

MINUTES

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

FINANCE COMMITTEE

November 15, 1993

The University of Southern Indiana Board of Trustees Finance Committee met in the Conference Center of the New Harmony Inn in New Harmony, Indiana, on Monday, November 15, 1993. Present were Trustees Charles Combs, J. David Huber, Joseph O'Daniel, and Robert Swan. Also attending were President David L. Rice; Vice Presidents Donald Bennett and Richard Schmidt; Assistant Vice President for Business Affairs Cindy Brinker; Director of Physical Plant Steve Helfrich; and Business Office Director and Controller Mike Whipple.

Mr. Combs convened the meeting at 10:35 a.m. Mr. Schmidt called on Director of Physical Plant Steve Helfrich to inform the committee on the progress of the Health Professions Building. He said there were a few change orders recommended for approval. Discussion followed on the construction progress and change orders. On a motion by Mr. Swan, seconded by Mr. Huber, the summary of Health Professions Building change orders totaling \$27,826 was approved.

Business Office Director and Controller Mike Whipple discussed the status of construction contracts and accounts with regard to the Health Professions Building. Discussion followed on the information presented.

Mr. Schmidt called on Assistant Vice President for Business Affairs Cindy Brinker to review the health plan rate changes. Ms. Brinker introduced Director of Human Resources Nancy Byrd and Benefits Manager Debbie Jochim. Ms. Brinker said that the only benefit change in the Blue Cross/Blue Shield plan is to increase the plan's pooling level from \$60,000 to \$70,000 for the 1994 plan year. She added that the increase in the premium reflects five percent funding for the post-retirement contribution.

Ms. Brinker reported that the benefit changes in the Welborn HMO plan include: an addition of a \$10 co-payment for physician office visits, an increase in the emergency room co-payment from \$25 to \$50, and an increase in prescription drug co-payments from \$4/\$7 to \$5/\$10. She added that the increase in the premium reflects just over four percent for single and family coverage and about a three percent increase for retiree coverage. Discussion followed on the benefit changes for both plans.

Mr. Schmidt reviewed the New Harmony Theatre budget and the Lincoln Amphitheatre budgets for the 1993 season. He said that revenue from the New Harmony Theatre was somewhat conservative and the Lincoln Amphitheatres experienced a loss. He added that attendance was down, and the heat and nearby flooding this past season may have contributed to the decrease in attendance. He added that plans are underway for the 1994 season including: cutting back the number of performances, add Sunday performances, and various cuts in the budget. Mr. Schmidt said that most of the larger expenditures with the addition of Big River have been completed over the past few years. Discussion followed on the theatre budgets.

Mr. Schmidt reported that included in today's agenda is a resolution seeking approval to transfer ownership of student housing from Southern Indiana Higher Education to the University. Discussion followed on the effects of this transfer to the University.

There being no further business, the meeting was adjourned at 11:15 a.m.

90127
University of Southern Indiana
The Health Professions Building

SUMMARY OF CHANGE ORDERS

I. GENERAL AND EQUIPMENT CONSTRUCTION

CONTRACTOR: Peyronnin Construction Company, Inc.

| <u>NO.</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------|---|----------------------|
| CO #GE-5 | Item No. 1 - Provide vented detail at transition between metal and rubber roof for better roof ventilation. | \$ 2,785 |
| | Item No. 2 - Provide vented detail for metal roofing at gutter locations for better roof ventilation. | \$ 2,090 |
| | Item No. 3 - Provide heavy-duty composite vapor barrier under metal roofing for better protection. | \$ 21,648 |
| | Item No. 4 - Delete the recovery board beneath the metal roofing. | (\$ 3,600) |
| | Item No. 5 - Provide heavy-duty ice dam material at metal roofing for extra protection. | \$ 1,605 |
| | Item No. 6 - Revise metal louver detail at mechanical penthouse. | \$ 621 |
| | Item No. 7 - Provide concrete work for the cooling tower supports. | \$ 2,677 |

The contract sum is increased by this change order in the total amount of \$27,826.

