

MINUTES

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

May 8, 2004

MINUTES

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The Board of Trustees of the University of Southern Indiana met in regular session on Saturday, May 8, 2004, in the University Conference Center. Present were Chair J. David Huber and Trustees Bruce H. Baker, Louise S. Bruce, G. Patrick Hoehn, Tina M. Kern-Raibley, Thomas F. McKenna, Harolyn G. Torain, Samuel J. Tucker, and James L. Will, Sr. Also in attendance were President H. Ray Hoops; Provost and Vice President for Academic Affairs Linda L. M. Bennett; Vice President for Governmental Relations Cynthia Brinker; Vice President for Student Affairs Robert W. Parrent; Vice President for Business Affairs and Treasurer Robert W. Ruble; Vice President for Advancement Sherrienne M. Standley; Faculty Senate Chair Christy Baker; and Student Government Association President Troy Nethery.

There being a quorum present, Mr. Huber called the meeting to order at 2:15 p.m.

SECTION I - GENERAL AND ACADEMIC MATTERS

A. APPROVAL OF MINUTES OF MARCH 4, 2004, MEETING

On a motion by Mr. Baker, seconded by Mr. Tucker, the minutes for the March 4, 2004, meeting were approved.

B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

The next regular meeting of the Board of Trustees was set for Thursday, July 8, 2004, on campus.

C. REPORT OF THE LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee met prior to the board meeting on May 8, 2004. Mr. Baker reported that the committee heard presentations from Mr. Nick Lindy, newly elected president of the Activities Programming Board (APB), Mr. Troy Nethery, outgoing president of the Student Government Association (SGA), and Dr. Robert Parrent, vice president for Student Affairs.

Mr. Baker reviewed the meeting, in which Mr. Lindy reported on APB's successful educational programming, sponsorship of a successful movie series, planning of the Fall Formal, and "Kids on Campus", an entertainment program for children of USI students and staff. Mr. Nethery reviewed SGA's organizational structure, identified future goals, and presented the group's accomplishments during 2003-2004. Vice President Parrent reported on SCT Banner, the University's new integrated web-based administrative software; THREADS, a diversity series which encourages the University community to explore and celebrate the cultures of diverse populations on campus and promotes understanding and mutual respect; and GoalQuest, a web-based retention initiative.

D. PRESIDENT'S REPORT

President Hoops began his report with a review of activities planned for Commencement weekend, the culmination of the University's academic year and for more than 1,600 students, the culmination of their academic careers at USI. He reported that the Class of 2004 boasts eleven students graduating with highest honors, a perfect 4.0 grade point average. There are 88 graduating with high honors (3.8 or higher), and 109 with honors (a GPA between 3.6 and 3.8). In addition, there are 15 who have completed the rigorous honors curriculum and graduate with the designation University Honors Scholars.

He noted that during the Commencement Exercises, the University will bestow honorary doctorates on the Commencement speaker, Indiana Court of Appeals Judge Melissa May; business leader and longtime USI friend John Dunn; and posthumously on Ruth Gray Yates, a faithful USI friend who passed away earlier this year. The institution also will recognize Dr. Gene Freudenburg, chosen by his colleagues as the Integra Bank Distinguished Professor, and Rachel Miller, chosen by the Faculty Senate Student Affairs Committee to receive the President's Medal. He congratulated Faculty Senate Chair Christy Baker, who will be honored by the USI Alumni Association as the recipient of the Association's Faculty Recognition Award at its banquet on May 8.

He reported that the ROTC program will commission eight cadets in its second commissioning ceremony at USI and that this program continues to thrive and produce outstanding leaders.

Dr. Hoops was pleased to announce that he recently learned that USI is the winner of the All Sports Trophy from the Great Lakes Valley Conference. He commended the student athletes, whose outstanding performance on behalf of the University made reaching this goal possible.

He reported that on May 26, USI is one of three local institutions of higher education being honored by the YWCA in its *Tribute to Achievement* program. The award will focus on the academic, cultural, educational, and economic impact of USI, University of Evansville, and Ivy Tech State College.

The Indiana Government Efficiency Commission was created by the Indiana General Assembly in 2003 to address issues of effectiveness and efficiency in state-funded agencies, departments, and programs. President Hoops reported that there are four working subcommittees which are addressing issues in:

- General Government
- K-12 Education
- Higher Education
- Medicaid and Human Services

The Subcommittee on Higher Education is working with the Commission for Higher Education and consultants from the National Center for Higher Education Management Systems (NCHEMS) in their review of higher education. Recently, the university presidents met with the subcommittee to discuss issues related to higher education in Indiana. On May 12, a consultant from NCHEMS will conduct a site visit in Evansville and meet with University representatives from USI and Ivy Tech and also with legislators and community leaders. Following the meetings with the universities, a final report will be prepared with recommendations as to the committee's work during the summer 2004.

Dr. Hoops was pleased to report that members of the State Budget Committee gave final approval to the expansion of Parking Lot E and approved the refunding of Series D, E, and H Bonds at their meeting in late March. The refunding of the bonds will produce a savings to the University and a reduction in fee replacement obligations to the State of Indiana.

He asked Provost Linda Bennett to tell the trustees about the 2004 RISC (Research, Innovation, Service, and Creativity) Showcase. Provost Bennett reported that 64 students participated in the event, presenting projects and research on three themes: (1) research in the community; (2) issues in business and technology; and (3) connections in the arts and sciences. A project titled *The Transformation of Minerals into Artists' Mediums*, by Jennifer Stillwell, was presented earlier this year to the USI Foundation Board of Directors. Miss Stillwell described her project, in which she uses a variety of minerals to create pigments for painting. Dr. Bennett reported that the keynote speaker for the RISC Showcase was Nile Rodgers, a noted Grammy Award-winning songwriter. She expressed appreciation to Dr. Scott Gordon, Dr. Tim Schibik, and Dr. Charles Harrington for their leadership in making the 2004 RISC Showcase a very successful event.

President Hoops reported that Heritage Week, a festival of 19th century arts, crafts, and industry, held annually in historic New Harmony, attracted over 5,000 schoolchildren to the community.

He announced that the Indiana Partnership for Statewide Education Award for Innovation and Leadership in Support of Online Teaching and Learning went to three USI faculty members – Dr. Charles Harrington, Dr. Saxon Reasons, and Dr. Karen Bonnell. They were recognized for developing a web-based teaching evaluation system being used in almost 100 courses this academic year.

Dr. Hoops noted that club sports are an increasingly important area of student life on the USI campus, and he called on Vice President Rob Parrent to give a report. Dr. Parrent reported that in the 1980s, two club sports were available for student participation, compared to seven sports today. He cited multiple benefits of club sports, including increased opportunity for student involvement (which assists in recruitment and retention efforts) and opportunities for public relations and media coverage for the institution. Club sports also provide additional spectator opportunities for students and the community.

Dr. Parrent reviewed the four types of club sports – competitive, instructional, fitness, and social, and reported on the seven current USI programs, which include rugby (competitive), weight lifting (fitness), ice hockey (competitive), ultimate frisbee (competitive/social), cricket (instructional), disc golf (competitive), and bowling (competitive).

Vice President Parrent noted that the increased participation in club sports by USI students requires a structured system that provides a quality program and protects the safety of participants. He reported that the Recreational, Fitness, and Wellness department has partnered with the Student Development Office to revise the supervision policies of the club sports program. The program's first handbook is near completion, a document that addresses the specifics of insurance, liability, program structure, and coaching policies. He expressed the University's desire to ensure that the club sports program continues to provide opportunities for student engagement but does so with proper supervision and guidelines.

