practice Unit Supplies and Expense	2,717
To:	2-23220	Anticoagulant Practice Unit Supplies and Expense	161,355
To:	2-23225	Congestive Heart Failure Certificate Program Supplies and Expense	4,464
To:	2-23230	Dental Professional Practice Unit Supplies and Expense	8,386
To:	2-23240	Case Management Practice Unit Supplies and Expense	8,714
To:	2-23250	Lipid Management Practice Unit Supplies and Expense	2,686
To:	2-23255	Pain Management Practice Unit Supplies and Expense	5,898
To:	2-23260	Complementary and Alternative Therapy Certificate Program Supplies and Expense	87
To:	2-23290	Video Production Practice Unit Supplies and Expense	429
To:	2-23300	School of Business Revolving Account Supplies and Expense	1,522
To:	2-24200	Computer Maintenance Revolving Fund Supplies and Expense	151,548
To:	2-24400	Telecommunications Revolving Fund Supplies and Expense	12,906
To:	2-24600	Employee Benefit Revolving Fund Supplies and Expense	12,858

To:	2-25302	Faculty Research and Creative Work Award - Professor Aakhus Supplies and Expense	29
To:	2-25319	Faculty Research and Creative Work Award – Professors Rhim/Heo Supplies and Expense	170
To:	2-25328	Faculty Research and Creative Work Award – Professor Metscher Supplies and Expense	1,850
To:	2-25332	Faculty Research and Creative Award – Professor Poston Supplies and Expense	965
To:	2-26000	Teaching and Learning Center Supplies and Expense	8,173
To:	2-26103	Faculty Enhancement – Professor Collins Supplies and Expense	194
To:	2-26301	Center for Teaching and Learning Excellence – Communication Studies Workshop Supplies and Expense	1,734
To:	2-26302	Center for Teaching and Learning Excellence – Parthenon Project Supplies and Expense	1,597
To:	2-27001	Research Innovation Scholarship and Creativity Program (RISC) - Travel Awards Supplies and Expense	2,752
To:	2-27151	Research Innovation Scholarship and Creativity Program (RISC) – Showcase Supplies and Expense	1,030
To:	2-28101	Research Innovation Scholarship and Creativity Program (RISC) – Leaf Extracts Project Supplies and Expense	306
To:	2-28103	Research Innovation Scholarship and Creativity Program (RISC) – Bush Dividend Policy Supplies and Expense	450
To:	2-28105	Research Innovation Scholarship and Creativity Program (RISC) – Making a Difference to Better a Life Supplies and Expense	392
To:	2-28106	Research Innovation Scholarship and Creativity Program (RISC) – HIV: Examining Physicians' Perceptions Supplies and Expense	325

To:	2-28107	Research Innovation Scholarship and Creativity Program (RISC) – The Effects of Motivation and Reward on Creativity Supplies and Expense	500
To:	2-28209	Research Innovation Scholarship and Creativity Program (RISC) - Service Learning Supplies and Expense	5,795
To:	2-28210	Research Innovation Scholarship and Creativity Program (RISC) – Expression Persuasion Supplies and Expense	556
To:	2-28211	Research Innovation Scholarship and Creativity Program (RISC) – Identifying Unknown Fungus Supplies and Expense	451
To:	2-28212	Research Innovation Scholarship and Creativity Program – Selecting Estrogen Recipients Supplies and Expense	960
To:	2-28213	Research Innovation Scholarship and Creativity Program – Quantify Stemon Flavor Supplies and Expense	770
To:	2-28214	Research Innovation Scholarship and Creativity Program – Are You Stressed? Supplies and Expense	45
To:	2-28215	Research Innovation Scholarship and Creativity Program – The History Between Gender and Blood Pressure Supplies and Expense	812
To:	2-28216	Research Innovation Scholarship and Creativity Program – Aggressive Medication of Cancer Supplies and Expense	302
To:	2-28217	Research Innovation Scholarship and Creativity Program – Simulation of Photoelectron Supplies and Expense	459
To:	2-28218	Research Innovation Scholarship and Creativity Program – Community Needs Inventory Supplies and Expense	929
To:	2-28219	Research Innovation Scholarship and Creativity Program – Composition of Genetic VA Supplies and Expense	147
To:	2-29001	Science and Engineering Research Grants Awards – Engineer Conference – Professor L. Ruhala Supplies and Expense	1,708