REPORT OF CONSTRUCTION CONTRACTS
Health Professions Building
As Of October 31, 1993

| DESCRIPTION | GENERAL & EQUIPMENT CONTRACT | MECHANICAL CONTRACT | ELECTRICAL CONTRACT | ELECTRICAL PWR PLT TUNNEL CONTRACT | TEMP CONTROLS CONTRACT | TESTING BALANCING CONTRACT | TOTALS |
|-------------|------------------------------|---------------------|---------------------|------------------------------------|------------------------|----------------------------|--------|
| | (Byronnin) | (Goedde) | (Sterling) | (Process Chem) | (Johnson) | (Thermal Bal) | |

Project Amount

Allocations:

| | | | | | | | |
|--------------------------|----------------|---------------|---------------|-----------|------------|------------|----------------|
| Original Contract Amount | \$7,352,500 | \$3,207,200 | \$1,438,116 | \$210,000 | \$320,705 | \$27,830 | \$12,556,351 |
| Negotiated Reduction | (244,700) | | | | | | (244,700) |
| Change Orders Approved | <u>455,008</u> | <u>77,500</u> | <u>23,291</u> | <u>0</u> | <u>482</u> | <u>400</u> | <u>556,681</u> |

| | | | | | | | |
|-------------------------|-------------|-------------|-------------|-----------|-----------|----------|--------------|
| Current Contract Amount | \$7,562,808 | \$3,284,700 | \$1,461,407 | \$210,000 | \$321,187 | \$28,230 | \$12,868,332 |
|-------------------------|-------------|-------------|-------------|-----------|-----------|----------|--------------|

| | | | | | | | |
|------------------------------|------------------|------------------|----------------|---------------|---------------|------------|------------------|
| Less Total Contract Expenses | <u>3,191,101</u> | <u>1,656,082</u> | <u>136,020</u> | <u>58,550</u> | <u>52,325</u> | <u>696</u> | <u>5,094,774</u> |
|------------------------------|------------------|------------------|----------------|---------------|---------------|------------|------------------|

| | | | | | | | |
|--------------------------------|--------------------|--------------------|--------------------|------------------|------------------|-----------------|--------------------|
| Remaining Balance of Contracts | <u>\$4,371,707</u> | <u>\$1,628,618</u> | <u>\$1,325,387</u> | <u>\$151,450</u> | <u>\$268,862</u> | <u>\$27,534</u> | <u>\$7,773,558</u> |
|--------------------------------|--------------------|--------------------|--------------------|------------------|------------------|-----------------|--------------------|