President Hoops reported that while concrete canoe racing is not a club sport, it is an important exercise in scholarship and stamina for engineering students. In the regional competition sponsored by the American Society of Civil Engineers hosted by the Milwaukee School of Engineering, two USI teams of engineering students placed second in the canoe race, only six seconds behind the University of Wisconsin-Madison.

The president called on Provost Bennett, who introduced the academic presentation about a new mentoring program developed by the University Division. Provost Bennett called on Assistant Vice President for Academic Affairs Charles Harrington to report on the Gear-Up Mentoring Program developed to address and meet the needs of some of the University's 21st Century Scholars. He introduced Renee Rowland and Terri Godfrey, University Division Advisors and Coordinators of the 21st Century Scholars Mentoring Program, to present an update on the program. They reported that the 21st Century Scholars Program began in 1990 as a statewide effort to raise the educational aspirations of low- and moderate-income families in Indiana and allow them to afford a college education for their children. Since the program began, 603 21st Century Scholars have enrolled in the University of Southern Indiana, 101 have graduated, and 361 are currently enrolled. With grant funds received from the State Student Assistance Commission of Indiana (SSACI), the Gear-Up Mentoring Program was initiated to assist scholars in meeting their academic and personal goals. Fourteen qualified junior and senior 21st Century Scholars were hired to mentor new students in the program. The mentors provide assistance with registration, offer individual mentoring, and serve as connections to campus activities and programs. Opportunities were provided for formal, informal, academic, and social connections between mentees and mentors, and a Blackboard site was established to keep participants informed of activities and plans. Ms. Rowland noted that a sense of community is one of the most important results of the program. The Gear-Up Program benefits the new students by providing them with a mentor and a contact on campus and benefits the older students by providing them with a job and the opportunity for professional development. Ms. Rowland and Ms. Godfrey reported that future plans for the program include recruitment of more mentees, continued development of mentees to become future mentors, utilization of mentors in promoting Student Affairs initiatives, and sharing of ideas with other mentoring programs. Dr. Harrington reported that Ms. Godfrey will leave the University soon to relocate with her family and thanked her for her years of service to the University Division.

Dr. Hoops welcomed Eric Sharp, the newly elected President of the Student Government Association and called on him for a report. Mr. Sharp reported that SGA had its first meeting of the year and has two summer retreats scheduled. He reported that the following SGA Spirit of the Eagle Awards were presented at the Student Development Awards Banquet: Faculty Member of the Year - Ms. Janet Greer, instructor in Teacher Education; Administrator of the Year - Ms. Cynthia Brinker, vice president for Governmental Relations; Staff Member of the Year – Ms. Lois Stevens, PAC building and equipment supervisor and Mr. Dana Willett, instructional technology services manager; Organization of the Year – the Student Ambassador Organization; and Alumni of the Year – Mr. Brian Chattin. Mr. Sharp noted that he looks forward to a productive year for SGA at USI.

President Hoops thanked Troy Nethery, the 2003-2004 President of SGA, for his work during the past year. He expressed appreciation to Mr. Nethery for continuing the tradition of excellent leadership in student government at the University.

Dr. Hoops concluded his report by noting that later in the meeting, the Trustees would extend appreciation, via resolutions, to outgoing trustees Tina Kern-Raibley and Tom McKenna. He remarked that both have been extraordinarily valuable members of the board and that their insights and involvements will be missed. He added his personal thanks to those of the board for their dedication to the USI mission and the board's important work.

E. APPROVAL OF CODE OF STUDENT BEHAVIOR

Mr. Huber called on Dr. Parrent to review the recommended Code of Student Behavior. Vice President Parrent reported that since April 2003, a University committee has participated in a full review and rewrite of the University student code of conduct. The document was reviewed throughout the process by key constituents within the University, an outside consultant, and University counsel. It will be reviewed annually and minor revisions will be made by the committee. Dr. Parrent reported that the primary reason for the revision was to create a document that:

1. Clarified University behavioral expectations and judicial processes for students;
2. Outlined the rights afforded to USI students;
3. Combined the Residence Life and University judicial processes;
4. Clarified the language in the USI Student Rights and Responsibilities so that it is easily understood by students, faculty, and staff, by moving away from civil and criminal law description, and still
5. Maintained compliance with federal, state, and local laws.

The committee consisted of Barry Hart, director of Security and Transportation; Brad Lasser, assistant director of Judicial Affairs; Nick Lindy, Student Government Association; Rob Parrent, vice president for Student Affairs; Dane Partridge, associate professor, School of Business and director of the Honors Program; Julie Payne, director of Residence Life; Eric Ramsey, program advisor, Student Development Programs; and Barry Schonberger, dean of students.

On a motion by Mr. Will, seconded by Mr. Tucker, the document *Student Rights and Responsibilities: A Code of Student Behavior* in Exhibit I-A was approved.

F. APPROVAL OF RESOLUTION OF APPRECIATION TO TINA M. KERN-RAIBLEY

Trustee G. Patrick Hoehn presented the following resolution of appreciation to Tina M. Kern-Raibley, whose term as alumni trustee ends June 30, 2004.

WHEREAS, Tina M. Kern-Raibley was appointed to the University of Southern Indiana Board of Trustees in 1995; and

WHEREAS, in her capacity as alumni trustee, Ms. Kern-Raibley has been an active partner in fully developing educational opportunities for students of all ages and backgrounds; and

WHEREAS, Ms. Kern-Raibley has given leadership to the board as a member of the Finance/Audit Committee, the Construction Committee, and the Nominating Committee, and has served with distinction as Vice Chair for Finance; and

WHEREAS, during her tenure, the University has experienced unparalleled growth in enrollment, facilities, and financial resources; and

WHEREAS, Ms. Kern-Raibley's term on the Board will end this year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, assembled on campus on May 8, 2004, commends Ms. Tina M. Kern-Raibley 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 Ms. Tina M. Kern-Raibley for her devoted service.

Mr. Hoehn presented Trustee Kern-Raibley with a University chair. On a motion by Mr. Hoehn, seconded by Mr. Baker, the resolution of appreciation was approved.

G. APPROVAL OF RESOLUTION OF APPRECIATION TO THOMAS F. MCKENNA

Trustee Bruce H. Baker presented the following resolution of appreciation to Thomas F. McKenna, who submitted his resignation effective May 8, 2004.

WHEREAS, Thomas F. McKenna was appointed to the University of Southern Indiana Board of Trustees in 1990; and

WHEREAS, in that capacity Mr. McKenna has been an active partner in broadening educational opportunity and has raised an articulate voice for increasing educational attainment in Indiana; and

WHEREAS, Mr. McKenna has served with distinction as Secretary of the Board and as a member of the Long-Range Planning Committee, the Finance/Audit and Construction Committees, and the Nominating Committee; and

WHEREAS, during his tenure of exemplary leadership, the University has experienced unparalleled growth in enrollment, facilities, and financial resources; and

WHEREAS, Mr. McKenna's term on the Board will end this year;

NOW, THEREFORE, BE IT RESOLVED, that at its meeting, the Board of Trustees, assembled on campus on May 8, 2004, commends Mr. Thomas F. McKenna for his 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 Mr. Thomas F. McKenna for his devoted service.

Mr. Baker presented Trustee McKenna with a University chair. On a motion by Mr. Baker, seconded by Mr. Will, the resolution of appreciation was approved.

H. APPOINTMENT OF THE NOMINATING COMMITTEE

Mr. Huber appointed Trustee Jim Will as chair of the Nominating Committee for 2004-2005 and appointed Mrs. Bruce and Mrs. Torain as members of the committee.

