

**AGENDA**

**JOINT MEETING  
FINANCE AND CONSTRUCTION COMMITTEES**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**November 5, 1998**

(CONSTRUCTION COMMITTEE)

- I. REVIEW AND APPROVAL OF CONSTRUCTION BIDS FOR THE ART STUDIO PROJECT  
(Attachment A)**
- II. REVIEW AND APPROVAL OF CONSTRUCTION BIDS FOR THE HEALTH PROFESSIONS CENTER  
LOWER LEVEL PROJECT (Attachment B)**

(FINANCE COMMITTEE)

- III. DISCUSSION OF CHANGE ORDER FOR THE LIBERAL ARTS CENTER PROJECT  
(Attachment C)**
- IV. DISCUSSION OF CHANGE ORDER FOR THE SCIENCE CENTER RENOVATION PROJECT  
(Attachment D)**
- V. DISCUSSION OF CHANGE ORDER FOR THE STUDENT RESIDENTIAL COMPLEX PROJECT  
(Attachment E)**
- VI. DISCUSSION OF RECOMMENDED CHANGES TO THE BUDGET APPROVAL PROCESS  
(Attachment F)**

**Completion of the Lower Level  
Health Professions Center  
University of Southern Indiana**

Contractor	▲	▲	▲	▲	Base Bid	Alternate Bid No. 1 Building Link	Alternate Bid No. 2 Site Development	Alternate Bid No. 3 Furnishings	Alternate Bid No. 4 Vinyl Wallcovering	Alternate Bid No. 5 Laminate Clad Lab Furnishings
	♦	♦	♦	♦						
	1	2	3	4						
Arc Construction	✓	✓	✓	✓	1,788,850	164,050	21,100	31,690	.00	-19,075
Deig Brothers	✓	✓	✓	✓	1,747,842	162,920	17,865	30,450	-1,200	-18,200
Empire Contractors					---	---	---	---	---	---
Key Construction	✓	✓	✓	✓	1,756,690	178,000	30,900	31,900	+1,540	-5,500
Lichtenberger Construction	✓	✓	✓	✓	1,882,915	165,933	20,198	32,147	+1,479	-17,500
Weddle Brothers	✓	✓	✓	✓	1,790,000	175,900	24,300	32,000	+1,500	-17,500

UNIVERSITY OF SOUTHERN INDIANA  
LIBERAL ARTS CENTER CONSTRUCTION  
SUMMARY OF CHANGE ORDERS  
NOVEMBER 5, 1998

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
15	Additional cost to insulate Victaulic fittings on chilled, heating hot water, and domestic water piping.	Gribbins Insulation Co.	\$3,480.00
16	Install 3-inch thick rigid insulation on the exterior face of each perimeter concrete column.	Danco Construction	\$6,555.00
	<b>TOTAL AMOUNT OF CHANGE:</b>		\$10,035.00

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

NOVEMBER 5, 1998

CHANGE ESTIMATE NUMBER	DESCRIPTION	CONTRACTOR(S)	PROPOSAL AMOUNT
1	Extend concrete slab under electrical equipment and install additional steel beams in penthouse per PR#1.	Lichtenberger Construction	\$1,639.00
2	Purchase and install laboratory tables per PR#2.	Lichtenberger Construction	\$23,903.00
	<b>TOTAL AMOUNT OF CHANGE:</b>		\$25,542.00

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

**NOVEMBER 5, 1998**

<b>CHANGE ESTIMATE NUMBER</b>	<b>DESCRIPTION</b>	<b>CONTRACTOR(S)</b>	<b>PROPOSAL AMOUNT</b>
GC 1	Install cementitious backer board in lieu of gypsum board at all common areas. Per Alternate Bid No. 2.	Lichtenberger Construction Company	\$23,255.00
MC 1	Install institutional sprinkler heads in lieu of semi-recessed sprinkler heads in all locations. Per Alternate Bid No. 1	Goedde Plumbing & Heating	\$17,900.00
MC 2	Install Schedule 10 and 40 steel pipe in lieu of CPVC or galvanized pipe for all interior fire protection system. Per Alternate Bid No. 3	Goedde Plumbing & Heating	\$1,900.00
EC 1	Install television distribution system in each building. Per Alternate Bid No. E1.	Premier Electric Co.	\$15,976.00
EC 2	Install telecommunications system (voice and data) in each building. Per Alternate Bid No. E2.	Premier Electric Co.	\$59,420.00
EC 3	Install secondary electric power from SIGECO transformer to each building. Per PR-E1.	Premier Electric Co.	\$13,941.00
	<b>TOTAL AMOUNT OF CHANGE:</b>		<b>\$132,392.00</b>

It is recommended that the Finance Committee consider changes to the process by which the Board of Trustees approves additional appropriations and transfers during the budget year. Following is a discussion draft of a possible agenda item for the January, 1999, meeting of the Board of Trustees.

## DRAFT

### Proposed Changes to the Budget Approval Process

It has been the practice of the Board of Trustees to approve University operating budgets including certain additional appropriations and transfers of funds during the budget year. Due to the sustained growth and expansion of the University, the number and frequency of additional appropriations and transfers of funds have grown dramatically. It is therefore recommended that the Board revise its current practice and redefine the additional appropriations and transfers of funds which will require Board approval.

The recommended changes will streamline the University operating systems while maintaining appropriate Board of Trustees control over the budget authorization process. In addition, it is recommended that after approval of the operating budget, the Finance Committee be assigned responsibility to review and approve any required additional appropriations and transfers of funds during the budget year and to report the results of its action to the full Board at its next regularly scheduled meeting. A description of the proposed revised budget approval process and a comparison of the current and proposed revised processes are provided in Exhibit II-X.

Approval of the revised process for approval of operating budgets and additional appropriations and transfers of funds in Exhibit II-X is recommended.

Exhibit II-X

### REVISED PROCESS FOR APPROVAL OF OPERATING BUDGETS AND ADDITIONAL APPROPRIATIONS AND TRANSFERS OF FUNDS

The Board of Trustees reviews and approves all operating budgets for the University of Southern Indiana. After approval of the original budgets for the operating year, the Board assigns responsibility to the Finance Committee for review and approval of any required additional appropriations and transfers of funds. The Finance Committee will report the results of any budget actions taken at the next regularly scheduled meeting of the Board of Trustees. The additional appropriations and transfers of funds which require Finance Committee review and approval are defined below.

**ADDITIONAL APPROPRIATIONS REQUIRING FINANCE COMMITTEE APPROVAL** - Appropriations which increase the original operating budget for a fund will require Finance Committee review and approval. Sources of these appropriation increases include additional income, existing fund reserves, and transfers from other funds.

**TRANSFERS OF FUNDS REQUIRING FINANCE COMMITTEE APPROVAL** - All transfers of funds not included in the original operating budget will require Finance Committee review and approval.

## DRAFT

## PROPOSED BUDGET APPROVAL MATRIX

BUDGET REQUEST TYPE	Board Approval Required <b>CURRENT PROCEDURE</b>	Board Approval Required <b>PROPOSED PROCEDURE</b>
1. Original Budget	Yes	Yes
2. Additional Appropriations		
From: Unappropriated Fund Reserves	Yes	Yes
Additional Income	Yes	Yes
Transfers from Other Funds	Yes	Yes
3. Inter-Fund Budget Transfers		
Between: Functional Classifications	Yes	No
Major Expense Classifications	Yes	No
Within: Major Expense Classifications	No	No
4. Intra-Fund Budget Transfers	Yes	Yes