REPORT OF CONSTRUCTION ACCOUNTS

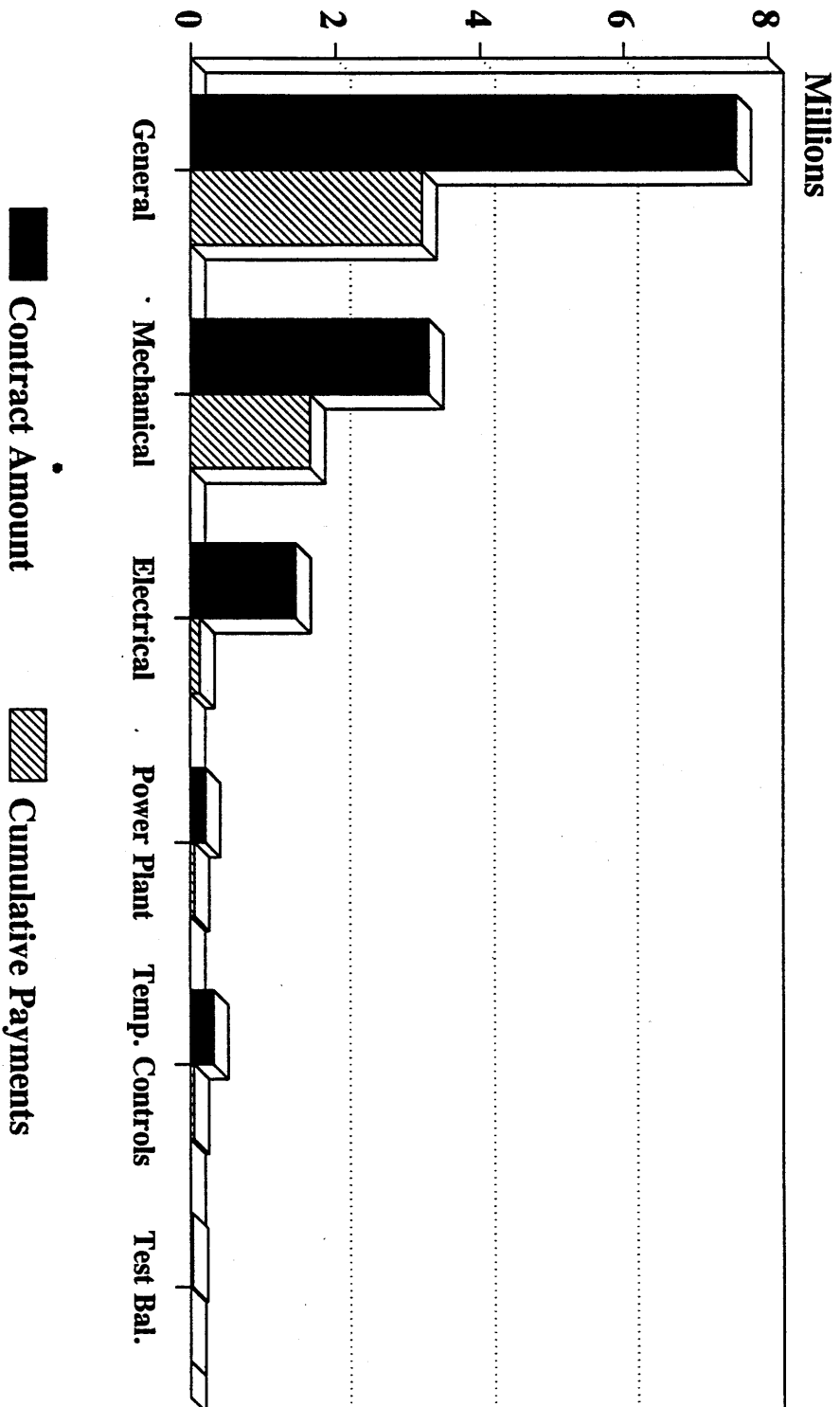
Health Professions Building

As Of October 31, 1993

| DESCRIPTION | PROJECT AMOUNT | GENERAL & EQUIPMENT CONTRACT (Payorship) | MECHANICAL CONTRACT (Goetts) | ELECTRICAL CONTRACT (Shelving) | ARCHITECT CONTRACT & EXPENSES | ELECTRICAL PWR PLT TUNNEL CONTRACT (Process Chem) | TEMP CONTROLS CONTRACT (Johnson) | TESTING BALANCING CONTRACT (Thermal Bal) | OTHER EXPENSES | EQUIPMENT | TOTALS |
|--------------------------------------|----------------|--|------------------------------|--------------------------------|-------------------------------|---|----------------------------------|--|----------------|-----------|------------|
| Project Amount | 14,540,000 | | | | | | | | | | |
| Allocations: | | | | | | | | | | | |
| Original Contract Budgets | (14,030,102) | 7,352,500 | 3,207,200 | 1,438,118 | 773,751 | 210,000 | 320,705 | 27,830 | 0 | 700,000 | 14,030,102 |
| Change Orders To Original Contract | 244,700 | (244,700) | | | | | | | | | (244,700) |
| Change Orders | (556,881) | 455,008 | 77,500 | 23,281 | | | 482 | 400 | | | 556,881 |
| Current Contract Amount | | 7,562,808 | 3,284,700 | 1,461,407 | 773,751 | 210,000 | 321,187 | 28,230 | 0 | 700,000 | 14,342,083 |
| Current Encumbrances | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 206,952 | 206,952 |
| Less Total Contract Expenses | | 3,181,101 | 1,656,082 | 136,020 | 727,895 | 58,650 | 52,325 | 698 | 0 | 0 | 5,822,489 |
| Less Total Contingency Fund | (14,1028) | | | | | | | | | | |
| Remaining Balance of Contracts | | 4,371,707 | 1,628,618 | 1,325,387 | 48,056 | 151,450 | 268,862 | 27,534 | 0 | 483,048 | 8,312,662 |
| Balance In Excess Of Contract Budget | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Budget For Other Expenses | | | | | | | | | | | |
| Less: Other Expense - To-Date | | (58,889) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Budget Balance Other Expenses | | 0 | 0 | 0 | (6,232) | 0 | 0 | 0 | (6,232) | 0 | (6,889) |
| Budget Transfer Required | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Project Balance Available | | 0 | 0 | 0 | (6,232) | 0 | 0 | 0 | (6,889) | 0 | (6,889) |
| Subsidiary Budget Available | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Project Expenses - To-Date | | 3,181,101 | 1,656,082 | 136,020 | 733,927 | 58,650 | 52,325 | 698 | 50,656 | 0 | 5,879,357 |