SECTION II – FINANCIAL MATTERS

A. REPORT OF THE FINANCE/AUDIT COMMITTEE

Finance/Audit Committee Chair Pat Hoehn reported that the committee met prior to the Board of Trustees meeting on May 8, 2004. The committee heard a follow-up to a report on internal controls presented at the committee's meeting of March 4, 2004.

Mr. Hoehn reported that the committee reviewed and recommends approval of the recommended changes in audit-related responsibilities of the Finance/Audit Committee in Item B and the approval of proposed student fees in Items C and D. The committee also reviewed the resolutions for the financing of the new David L. Rice Library project (Item E), approved budget appropriations, adjustments, and transfers, and heard a report on the parking garage project.

B. APPROVAL OF RECOMMENDED CHANGES IN AUDIT-RELATED RESPONSIBILITIES OF THE FINANCE/AUDIT COMMITTEE

Mr. Huber called on Vice President Ruble to review recommended changes in responsibilities of the Finance/Audit Committee. Dr. Ruble reported that at its meeting on May 10, 2003, the Board of Trustees established the Finance/Audit Committee and assigned it specific audit-related responsibilities. In November 2003, the National Association of College and University Business Officers (NACUBO) issued an advisory report entitled *The Sarbanes-Oxley Act of 2002: Recommendations for Higher Education*. The NACUBO report suggests additions to the list of audit-related responsibilities previously assigned to the Finance/Audit Committee. Consistent with the NACUBO report, Dr. Ruble reported that the Finance/Audit Committee recommended that the revised audit-related responsibilities assigned to the Finance/Audit Committee be approved (Exhibit II-A).

President Hoops commended the Board of Trustees for its action in complying with the Sarbanes-Oxley Act.

On a motion by Mr. Hoehn, seconded by Mr. Baker, the revised Finance/Audit Committee Responsibilities (Audit-Related) in Exhibit II-A was approved.

C. APPROVAL OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2004-2005

Dr. Ruble reported that a public hearing was held on March 23, 2004, to discuss student fees and that the fees presented to the committee for approval are consistent with those discussed at the hearing. He compared the cost for a full-time undergraduate Indiana student in 2003-2004 (\$1,942.50) to the cost for the same student in 2004-2005 (\$2,038.65), an increase of \$96.15. Dr. Ruble recommended that the per-semester credit-hour fee be increased to \$133.91 for Indiana resident undergraduate students, \$194.52 for Indiana resident graduate students, \$319.41 for non-resident undergraduate students, and \$384.22 for non-resident graduate students.

On a motion by Mr. Hoehn, seconded by Mr. Will, the Student Fees and Other Mandatory Fees for 2004-2005 in Exhibit II-B were approved.

D. APPROVAL OF MISCELLANEOUS FEES FOR 2004-2005

Mr. Huber called on Vice President Ruble to review the Laboratory and Miscellaneous Fees, Admission Prices for Athletics Events, and Children's Center Fees for 2004-2005. Dr. Ruble noted that changes include an increase in the transportation and parking fee. This is the second increase in a five-year plan in which the University will increase the fee \$5 each year until it has doubled from \$25 to \$50 per semester, comparable to parking fees at other State institutions. The proposed student activity fee will increase from \$15 to \$25. This non-mandatory fee will allow the University to provide more and improved student programs. Dr. Ruble recommended approval of the Laboratory and Miscellaneous Fees, Admission Prices for Athletics Events, and Children's Center Fees for 2004-2005 in Attachment B.

On a motion by Mr. Hoehn, seconded by Mr. Tucker, the proposed Laboratory and Miscellaneous Fees, Admission Prices for Athletics Events, and Children's Center Fees for 2004-2005 in Exhibit II-C were approved.

E. APPROVAL OF AUTHORIZING RESOLUTION FOR FINANCING OF THE NEW DAVID L. RICE LIBRARY BUILDING PROJECT

Vice President Ruble reported that the University has prepared a plan to finance the construction of the new David L. Rice Library. He introduced Michael Whipple, assistant treasurer and director of the Business Office, to review the plan. Mr. Whipple reported that the University plans to borrow money to build the library and to take advantage of current interest rates by refunding a portion of the fee replacement debt (Series D) and a portion of the bonds sold to finance University Center renovation in 1995-1996 (Series E). The financing plan for the bond issue will total approximately \$49 million and has been approved by the State Budget Agency and the State Budget Director.

On a motion by Mr. Tucker, seconded by Mr. Hoehn, the authorizing resolution for financing of the new David L. Rice Library Building project in Exhibit II-D was approved.

F. APPROVAL OF ANNUAL OPERATING BUDGETS

Vice President Ruble introduced Budget Director Mary Hupfer, who reviewed the Operating Budgets for fiscal year 2004-2005. In addition to reviewing the sources and uses of funds, Ms. Hupfer reported that the current operating budget will be \$67,352,812, and that the total budget, including current operating funds, designated funds, auxiliary funds, and plant funds, will be \$102,541,059.

President Hoops remarked that while the University of Southern Indiana continues to be an institution with great needs and is an institution that handles its budget with discipline, it must realize and appreciate the level of support received from the Indiana General Assembly and the way that the University's growth has been recognized by the legislature.

On a motion by Mr. Will, seconded by Mr. Baker, the Annual Operating Budgets were approved.

Note: Exhibit II-E is a summary of the Current Operating Budget. A copy of the complete Annual Operating Budget document is appended to the file copy of these minutes.

G. APPROVAL OF TEN-YEAR CAPITAL IMPROVEMENT PLAN

Mr. Huber called on Vice President Brinker to review the Ten-Year Capital Improvement Plan for 2005-2015. Ms. Brinker reported that the 2005-2007 Capital Improvement Budget Request, of which the Ten-Year Capital Improvement Plan is a part, will be submitted to the Indiana Commission for Higher Education on June 15, 2004. She noted several changes to the Ten-Year Capital Improvement Plan, including an increase in the request for a School of Business/General Classroom Building to cover inflation and funding for equipment in the facility. Another change regards Phase II of the Fitness Center Expansion, which was moved to the Near-Term (2005-2007) and Phase III of the project, which was moved to the Long-Term (2009-2015).

On a motion by Mrs. Kern-Raibley, seconded by Mr. Hoehn, the Ten-Year Capital Improvement Plan, 2005-2015 (Exhibit II-F) was approved.

H. REPORT OF THE CONSTRUCTION COMMITTEE

Mr. Hoehn reported that the Construction Committee met prior to the Board of Trustees meeting on May 8, 2004, and approved the following construction bids for the David L. Rice Library project:

General Construction – Deig Bros. Lumber and Construction Co.	\$13,927,885
Mechanical Construction, Goebel Mechanical, Inc.	2,164,715
Electrical Construction – The State Group Industrial Limited	2,318,200
Voice, Data and Video – Mel-Kay Electric Company, Inc.	407,000
HVAC Controls – Johnson Controls, Inc.	238,000
Total of Contracts	<u>\$19,055,800</u>

He also reported that the Construction Committee reviewed change orders issued for the Ruston Hall project.

I. UPDATE ON CURRENT CONSTRUCTION PROJECTS

Vice President Ruble called on Steve Helfrich, director of Facilities Operations and Planning, to update the board on current construction projects. Mr. Helfrich reported that Ruston Hall continues on schedule and that the University has received a permit from the Indiana Department of Natural Resources to construct the lake in the student residential complex. The lake construction will be complete later this summer.