To:	2-29002	Science and Engineering Research Grants Awards- ITU Standards Conference – Professor R. Ruhala Supplies and Expense	2,520
To:	2-29003	Science and Engineering Research Grants Awards – Chick Endgolin Project Supplies and Expense	2,150
To:	2-29004	Science and Engineering Research Grants Awards- Census Data Supplies and Expense	2,668
From:	Unappropriated Auxiliary Funds		
To:	3-30200	University Center Supplies and Expense	38,093
To:	3-30201	Campus Card Office Personal Services Supplies and Expenses Capital Outlay	2,037 10,464 17,893
To:	3-30203	Conference Services Events Supplies and Expense	28,394
To:	3-30215	University Vending Supplies and Expense	2,190
To:	3-30300	University Licensing Supplies and Expenses	70
To:	3-30400	New Harmony Museum Shop Supplies and Expense	3,364
To:	3-30500	Bookstore Supplies and Expense	21
To:	3-30600	Athletics Supplies and Expense	18,092
To:	3-30602	Baseball Supplies and Expense	16,572
To:	3-30603	Men's Tennis Supplies and Expense	1,691
To:	3-30604	Women's Tennis Supplies and Expense	511
To:	3-30605	Women's Basketball Supplies and Expense	5,978
To:	3-30606	Men's Basketball Supplies and Expense	21,144
To:	3-30607	Softball Supplies and Expense	2,951

To:	3-30608	Men's Golf Supplies and Expense	4,097
To:	3-30609	Men's Cross Country Supplies and Expense	7,569
To:	3-30610	Men's Soccer Supplies and Expense	1,318
To:	3-30611	Volleyball Supplies and Expense	1,670
To:	3-30615	Women's Cross Country Supplies and Expense	1,372
To:	3-30617	Women's Golf Supplies and Expense	2,367
To:	3-30620	Women's Soccer Supplies and Expense	757
To:	3-30702	Baseball Grant-in-Aid Supplies and Expense	1,659
To:	3-30703	Men's Tennis Grant-in-Aid Supplies and Expense	7,703
To:	3-30706	Men's Basketball Grant-in-Aid Supplies and Expense	4,250
To:	3-30711	Volleyball Grant-in-Aid Supplies and Expense	3,750
To:	3-30800	Children's Center Supplies and Expense	12,446
To:	3-30900	New Harmony Operations Supplies and Expense	6,850
To:	3-30910	New Harmony Gallery Supplies and Expense Capital Outlay	799 1,582
To:	3-32002	Lincoln Amphitheatre 2002 Supplies and Expense	16,681
To:	3-32003	Lincoln Amphitheatre 2003 Supplies and Expense	53,355
To:	3-33900	Residence Life Services Supplies and Expense	29,492
To:	3-35003	New Harmony Theatre 2003 Supplies and Expense	19,991
To:	3-36000	Fitness Center Operations Supplies and Expense	15,516

To:	3-36010	Fitness Center Programs Supplies and Expense	5,766
To:	3-36300	Athletic Fields Supplies and Expense	4,613
To:	3-39000	Theatre Management Supplies and Expense	103,273
From:	Unappropriated Restricted Funds		
To:	4-45001	Pell Grants Supplies and Expense	3,101,502
To:	4-45005	College Work Study Job Locator Supplies and Expense	63,271
To:	4-45007	College Work Study Community Service Personal Services	115,696
To:	4-45008	College Work Study America Reads Program Personal Services	11,304
To:	4-45009	College Work Study Contractor Agreement Personal Services	13,071
To:	4-45012	Indiana Minority Teacher Scholarship Supplies and Expense	9,000
To:	4-45013	Indiana State Higher Education Grant Awards Supplies and Expense	2,841,303
To:	4-45014	State Scholarship Supplies and Expense	11,000
To:	4-45015	Robert Byrd Scholarships Supplies and Expense	5,250
To:	4-45016	State Nursing Scholarship Supplies and Expense	10,500
To:	4-45017	21 st Century Scholarship Supplies and Expense	686,785
To:	4-45018	Child of Disabled or Deceased Veteran (CDV) Scholarships Supplies and Expense	450,585
To:	4-45019	Indiana State Higher Education Grant Awards – Part-Time Students Supplies and Expense	96,155
To:	4-45021	National Guard Supplemental Grant Supplies and Expense	86,824
To:	4-45090	Medical Education Supplies and Expense	47,231