Prepared By Michael Whipple
 Nov 9, 1993
 X1709

USI Health Professions Building Construction Contracts



October 31, 1993

Date: November 8, 1993
To: President David L. Rice
The Administrative Council
From: James R. Blevins
Subject: The New Harmony Theatre

The planning of the 1994 season at The New Harmony Theatre has been a long and tedious process. We began by trying to understand the reasons for the 1993 losses. While we were able to operate within the guidelines of the budget, a result, I think, of good and careful management, we failed to generate the box office income which we had projected. We had a good product this summer, one which all of us should be proud of, but apparently our season was not entirely appealing to our audience.

I believe if we are to honor our mandate to develop educational and cultural opportunities as well as tourism in our region and in New Harmony in particular we have to be in business at times other than weekends. The notion, which I keep hearing, that playing in both Murphy and Thrall's and expanding to five performances per week put us in competition with ourselves and dispersed our audience, makes no sense to me since our total attendance for the season decreased significantly. Nevertheless, we probably need to consider the possibility that we attempted to grow too fast.

In planning for the future, I have insisted that we define our product and our mission more carefully. As a university, we are not justified in merely entertaining; we must enlighten, enlarge, inspire. At the same time, we fail if we do not engage our audience. Noting that we have been more successful with American plays than imports and with established playwrights rather than new ones, we will produce only plays by American playwrights who were successful within the lifetime of the playwright with whom we have been most successful, Tennessee Williams (1911-1981). We have agreed to promote ourselves as *The American Masters Festival*.

We propose for next year a four play rather than a five play season and shortening the season by one week, cutting out the Wednesday evening performances and playing Thursdays through Sundays. We will save about \$7,600.00 by giving up our professional contract with Actors' Equity which last season stipulated that at least 60% of our actors be union members and signing instead a guest-artist contract which calls for higher individual salaries but which allows us to use a small number of union actors. We will engage a good many local people, thus reducing salaries and benefits, and in some cases, eliminating some travel and housing expenses.

Our projected box office income is based on eliminating the four-for-two University employee season ticket and raising all price categories by \$2.00 except the Red Geranium package.

This is to request funding of the four-play budget with the understanding that any income above that which is anticipated will be applied to reducing the university's commitment.

The following is the proposed season:

Murphy Auditorium

7:30 Thursdays
8:00 Fridays
8:00 Saturdays
2:00 Sundays

June 17 - July 9 - William Inge, Picnic (14 performances)

July 15 - July 30 - Garson Kavin, Born Yesterday (11 performances)

August 5 - August 20 - Tennessee Williams, Suddenly Last Summer (10 performances)

Thrall's Opera House

7:30 Thursdays
8:00 Fridays
4:00 Saturdays
8:00 Saturdays
5:00 Sundays

July 1 - July 31 - The Fantastics (24 performances)

This is probably the most endearing and enduring American musical ever written, and it has not been performed locally in the last ten years or so. The Fantastics appeals to children as well as adults, and therefore we have included the 4:00 and 5:00 performances on weekends. Additional performances once a play is built and rehearsed are minimal.