Mr. Helfrich announced that several renovation projects will be completed during the summer months, including the renovation of some classrooms in the Technology Center, a face-lift in Forum II lecture hall, the expansion of the Sub Connection in the University Center, and the installation of *Café à la Carte* in the Link between the Health Professions Center and the Science Center. He reported that Parking Lot E will be expanded to add 311 additional spaces and that the varsity softball field, located in the area of the parking lot expansion, will be relocated to the Broadway Recreational Complex. Mr. Helfrich concluded by reporting the University will not proceed with the parking garage project in the near future, but will include a parking facility in its Ten-Year Capital Plan.

J. APPROVAL OF LIFE INSURANCE RATES FOR 2004-2005

Mr. Huber called on Vice President Brinker, who reported that the University offers two group life insurance programs through Prudential Insurance Company of America. There are 64 employees and 74 retirees enrolled in the original program and 797 employees and 24 retirees enrolled in the revised program. Employees hired after February 1, 1988, are enrolled in the revised program.

Ms. Brinker was pleased to report that renewal rates from Prudential Insurance Company of America reflect a rate hold for the twelve-month guarantee period beginning July 1, 2004. Life Insurance rates will remain at \$.21/\$1,000 with an AD&D rate of \$.02/\$1,000.

On a motion by Mr. Will, seconded by Mrs. Torain, the group life insurance program with Prudential Insurance Company of America with the proposed rates effective July 1, 2004, was approved.

K. APPROVAL OF LONG-TERM DISABILITY INSURANCE RATES FOR 2004-2005

Vice President Brinker reported that the contract for the University's Long-Term Disability Insurance Program with the Standard Insurance Company is to be renewed effective July 1, 2004. The change in the insurance carrier from Teachers Insurance and Annuity Association (TIAA) is the result of the purchase by Standard Insurance Company of TIAA's group insurance business in 2003. The disability insurance coverage provides income benefits and retirement contributions in the event of a long-term disability. The University pays the total premium cost for 589 eligible employees.

An amendment to the contract effective July 1, 2004, adopts the revised Social Security normal retirement age duration schedule to eliminate any lapse in coverage from when disability payments cease and Social Security benefits begin.

Ms. Brinker noted that renewal rates from the Standard Insurance Company reflect no increase for the twelve-month period beginning July 1, 2004. The current monthly premium is based on a percentage of Covered Monthly Salary (CMS) for the University:

	2003-2004 <u>Rates</u>	2004-2005 <u>Rates</u>
Income Premium	0.385% CMS	0.385% CMS
Annuity Premium	0.146% CMS	0.146% CMS

On a motion by Mrs. Torain, seconded by Mr. Will, the long-term disability insurance rates through Standard Insurance Company and the amendment to the policy effective July 1, 2004, was approved.

L. APPROVAL OF CONCERN: EMPLOYEE ASSISTANCE PROGRAM PREMIUM RATES FOR 2004-2005

Vice President Brinker reported that the contract for the University's Employee Assistance Program (CONCERN: EAP) with Deaconess Service Corporation is to be renewed effective July 1, 2004. CONCERN: EAP is a comprehensive employee assistance program which provides assessment, short-term counseling, referral, and follow-up services for 860 employees and members of their immediate families. The utilization rate for calendar year 2003 was 3.8 percent.

She noted that the renewal rate of \$20.00 per employee per year reflects a rate increase of 2.5 percent for the twelve-month period beginning July 1, 2004. The University pays the annual cost for the program. This agreement with Deaconess Service Corporation may be terminated at any time by either party upon sixty (60) days advance written notice to the other party.

On a motion by Mr. Hoehn, seconded by Mr. Tucker, the renewal of the master policy with the Deaconess Service Corporation beginning July 1, 2004, was approved.

There being no further business, the meeting adjourned at 3:55 p.m.

Respectfully submitted,



Louise S. Bruce
Secretary

Student Rights & Responsibilities: A Code of Student Behavior



Division of Student Affairs

April 23, 2004

Student Rights & Responsibilities: A Code of Student Behavior August 1, 2004

Student Rights and Responsibilities: A Code of Student Behavior Table of Contents

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Student Rights & Responsibilities: A Code of Student Behavior August 1, 2004

Preface

Higher education plays a vital role in developing future leaders by providing students with educational opportunities both in and outside the classroom. As an institution of higher education, the University of Southern Indiana is a learning community dedicated to excellence. All USI students are presented with rights, privileges, and opportunities by choosing to become a part of the USI community.

In order for USI community members to live and learn in harmony, they must assume responsibility for their actions and respect the rights of others. Students, faculty, staff and alumni make a commitment to furthering the mission of the University of Southern Indiana.

The University of Southern Indiana expects and requires all of its students to develop, adhere to, and maintain high standards of scholarship and conduct. The *Student Rights and Responsibilities: A Code of Student Behavior* is the guiding document for USI community standards, and outlines all rights and responsibilities afforded USI students.

Purpose and Application

Authority

The University of Southern Indiana is charged by the State of Indiana with the responsibility for the development and administration of institutional policies and rules governing the role of students and their behavior. *Student Rights and Responsibilities: A Code of Student Behavior* contains statements of those University regulations and policies relevant to the academic and co-curricular experience.

The University community is not a sanctuary from the law and all students of the University are subject federal, state, or local law. This document forms the basis for student behavioral expectations in the USI community and the greater community at large. The standards of conduct apply to students while on University owned or controlled property, when attending University-sponsored events off-campus, or when such conduct involves the security or integrity of the University community.

In addition, the University is a forum for the free expression of ideas. The development and enforcement of these standards of behavior is designed to foster students' personal, social and ethical development. These standards serve to promote the protection of the rights, responsibilities, health and safety of the USI community, so that its members may pursue educational goals.

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Student Rights & Responsibilities: A Code of Student Behavior August 1, 2004

Student Rights and Responsibilities

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The following statement of students' rights and responsibilities is intended to reflect the base upon which the *Student Rights and Responsibilities: A Code of Student Behavior* document is built.

Students' Rights

- A student has the right to participate in a free exchange of ideas, and there shall be no university policy that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly in accordance with applicable federal, state, and local laws.
- Each student has the right to be free from discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal, state, and local law laws.
- A student has the right to personal privacy except as otherwise provided by law and university policy, and this will be observed by students and university authorities alike.
- Each student subject to disciplinary action arising from alleged violations of the *Student Rights and Responsibilities: A Code of Student Behavior* will be assured procedural due process. In judicial proceedings, the student will be guaranteed due process, and the burden of proof will rest with those bringing the charges.

Students' Responsibilities

- A student has the responsibility to be fully acquainted with the published *Student Rights and Responsibilities: A Code of Student Behavior* in its entirety and to comply with the policies as well as all federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
- A student has the responsibility to recognize the university's obligation to provide an environment conducive to learning.

Students' Relation to University Community

University of Southern Indiana as an institution of higher education, hereby recognizes, respects, and exercises its responsibility to the University community and responsibilities to the community.

- † To provide appropriate and effective student services and resources.

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- To require persons on University owned or controlled property to present appropriate identification.
- To establish reasonable standards of conduct for all persons on the campus in order to safeguard the educational process and to provide for the safety and welfare of its students, visitors, and University property.
- To restrict students of the University from using its name, its finances, or its physical and operating facilities for commercial activities, except in cases involving registered student and faculty groups provided for in public governmental use of the campus facilities and fund-raising activities.
- To provide for registered student groups of the University the use of campus facilities under the policies of the campus.