To:	4-45101	State College Work Study Supplies and Expense	2,801
To:	4-46010	Medical Education-Technology Fee Plan Supplies and Expense	7,403
To:	4-46100	USI/EPI-HAB Center Supplies and Expense	22,147
To:	4-46284	Indiana Arts Commission – New Harmony Theatre Supplies and Expense	3,957
To:	4-46285	Indiana Arts Commission – Ropewalk Writers Series Supplies and Expense	3,770
To:	4-46418	Indiana Higher Education Telecommunications System (IHETS) – Nurse Education Supplies and Expense	9,556
To:	4-46708	Perkins Option 03-04 Supplies and Expense	19,290
To:	4-46839	Posey County Inventory Grant Supplies and Expense	5,000
To:	4-46850	Geriatric Enrichment Program Supplies and Expense	27,031
From:	Unappropriated Plant Funds		
To:	6-60000	Auxiliary System Housing Reserve Supplies and Expense	7,500

2. Additional Appropriation of Reserve Funds

From:	Unappropriated Current Operating Reserves		
To:	1-10160	USI Chamber Choir Supplies and Expense	11,111
From:	Unappropriated Designated Reserves		
To:	2-20000	Student Services Fees Supplies and Expense	6,215
To:	2-20050	Student Services Operations Supplies and Expense	18,985
To:	2-23220	Anticoagulant Practice Unit Supplies and Expense	5,999
To:	2-23290	Video Production Practice Unit Supplies and Expense	2,791
To:	2-24210	Campus Technology Fund Capital Outlay	85,652
To:	3-30200	University Center Supplies and Expense	125,560

To:	3-36001	Recreation and Fitness Center Reserve Supplies and Expense	3,427
<u>3. Transfer of Funds</u>			
From:	1-10000	General Instruction	
To:	3-30940	New Harmony Guest House	565
From:	1-10300	Current Operating – Science and Engineering	
To:	6-60080	Engineering Facilities Reserve	150,000
From:	1-15000	Current Operating	
To:	6-60030	Auto Amortization	370,681
To:	6-60101	Energy Management Reserve	669,816
To:	6-60190	Campus Landscaping	100,000
From:	1-15050	General Physical Plant	
To:	6-60060	New Harmony Projects Reserve	35,500
From:	1-19999	Current Operating Transfers Out	
To:	2-22500	Corporate Training Program	18,000
From:	1-19999	Current Operating	
To:	6-60100	Special Projects	1,500,000
To:	6-60250	Campus Signage	20,000
From:	2-20000	Student Services	
To:	2-20050	Student Services Operations	20,000
To:	3-30200	University Center	16,790
To:	6-60070	Recreation and Fitness Reserve	3,394
To:	6-61700	UC Expansion Reserve	3,394
From:	2-20060	New Traditions	
To:	2-20050	Student Services Operations	6,896
From:	2-20400	Student Publications	
To:	2-20500	Shield	2,714
From:	2-20600	Transitions Yearbook	
To:	2-20400	Student Publications	5,953
From:	2-21100	University Services	
To:	3-34900	Auxiliary Parking Fund	3,003
From:	2-21100	University Services Fee	
To:	2-20061	Spring Festival	389
From:	2-22500	Corporate Training Program	
To:	1-09100	Transfers In	14,530
From:	2-23000	General Instruction Revolving Fund	
To:	1-09100	Current Operating Revenue	135
From:	3-30200	University Center	
To:	6-61700	UC Expansion	168,196
From:	3-30201	UC Food Service	
To:	6-60003	Auxiliary System Reserve	92,118
To:	6-61700	UC Expansion	117,287