YOUNG ABE LINCOLN/BIG RIVER
1993 SEASON
REVENUE AND EXPENSE STATEMENT
FOR THE PERIOD ENDING 10/31/93

REVENUE

| | |
|----------------------|----------------------------|
| DNR Grant | \$200,000.00 |
| Toursim Grant | \$25,827.00 |
| Drama Admissions | \$124,833.00 |
| Railsplitter Dinner | \$23,446.00 |
| Concessions | \$15,326.00 |
| Programs | \$5,112.00 |
| Miscellaneous Income | \$8,932.00 |
| TOTAL REVENUE | <u>\$403,476.00</u> |

EXPENDITURES

| | |
|---------------------------|----------------------------|
| Personal Services | \$165,261.00 |
| Supplies and Services | \$291,461.00 |
| Repairs and Maintenance | \$1,060.00 |
| TOTAL EXPENDITURES | <u>\$457,782.00</u> |

NET LOSS **(\$54,306.00)**

YOUNG ABE LINCOLN/BIG RIVER
1994 SEASON
REVENUE AND EXPENSE BUDGET

REVENUE

| | |
|----------------------|---------------------|
| DNR Grant | \$200,000.00 |
| Drama Admissions | \$135,928.00 |
| Railsplitter Dinner | \$24,000.00 |
| Concessions | \$16,500.00 |
| Programs | \$6,000.00 |
| Miscellaneous Income | \$7,000.00 |
| University Support | \$25,000.00 |
| TOTAL REVENUE | <u>\$414,428.00</u> |

EXPENDITURES

| | |
|-------------------------|---------------------|
| Personal Services | \$145,100.00 |
| Supplies and Services | \$268,828.00 |
| Repairs and Maintenance | \$500.00 |
| TOTAL EXPENDITURES | <u>\$414,428.00</u> |

**NEW HARMONY THEATRE
1993 SEASON
REVENUE AND EXPENSE STATEMENT
FOR THE PERIOD ENDING 10/31/93**

REVENUE

| | |
|----------------------|----------------------------|
| Drama Admissions | \$65,316.00 |
| USI Foundation | \$44,500.00 |
| Miscellaneous Income | \$8,406.00 |
| TOTAL REVENUE | <u><u>\$118,222.00</u></u> |

EXPENDITURES

| | |
|---------------------------|----------------------------|
| Personal Services | \$119,320.00 |
| Supplies and Services | \$113,026.00 |
| TOTAL EXPENDITURES | <u><u>\$232,346.00</u></u> |

NET LOSS FROM OPERATIONS **(\$114,124.00)**

| | |
|---------------------------|--------------------|
| Less: Established Funding | |
| General University Funds | \$25,000.00 |
| Dr. Reid/Academic Affairs | \$25,000.00 |
| | <u>\$50,000.00</u> |

BALANCE **(\$64,124.00)**

**NEW HARMONY THEATRE 1994
BUDGET PROJECTION**

REVENUE

| | |
|--------------------------|------------------|
| Drama Admissions Revenue | \$82,400 |
| Fund Raising Goal | \$29,500 |
| Blaffer Trust | \$15,000 |
| Program Advertising | \$7,000 |
| Concessions | \$1,000 |
| Funding From University | \$71,881 |
| TOTAL REVENUE | <u>\$206,781</u> |

EXPENSES

| | |
|-----------------------------------|------------------|
| Salaries and Wages | \$106,648 |
| FICA | \$8,160 |
| Royalties | \$10,000 |
| Travel – In State | \$12,000 |
| Travel – Out of State | \$3,000 |
| Postage | \$1,300 |
| Telephone – General | \$1,000 |
| Telephone – Long Distance | \$2,500 |
| Printing | \$12,500 |
| Laundry | \$1,000 |
| Advertising | \$3,000 |
| Concessions | \$700 |
| Trash Removal | \$1,500 |
| Memberships | \$43 |
| Office Supplies | \$2,000 |
| Facilities Rental | \$6,000 |
| Costumes | \$6,500 |
| Sets | \$13,500 |
| Props | \$3,000 |
| Lighting | \$1,750 |
| Sound | \$600 |
| Equity Benefits | \$3,580 |
| State Management Expenses | \$500 |
| First Aid Expenses | \$500 |
| Administrative Expense Allocation | \$5,500 |
| TOTAL EXPENSES | <u>\$206,781</u> |