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Students' Relation to External Community

Students attending the University take on responsibilities not only of campus citizenship but also community citizenship. When community standards are not respected and upheld by students, conflicts between students and other community members may result. Such conflicts are destructive to relationships in the community and detrimental to the image of the University, as well as to the reputation of the student body.

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Admission to and employment by the University shall be in accord with the provisions against discrimination in local, state, and federal law.

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Changes to the Code

The Dean of Students is charged with maintaining and updating of the *Student Rights and Responsibilities: A Code of Student Behavior* which is updated annually and printed biannually in conjunction with the *USI Bulletin*. *Student Rights and Responsibilities: A Code of Student Behavior* is also published on the University of Southern Indiana website.

Any changes to the *Student Rights and Responsibilities: A Code of Student Behavior* in between publication dates will be disseminated to students in the following manner:

1. An official announcement will be posted to the following locations:
 - a. University of Southern Indiana website (www.usi.edu)
 - b. USI Dean of Student's website (www.usi.edu/stl)
 - c. MyUSI (www.usieagles.org)
 - d. *The Shield*, the student newspaper of USI
2. All currently admitted students will be e-mailed an update notice to their official university e-mail address directing to the website for changes or deletions to the *Student Rights and Responsibilities: A Code of Student Behavior*.

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Community Standards

When in the presence of a potential Code violation, students are expected to do one or more of the following: a) personally confront the violation; b) bring the violation to the awareness of a staff member; c) leave the scene of the violation, if not responsible for the space in which the violation is occurring

2.1 Alcohol and/or Drug Use

2.1.1 Alcohol on USI Property

The manufacture, sale, transfer, purchase, transportation, possession or consumption of an alcoholic beverage anywhere on University owned or controlled property (including University owned or leased vehicles, regardless of location), is prohibited by the University; exceptions are granted by the President or his/her designee.

2.1.2 Alcohol at Student Organization Events

Recognized USI student organizations planning off campus events at which alcohol may be served must adhere to the guidelines established by the University. See appendix C.

2.1.3 Being Under the Influence of Alcohol

Being under the influence of alcohol is a violation of this Code when a person is on University owned or controlled property, or at a USI sponsored or supervised function, and the person: 1) endangers, or may endanger, the safety of others, property or themselves; or 2) causes a disturbance.

2.1.4 Driving Under the Influence of Alcohol or Other Drugs

Driving while under the influence of alcohol or illicit drugs on University owned or controlled property or in association with any other USI sponsored or supervised organizations or activities is prohibited.

2.1.5 Drug Related Violations

Being under the influence, possessing, manufacturing, exchanging, distributing, purchasing, using, or selling illegal drugs or any controlled substance, including marijuana, abuse of over the counter drugs, inhalants, etc., except pursuant to a physician's/dentist's prescription, or possessing paraphernalia for drug use on University owned or controlled property or at USI sponsored or supervised events is prohibited.

2.2 Attempts to Commit and/or Complicity in Prohibited Acts

2.2.1 Attempts

Attempts to commit acts prohibited by the standards of this Code of Student Behavior may be sanctioned to the same extent as if one had committed the prohibited acts.

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2.2.2 Complicity in Prohibited Acts

Knowingly encouraging or assisting others to commit such acts that are prohibited by this Code may be sanctioned to the same extent as if one had committed the prohibited act.

2.3 Violations of Law

The University reserves the right to address any alleged violations of federal, state, or local law occurring on or off campus, including other university campuses.

2.5 Aggressive or Abusive Behavior/Physical or Verbal

2.5.1 Physical Abuse

Physical abuse is prohibited and includes but not limited to, unauthorized touching, use of physical force, violence, or intoxicants or other substances to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.

2.5.2 Threatening Behavior

Behavior that involves an expressed or implied threat, the use of words inherently likely to provide an immediate violent reaction when directed toward a specific individual, or any behavior that has the purpose or reasonably foreseeable effect of creating a hostile environment by but not limited to interfering with another individual's personal safety, safety of property, academic efforts, employment, or participation in University sponsored activities and causes that person to have a reasonable apprehension that such harm is about to occur, is prohibited.

2.5.3 Intimidation

Intimidating or threatening any person(s) with bodily harm while on University owned or controlled property, or in connection with sponsored or supervised University activity on or off campus is prohibited.

2.6 Disorderly Conduct/Indecent Behavior

Disorderly, lewd, indecent, or obscene conduct is prohibited, including the expression of such on University owned or controlled property or at University sponsored or supervised events, on or off campus.

2.6.1 The essential element to disorderly conduct is intentionally causing or recklessly creating a risk of public inconvenience, annoyance, or alarm without proper authority, such as by fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic, disturbing a lawful assembly, streaking, etc.

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2.6.2 Lewd, indecent or obscene behavior is behavior that flagrantly flaunts community standards with respect to sexuality.

2.7 Endangerment of Individuals or the Safety of Individuals

2.7.1 Initiating or circulating a report or warning concerning an impending bombing, a fire, or other emergency or catastrophe knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property; or knowingly transmitting such a false report to an official or an official agency is prohibited.

2.7.2 Willful failure to comply with orders issued by any University personnel under emergency procedures or directives during a tornado, fire, fire drill, bomb threat, earthquake or other natural disaster is prohibited.

2.7.3 Tampering with any fire protection sign or device or any other emergency equipment (including but not limited to fire extinguishers, fire hoses, smoke/heat detectors, and other alarm systems), for reasons other than an actual emergency, except when done with the reasonable belief that such an emergency exists, is prohibited.

2.7.4 Damaging or attempting to damage, property or structures on University owned or controlled property by fire or any other incendiary device is prohibited.

2.8 Stalking

Willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested is prohibited.

2.9 Sexual Harassment

As part of its commitment to equal opportunity, the University of Southern Indiana prohibits sexual harassment among members of the educational community which include employees and students, including student-to-student and other peer sexual harassment.

This policy is in compliance with federal regulations implementing Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Sexual harassment is defined as:

"Unwelcome or unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus when:

- submission to or toleration of such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic

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- standing; or
- submission to or rejection of such conduct is used as a basis for an employment or academic decision affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment for work or learning."

See Sexual Harassment Policy, Appendix D.

Sexual Imposition

Sexual imposition is much broader than the traditional concept of rape. Sexual imposition is prohibited and involves sexual acts or sexual contacts with others that can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to impair substantially the victim's power to give consent, engaging in such acts when there is reasonable cause to believe the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact, or when the victim is a minor.

The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

2.11 Weapons/Explosives/Hazardous Materials

The transfer, sale, use of, possession of weapons, including but not limited to: firearms, ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, bows and arrows, sabers, swords, knives with blades in excess of three (3) inches except kitchen knives used in the preparation and/or serving of food, war souvenirs, incendiary devices, fireworks, paintball guns, pellet guns, BB guns, stun weapons, tasers, or look-a-likes, dangerous chemicals or fuels, or other destructive devices or substances, are not allowed on University owned or controlled property unless permission for possession and/or use has been authorized by an appropriate University official. Duly-licensed officers of the law are exempt from this policy. For authorization contact the Department of Security

2.12 Animals

Animals, defined as domesticated pets, may be on campus under the following conditions:

1. The animal is part of a classroom demonstration – the animal should be brought on campus immediately before the class and removed from campus immediately after class. The animal must be on a leash or carrying case when in transit.
2. The animal is a service animal – "Service animal" means an animal that a person who is impaired by: (1) blindness or any other visual impairment;

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(2) deafness or any other aural impairment; (3) a physical disability; or (4) a medical condition; relies on for navigation, assistance in performing daily activities, or alert signals regarding the onset of the person's medical condition. The University reserves the right to ask for verification of training that has been provided, as well as the nature of the services being performed. The university may require that the animal undergo additional training, or be removed from the property, if it does not meet the service animal description, or if it has become disruptive.