From:	3-30400	Historic New Harmony Museum Shop	
To:	3-30900	New Harmony Operations	15,821
From:	3-30500	Bookstore	
To:	6-60035	Bookstore Reserve	800,000
From:	3-30910	New Harmony Gallery	
To:	3-30900	New Harmony Operations	6,335
From:	3-31300	Web Services	
To:	1-09100	Current Operating Revenue	610
From:	3-33000	Student Housing	
To:	6-60002	Auxiliary System Reserve	566,575
From:	3-33900	Residence Life Services	
To:	6-60000	Auxiliary System Housing Reserve	283,726
From:	3-34900	Auxiliary Parking System	
To:	6-60200	Parking Facility Fund	91,202
From:	3-36000	Fitness Center	
To:	6-60070	Recreation and Fitness Reserve	130,199
From:	6-60001	Auxiliary System Housing Furniture Reserve	
To:	3-34500	Miscellaneous Furnishings	51,287

4. Transfer and Appropriation of Funds

From:	0-47800	Lilly Retention Initiative	
To:	1-10920	University Division Personal Services	3,926
To:	1-10921	Academic Skills Personal Services	5,019
To:	1-14999	Student Affairs Staff Development Supplies and Expense	2,374
From:	0-84088	ROTC Student Fund	
To:	1-10915	ROTC Program Supplies and Expense	1,000
From:	1-10150	Arts Commission General Account	
To:	2-22850	Ropewalk Reading Series Supplies and Expense	600
From:	1-10200	School of Liberal Arts	
To:	2-22800	Ropewalk Writers Retreat Supplies and Expense	9,000
From:	1-15000	Physical Plant	
To:	2-20650	Southern Hospitality Days Supplies and Expense	180

From:	2-20050	Student Services Operations	
To:	2-20105	Athletic Support Team Post-Season Travel Supplies and Expense	8,155
	To:	2-20400	Student Publications Supplies and Expense
			500
From:	2-20050	Student Services Operations	
To:	2-20120	Multicultural Center Supplies and Expense	6,014
From:	2-20050	Student Services Operations	
To:	2-20300	Student Government Association Personal Services	2,000
From:	2-20050	Student Services Operations	
To:	3-36010	Fitness Center Supplies and Expense	2,500
From:	2-20110	Student Activities	
To:	1-14020	International Programs and Services Personal Services	500
From:	2-20150	First Year Initiatives Program	
To:	2-20120	Multicultural Center Supplies and Expense	79
From:	2-20200	Activities Programming Board	
To:	1-10200	School of Liberal Arts Personal Services	334
From:	2-21105	Student Activity Fee	
To:	2-20200	Activities Programming Board Supplies and Expense	11,000
From:	2-21105	Student Activity Fee	
To:	2-20300	Student Government Association Supplies and Expense	4,000
From:	2-21200	Technology Fee	
To:	2-24210	Campus Technology Fund Supplies and Expense	67,559
		Repairs and Maintenance	4,665
		Capital Outlay	210,406
From:	3-30203	Conference Services Events	
To:	3-30202	Conference Services Operations Supplies and Expense	1,850
From:	3-30500	Bookstore	
To:	1-16220	Advancement Supplies and Expense	3,250
From:	3-33400	Residence Life Activity Fund	
To:	1-14020	International Programs and Services Supplies and Expense	250

From:	3-33400	Residence Life Activity Fund	
To:	2-20760	International Programming Supplies and Expense	395
From:	3-33400	Resident Life Activity Fund	
To:	2-20120	Multicultural Center Supplies and Expense	500

**Report to University of Southern Indiana Board of Trustees
September 2, 2004**

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: Henry W. and Betty Jane Ruston Hall

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- E07</u>	Provide and install thirty-three fluorescent light fixtures for lower level classrooms	J. E. Shekell Refrigeration, Heating, & A/C Co., Inc.	\$2,376.00