**QUESTIONNAIRE FOR ARCHITECT
UNIVERSITY CENTER BUILDING ADDITION PROJECT
AT
UNIVERSITY OF SOUTHERN INDIANA**

PURPOSE: This questionnaire is to be used in an initial evaluation to select architects for the planning, design, engineering, and construction phase services on the captioned above.

INSTRUCTIONS: The questionnaire is applicable to this project only and is to be submitted, along with any additional information deemed pertinent, on or before December 10, 1993 to:

Richard W. Schmidt
Vice President for Business Affairs
University of Southern Indiana
8600 University Boulevard
Evansville, Indiana 47712

1. FIRM NAME/BUSINESS ADDRESS:

2. TELEPHONE NUMBER:

3. OWNERSHIP

Parent Company _____ Branch Office _____
Corporation _____ Partnership _____
Individual _____ Other (Explain) _____

4. State the year in which the firm was established:

5. Name/Title/Telephone Number of Contact Person:

6. Liability Insurance:

\$100,000 - \$ 500,000 _____
\$500,000 - \$1,000,000 _____
Over \$1,000,000 . . . _____

7. Current number of personnel by discipline:

| | | | |
|--------------------------------------|-------|-----------------------|-------|
| Architects (registered) | _____ | Graduate Engineers | _____ |
| Engineers (registered) | _____ | Construction Supt. | _____ |
| Landscape Architects (registered) | _____ | Specification Writers | _____ |
| | | Construction Managers | _____ |

QUESTIONNAIRE FOR ARCHITECT (continued)

| | | | |
|--------------------|-------|--------------------|-------|
| Designers | _____ | Support Staff | _____ |
| Draftspersons | _____ | (secretarial, etc) | _____ |
| Interior Designers | _____ | Other | _____ |
| TOTAL STAFF | | _____ | |

NOTE: Personnel may be listed in more than one of the above classifications; however, please clarify so there is no misunderstanding relative to the total. If submittal is by association with another firm, list personnel separately for each firm.

8. If submittal is by association with another firm, please outline specific areas of responsibility (including administrative, technical and financial) for each firm:

9. Services Provided:

| | Within Firm | By Consultant | | Within Firm | By Consultant |
|------------------|----------------|------------------|------------------|----------------|------------------|
| Architectural | _____ | _____ | Landscape Arch. | _____ | _____ |
| Civil Engineer | _____ | _____ | Interior Design | _____ | _____ |
| Electrical Engr. | _____ | _____ | Cost Estimating | _____ | _____ |
| Mechanical Engr. | _____ | _____ | Constr. Mgmt. | _____ | _____ |
| | | | Other (specify): | _____ | _____ |
| | | | _____ | _____ | _____ |

Identify frequently used consultants:

QUESTIONNAIRE FOR ARCHITECT (continued)

10. Please provide the following information about the top people in your organization:

- a). Educational background (institutions, dates attended and degree awarded)
- b). Total length of professional experience

11. For the years listed, please indicate the number and total dollar amount of educational facilities you have designed and for which you have provided observation of construction.

| YEAR | NUMBER OF PROJECTS | TOTAL DOLLAR VALUE |
|--------|--------------------|--------------------|
| 1988 | | |
| 1989 | | |
| 1990 | | |
| 1991 | | |
| 1992 | | |
| 1993 | | |
| TOTALS | _____ | _____ |

12. For the years listed, please indicate the number and total dollar amount of non-educational facilities you have designed and for which you have provided observation of construction.