3. With permission of the President or his/her designee.

Animals may be "exercised" on campus as long as they are on a leash. Any animal brought on University owned or controlled property must be immunized against rabies and meet local immunization requirements.

Animals other than tropical fish are prohibited in student residences. Fish are allowed in the residence halls and apartments as long as they are well maintained and aquariums hold no more than 20 gallons of water.

2.13 Computer Related Inappropriate Behavior

Contact the Computer Center for additional Data Communications and Computer Use policies and procedural guidelines.

- Unauthorized use, sharing, lending or borrowing of an account is prohibited.
- Using the computer facilities for purposes other than those for which the account was issued is prohibited.
- Storing game programs on allocated disk space or private tape, except when authorized in writing by the Computer Center Director or the Director's designee is prohibited.
- Using the University's computer systems for commercial purposes without written authorization of the Computer Center Director or the Director's designee is prohibited.
- Copying, altering, or destroying the files or output of another individual without the express permission of that individual is prohibited.

The entire policy can be viewed at <http://www.usi.edu/compctr/policy.asp>

2.14 Telephone & Related Equipment Abuse

Intentionally making telephone call(s) to or from the University for the purpose of abusing, threatening, annoying, or harassing another person is prohibited.

Charging or causing to be charged, any long distance or other toll telephone calls to University telephone accounts without proper authorization is prohibited.

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Damage or destruction to the University's telephone system and any of its telephone instruments or equipment is prohibited.

Using or abusing telephone equipment, lines, or accounts belonging to the University or to University employees, students, and/or faculty without authorization, or for purposes other than those originally granted authorization, is prohibited.

2.15 Identification/Failure to Comply

2.15.1 Failure to produce either a University identification card or a driver's license upon request by any University official, including but not limited to, USI Security Officers, Residence Life Area Coordinators and Resident Assistants, program sponsors in the performance of their duties is prohibited.

2.15.2 Failure to comply with the instructions or directions of University officials in the performance of their duties is prohibited. Such acts may include but are not limited to intentionally, knowingly, or recklessly obstructing or delaying any University proceedings, failing to cooperate with an investigation, fleeing a University official, and/or failing to comply with assigned University behavior sanctions.

2.15.3 Bribery

The offering, giving, receiving, or soliciting of anything of value to influence the official decision or action of a University employee or official, or a person in a position of trust or influence, is prohibited.

2.16 Deception/Falsification/Misrepresentation

2.16.1 Dishonest behavior is prohibited. Dishonest behavior includes, but is not limited to, falsely accusing another individual of inappropriate behavior; possessing, manufacturing, using, or furnishing false identification; and forgery, alteration, misuse, or unauthorized destruction of any University document, record, or identification. Such documents include, but are not limited to, student identification cards, parking permits, transcripts, charge slips, meal cards, receipts, grade reports, etc.

2.16.2 Representing a University entity falsely and/or committing or using the resources of any University entity without proper authorization is prohibited.

2.16.3 Making false accusations of inappropriate behavior under this Code against another individual of inappropriate behavior under this Code; providing false information or falsified evidence with the intent of harming another student; attempting to intimidate witnesses and/or altering or destroying evidence necessary to conflict resolution pending with the University.

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2.16.4 Failing to keep the Office of the Registrar (Orr Center) notified of current local, permanent, and e-mail addresses, or providing a false or fictitious address(es) for the purpose of evading University responsibilities, is prohibited.

2.17 Interference with University Judicial Process

Interfering with the discipline procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of a hearing panel, witness(es), or university personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing panel, are prohibited.

2.18 Gambling

Gambling for money or other things of value on University owned or controlled property on/or at university sponsored activities is prohibited, except as permitted by federal, state or local law.

2.19 Bad Debts/Financial Responsibility

2.19.1 Payment

All students must pay in full any debts to USI, including but not limited to tuition/fees, room and board charges, long distance telephone bills, and library fines. Any failure to meet these obligations may result in a denial of registration or graduation privileges, denial of occupancy and/or continued occupancy of any University Housing accommodation, or a refusal to forward an official transcript, unless the student has filed for bankruptcy or the debt has been discharged under the federal bankruptcy laws.

2.19.2 Financial Aid Misuse/Abuse

Misusing financial aid through fraud or abuse is prohibited.

2.19.3 Student Organization/Individual Debt

USI bears no responsibility for the financial obligations of individual students or student organizations. Any debts incurred, either on or off campus, by students or student groups will be the responsibility of the organization and its leadership. In the event an organization dissolves and is no longer in existence, the individuals holding leadership positions at the time the debt was incurred will maintain responsibility for settling outstanding debts.

2.20 Smoking

Smoking is prohibited inside all facilities at the University of Southern Indiana. This includes University Housing student rooms and common areas and

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University owned or leased vehicles. Smoking is permitted in open-air facilities, unless otherwise noted.

2.21 Classroom Disruption

Behavior a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program is prohibited.

2.22 Misuse of Propriety Information

Unauthorized use of information or misuse of information, in whatever form, proprietary to the University or a University official, employee, or student is prohibited. "Proprietary" means property in which the University or its employee(s) and /or student(s) have a legal interest. This includes but is not limited to; copyrightable materials, patents, trademarks, and service marks. See University of Southern Indiana Intellectual Property policy in full at <http://www.usi.edu/HR/handbook/HBR8.03/HBSectionF.8.03.doc>.

2.23 Traffic and Parking Regulations

The University Board of Trustees approves university traffic/parking regulations and fines. The complete regulations are published in a separate brochure entitled "University of Southern Indiana Motor Vehicle and Parking Regulations" which may be obtained from the Department of Security or via the USI website at www.usi.edu. Some of those regulations are listed here:

Non-restricted parking in USI's campus lots is available to most commuters and visitors on a first-come, first-served basis. Campus lots have few restrictions, and those with restrictions have them posted. Restrictions for University Housing residents and their guests are listed in the Motor Vehicle brochure, and can be obtained at the Residence Life Center.

2.24 Sales/Solicitation

Unauthorized sales, canvassing, peddling, soliciting, distribution, or posting of any written or printed material by University individuals or organizations is not permitted on University owned or controlled property without the written permission of the President or his/her designee. This includes the use of electronic mail and Web page solicitations. Students and/or student groups seeking authorization should contact the Dean of Students Office.

2.25 Student Organizations

Behavior that conflicts with regulations established by the University for student organizations is prohibited, including but not limited to misappropriation of funds;

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misuse of property; improper registration or misrepresentation of an organization or group; abuse of student election regulations; or failure to abide by University policies, procedures, and regulations. The complete policy is located at www.usi.edu/sdv/index.asp or at the Office of Student Development Programs.

2.26 Unauthorized Use

Unauthorized entry into or use of any University building, facility, vehicle, equipment room or area is prohibited. This includes unauthorized possession or use of University keys, computers, lock combinations or pass codes.

2.27 University Housing Safety and Security Efforts

Due to the nature of the University Housing environment, safety and security standards have been established. All students will be held accountable for their behavior in University Housing. Non-University Housing students will be referred to a University Hearing Officer for action. All students and their guests need to cooperate with efforts to establish a secure campus by complying with policies and cooperating with residence hall staff.

The complete University Housing policies can be obtained at the Residence Life Department, or via the web at www.usi.edu/res

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3.0 Academic Section

3.1 Definitions of Academic Dishonesty

The benchmarks of any great university are high academic standards for both faculty and students. For this reason, truth and honesty are necessary to a university community. The University expects both students and faculty to adhere to these principles and to foster them daily. Put simply, this expectation requires each student to do his or her academic work without recourse to unauthorized means of any kind. Both students and faculty are expected to report violations of academic dishonesty. Faculty should explain the special hazards regarding academic honesty in their discipline. Faculty should also plan and supervise academic work carefully so honest effort will be encouraged. All of the prohibitions mentioned below also apply to the use of electronic, photographic, internet-based, and other media for intellectual and artistic expression.

A. Cheating

A student must not intentionally use or attempt to use unauthorized materials, information, or study aids in any academic exercise.

1. A student must not use external assistance during any examination unless the instructor has specifically authorized such assistance. This prohibition includes (but is not limited to) the use of tutors, books, calculators, notes, formula lists, cues on a computer, photographs, and symbolic representations. Prohibition also includes transmission of information on any recording or communication device, such as cellular telephone, internet appliance, digital camera, audio recorder, or personal digital assistant.

2. A student must not copy from another student's work, including (but not limited to) a test paper, project, product, performance, or electronic document or file.

3. A student must not take a test for someone else or permit someone else to take a test for him or her. A student must not knowingly allow another student to copy one's work in a test.

4. A student must not submit, during the same semester, substantial portions of the same academic work for credit or honors more than once without permission from all of the instructors who may be involved. In the event a student seeks to submit in a current course a substantial portion of the same academic work submitted in a previous course, then only the current instructor need approve.

5. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor. This prohibition includes (but is not limited to) submitting another's work as one's own, or using commercial term-paper companies or files of past papers maintained in a residence unit.

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6. Several people must not collaborate on a single project and turn in multiple copies, all represented implicitly or explicitly as individual work.

B. Fabrication

A student must not intentionally falsify or invent any information or citation in an academic exercise.

C. Plagiarism

A student must not intentionally adopt or reproduce ideas, words, or statements of another person without acknowledgment. A student must give due credit to the originality of others and properly reference the following:

1. Quoting another person's actual words;
2. Using another person's ideas, opinion, or theory;
3. Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.

D. Interference

A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes but is not limited to theft, defacement, or mutilation of common resources so as to deprive others of the information they contain.

E. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

3.2 Penalties and Procedures Related to Academic Misconduct

An act of academic misconduct, even a first offense, places the student in jeopardy of the most severe form of sanction - expulsion from the University.

A. A faculty member who has observed an act of dishonesty or has other evidence that a student has committed an act prohibited in Section 3.01 shall initiate the process of determining whether the student is in violation of the policy. **No** penalty shall be imposed until the student has been informed of the charge, has been informed of the evidence on which it is based, and has been given an opportunity to respond.

B. If the faculty member finds by a preponderance of the evidence the student to be in violation of the academic honesty policy, he or she may assess a penalty affecting the specific project, paper or test in which the act is found to have occurred. The student may appeal this penalty to the department chair.

1. If the faculty member wishes to impose a more severe academic penalty (for example, to give a course grade of "F"), he or she will review the incident with the department chair prior to the imposition of the penalty. If the chair concurs with

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the penalty, the student may appeal to the dean of the school in which the course is taught.

2. In the event the department chair is the instructor of the course, then he or she will review the incident with the dean prior to the imposition of the penalty. If the dean concurs with the penalty, the student may appeal to the vice president of Academic Affairs.

3. In the event the dean is the instructor of the course, then he or she will review the incident with the vice president of Academic Affairs prior to the imposition of the penalty. If the VPAA concurs with the penalty, the student may appeal to the VPAA's designee.

C. In all cases where a penalty has been imposed, the faculty member will file the "Academic Dishonesty Report Form" with the department chair, who will forward the report to the dean with a copy to the Office of the Dean of Students. If the student is not enrolled in the school or institution in which the course is offered, the dean of that school or institution will provide a copy of the report to the dean of the school in which the student is enrolled or to the institution of record.

D. If the department chair and/or dean of the school or institution in which the student is enrolled believe that further action is warranted, additional penalties may be imposed. The department chair may remove the student from the academic major, following review and approval by the dean; the student may appeal this penalty to the vice president of Academic Affairs. The dean may remove the student from the academic school, following review and approval by the vice president of Academic Affairs; the student may appeal this penalty to the Student Academic Grievance Committee.

E. Any appeal by a student of a decision herein must be made within 14 calendar days of notification of the decision.

3.3 Degree Revocation/Delayed Degree Conferral

A student's degree may be revoked or the date of conferral may be delayed. In cases where the confirmation of the degree is delayed, the deciding body may allow the student to participate in commencement exercises.

Definition

It is the policy of the University of Southern Indiana that degrees may be delayed or revoked when:

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1. The time period of the disciplinary sanction assigned extends beyond the date of graduation.
2. Evidence is presented which verifies that a degree was erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
3. Evidence is presented which verifies that a degree had been erroneously conferred as a result of an act of academic dishonesty.

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4.0 Judicial Process

4.1 Purpose

The *Student Rights and Responsibilities: A Code of Student Behavior* has established complaint resolution procedures in order to better serve students, faculty and staff. The purposes of the complaint resolution procedures include:

1. To provide for the education and personal growth of the student;
2. To provide for fair inquiries concerning alleged violations of the *Student Rights and Responsibilities: A Code of Student Behavior*;
3. To determine through fair procedures whether or not any individual student has actually violated a regulation in the *Student Rights and Responsibilities: A Code of Student Behavior*;
4. To allow for consideration of extenuating or mitigating factors where a violation has been found to exist; and
5. To determine a conflict resolution that will be appropriate and will also help the student involved make a constructive response toward self-discipline.

The focus of the complaint resolution procedures shall be to determine whether a student is responsible or not responsible for the violations of which the student is accused.

4.2 Student Rights in the Complaint Resolution Process

4.2.2 Violation of Policy

A student is considered to have violated the *Student Rights and Responsibilities: A Code of Student Behavior* when the student:

1. Admits to the violation; or
2. Is found in violation of one or more provisions of the *Student Rights and Responsibilities: A Code of Student Behavior*.

4.2.3 Burden of Proof

The burden of proof will rest upon the person or entity bringing the complaint (*complainant*).

4.2.4 Judicial Process

Students found violating any university policy, including Student Organization and Residence Life policies, will be subject to the University Judicial Process. See Appendix B for University Housing policies and Appendix C for Student Organizations and Activities policies.

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4.2.6 Presentation of Information Relevant to the Complaint Resolution Process

Charged students and complainants will be given every reasonable opportunity to present their information, including questions and presentation of additional testimony, during the complaint resolution proceedings. Students have the right against self-incrimination.

4.2.7 Standard of Proof

The standard of proof will be "more likely than not" university policy has been violated.

4.2.8 University Advisor

The student and the complainant each have the right to an advisor. Your advisor must be a member of the University community – student, faculty, administrator, staff, coach, etc. The role of the advisor is to provide support for you and to assist you in preparing for your hearing. Since the complaint resolution process is not a civil or criminal court hearing, your advisor's role is not that of an attorney representing you. This person may not address the hearing officer or Hearing Board or ask questions of any witnesses. If you need assistance in securing an advisor, contact the Office of the Dean of Students.

4.2.9 Witnesses

Witnesses, including the student accused of violating policy, are permitted in all complaint resolution proceedings. Witnesses may present information on behalf of the student or the complainant. It is the responsibility of the student or the complainant to secure their witnesses or witness statements. Witnesses may be questioned by the hearing officer or Hearing Board members, by the complainant and by the student. Witness(es) will be asked to provide information concerning only the violation(s) being adjudicated. Since the complaint resolution process does not have the authority to subpoena, witness statements may be submitted in place of having witness(es) present during the hearing.