| YEAR | NUMBER OF PROJECTS | TOTAL DOLLAR VALUE |
|--------|--------------------|--------------------|
| 1988 | | |
| 1989 | | |
| 1990 | | |
| 1991 | | |
| 1992 | | |
| 1993 | | |
| TOTALS | _____ | _____ |

QUESTIONNAIRE FOR ARCHITECT (continued)

13. For the years listed, please indicate the number and total dollar amount of student union/student service facilities you have designed and for which you have provided observation of construction.

| YEAR | NUMBER OF PROJECTS | TOTAL DOLLAR VALUE |
|--------|--------------------|--------------------|
| 1988 | | |
| 1989 | | |
| 1990 | | |
| 1991 | | |
| 1992 | | |
| 1993 | | |
| TOTALS | _____ | _____ |

14. Submit a list of all education facilities your firm currently has in progress and the stage of each. Indicate the following information for each:

- a) Kind of facility
- b) Location of project
- c) Estimated cost of project
- d) Stage of project
- e) Client's representative and telephone number

15. Submit the number of non-educational facilities and the total estimated construction cost of all projects your firm has in the various stages of progress.

| <u>STAGE</u> | <u>NUMBER</u> | <u>ESTIMATED TOTAL COST</u> |
|------------------|---------------|---------------------------------|
| Schematic Design | _____ | _____ |
| Design | _____ | _____ |
| Construction | _____ | _____ |

16. What has been the bid spread on the last five projects you have bid? Please list project name, date bid, low bid and firm, high bid and firm, and number of bidders.

QUESTIONNAIRE FOR ARCHITECT (continued)

17. For your last five (5) education facilities, provide the following:

| PROJECT | OWNER'S INITIAL BUDGET | TOTAL PROJECT COST | DATE OF BID |
|---------|------------------------------|--------------------------|----------------|
|---------|------------------------------|--------------------------|----------------|

18. Describe some of the exceptional educational features found in your educational facilities.

19. Describe the exceptional features of the student union/student services buildings your firm has designed.

20. What cost control methods do you use and how do you establish your cost estimates?

QUESTIONNAIRE FOR ARCHITECT (continued)

21. Please explain your firm's method for observation of construction under basic agreement with the owner. Specifically, answer the following questions:
- 1) State the number of visits per week during construction your firm will be at the site. What be the average length of time for each visit?
 - 2) Who will be your firm's representative for observation of construction? What are his'/her's credentials/experience, title and duties with your firm?
 - 3) What are the responsibilities of your representative for observation of construction?
 - 4) What authority does your representative for observation of construction have for interpretation of documents, revision of details, and resolving problems?
22. Please explain alternative methods or techniques, such as full-time on site representation, your firm has successfully used on other projects. Explain contract and fee arrangements for the alternative methods.

QUESTIONNAIRE FOR ARCHITECT (continued)

23. List five (5) general construction firms with which your organization has worked:

| <u>FIRM</u> | <u>PROJECT</u> | <u>CONTACT</u> | <u>DATE</u> |
|-------------|----------------|----------------|-------------|
|-------------|----------------|----------------|-------------|

24. Would your firm be interested in performing the design work if the owner contracted with a construction management firm for this project?

25. List the construction management firm(s) your organization has previously worked with:

| <u>FIRM</u> | <u>PROJECT</u> | <u>CONTACT</u> | <u>DATE</u> |
|-------------|----------------|----------------|-------------|
|-------------|----------------|----------------|-------------|

26. Please list the persons who will be responsible for the architectural, electrical, mechanical, and structural design on this project if you are selected to perform these services.

QUESTIONNAIRE FOR ARCHITECT (continued)

27. Please list the person(s) responsible for the overall project and who we would be working with. What will this person's responsibilities entail?

28. What is your purposed fee arrangement for professional services for this project?

We, the undersigned, understand that the above document becomes part of any agreement subsequently made with the Owner, and we attest, to the best of our knowledge, to its accuracy.

DATE

FIRM NAME

ADDRESS

CITY

STATE

SIGNATURE OF FIRM REPRESENTATIVE