4.2.10 Complaint Resolution Proceeding Environment

All complaint resolution proceedings are closed to the public. Only individuals involved in the situation may be present. Involved individuals may include:

- Hearing officers and/or Hearing Board members
- Student accused of violating university policy
- Complainant
- Advisor
- Witnesses*

*Witnesses will remain only for the duration of their own testimony.

4.3 Initiation, Investigation and Disposition of Complaints

4.3.1 Documentation/Reporting Alleged Violations of University Policy

Any alleged violation should be reported as soon as possible following the discovery of the suspected inappropriate behavior. Any potential violations of university policy may be reported in the following manner:

- A report may be filed with USI Department of Security.
- A report may be filed with the USI Department of Residence Life.
- A report may be filed with the USI Dean of Students Office.

Any student, faculty, staff member or guest of the University of Southern Indiana may officially report an alleged violation of university policy as outlined in the *Student Rights and Responsibility: A Code of Student Behavior*.

4.3.2 Notification

Generally within ten (10) working days of receipt of the complaint, the Dean of Students or his/her designee will notify charged student. This notification will include:

- The nature of the alleged inappropriate behavior.
- The date, time and place of the alleged inappropriate behavior.
- The source of the complaint.
- A summary of evidence to be presented.
- The date, time and place of the hearing.
- The sanction(s) applicable if found in violation of the *Student Rights and Responsibilities: Code of Student Behavior*.
- A description of the preservation and the release of information from the conduct record and,
- A notice that a decision will be made in the student's absence if the student chooses not to appear at the hearing, and failure to appear will be considered in reaching a decision whether or not the behavior code has been violated.

4.4 Student Behavior Resolution Procedures

4.4.1 Judicial Authority

The Dean of Students is charged with the development and administration of the University of Southern Indiana student judicial process. Under the supervision of the Dean of Students, the following individuals will be charged with the execution of judicial proceedings:

- Assistant Director of Residence Life – Judicial Affairs
- Director of Residence Life
- Director of Student Development Programs

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- Additional staff members in the University Community as deemed appropriate and as trained by the Dean of Students

The aforementioned individuals may conduct meetings and hearings with students who may have violated any university policy, including those found in the *Student Rights and Responsibilities: A Code of Student Behavior*, USI University Housing community standards (Appendix B), and USI Student Organization policies (Appendix C).

- University Hearing Board – this board is comprised of two students in good standing with USI, one university faculty member, one university administrative staff member, and the Vice President for Student Affairs or his/her designee to serve as the hearing board chair. These individuals are appointed and trained by the Dean of Students. When the University Hearing Board is convened, the Dean of Students or his/her designee will comprise the board as stated above by members of the University Hearing Board pool:
 - Five students residing in University Housing.
 - Five student who live off campus.
 - Three faculty members
 - Three administrative staff members

4.4.3 University Judicial Process

Most complaints are resolved via the administrative hearing process. An administrative hearing involves the student, the administrative hearing officer, and any other individuals necessary to determine whether the student is in violation of University policy. Advantages of an administrative hearing include a more timely resolution of the conflict and the involvement of fewer individuals.

An administrative hearing may also become necessary for those times when the full University Hearing Board is unable to meet. In such instances where the University Hearing Board would normally be convened, the Dean of Students or his/her designee will conduct the administrative hearing.

4.4.4 Administrative Hearing Process

- Students will meet with one of the individual professional staff members designated to conduct university student complaint resolution proceedings. The University Hearing Board will not conduct administrative hearings.
- Student rights will be reviewed by the hearing officer with the student.
- Charges will be reviewed with the student. At this time, students can indicate whether they believe they are responsible for the policy violation(s) or not responsible for the policy violation(s).
- In cases involving potential suspension or expulsion from the University the student may request a hearing before the University Hearing Board (see 4.4.6)

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- Students will be given the opportunity to present their version of events to the administrative hearing officer and respond to any of the materials associated with the violation.
- The administrative hearing officer may ask questions of the student and any witnesses.
- The administrative hearing officer will deliberate over the information and will make every attempt to reach a decision within five (5) business days from the date of the meeting as to whether or not the student is responsible or not responsible for the violation(s).
- Students will be notified of the outcome in writing. Any sanctions associated with the outcome will be included in the written notification.
- The appeals process will be outlined and included in the notification of outcome.

4.4.5 Hearing Procedures

- Students will meet with the University Hearing Board.
- Charges will be reviewed with the student. At this time, students can confirm whether they believe they are responsible for the policy violation(s) or not responsible for the policy violation(s).
- A tape recording of the hearing is made for the purpose of retaining a verbatim record of the proceedings. Should there be no appeal filed within the allotted time, the tape will be erased.
- The university representative or complainant bringing charges against the student will present their testimony to the University Hearing Board.
- Students will be given the opportunity to respond to the charges and to present materials associated with the violation.
- The complainant and accused shall have the opportunity to present witnesses/witness statements to the University Hearing Board.
- The complainant and accused may ask questions of the witnesses through the chair of the University Hearing Board.
- The University Hearing Board members may ask questions of the witnesses, the student and the university representative or complainant.
- The complainant and accused may summarize evidence and testimony through closing statements. The complainant bears the burden of proof and will go first.
- The University Hearing Board will deliberate over the information and reach a decision generally within five (5) business days as to whether or not the student is responsible or not responsible for the violation(s).
- Students will be notified of the outcome in writing by the chair person of the board. Any sanctions associated with the outcome will be included in the written notification. Additionally, the appeals process will be outlined and included in this notification.

4.4.6 Conflict of Interest

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No member of the hearing board or no judicial officer who has a conflicting interest in a particular case may conduct a judicial hearing for said situation. Hearing Board members and judicial officers with conflicting interests must recuse themselves from the proceedings. Either the student or the complainant may challenge a member of the Hearing Board or a judicial officer in writing with the Dean of Students. In cases where the Dean of Students' involvement is questioned, the challenge would be forwarded to the Vice President for Student Affairs.

4.5 Findings

An administrative hearing officer or the University Hearing Board will reach one of the following finding at the conclusion of the hearing

- Charges Dropped: If the alleged conflicts prove to be unfounded, no action will be taken against the student. All written materials will be retained for one year and then destroyed.
- Not in Violation/Not responsible: The finding of the facts of the case found that it was NOT "more likely than not" that the student was responsible for the violation(s). No action will be taken against the student. All written materials pertaining to that charge will be retained for one year and then destroyed.
- In Violation: The finding of the facts of the case found that it was "more likely than not" that the student was responsible for the violation(s). Sanctions, restrictions, and/or stipulations can be imposed (see 4.6).

4.6 Sanctions, Restrictions and Stipulations

4.6.1 Sanctions

Sanction(s) is/are a consequence(s) placed upon a student when responsibility for a violation(s) of specified University policy (ies) has been determined. In assigning a sanction(s) for inappropriate student behavior, the presiding entity will consider:

- Facts of the case as presented by the accuser(s) and the accused,
- Type and severity of offense,
- Degree of involvement by accused, extenuating circumstance and
- Previous incidents of inappropriate behavior committed by the individual(s) accused.

The following is a list of possible sanctions:

- Warning (Written): A student may be given a written warning. A written warning is a letter that makes a matter of record any incident in violation of the code. Subsequent Code violations will normally result in more severe sanctions.
- Probation: Probation is a specified period of review and observation during which the student must demonstrate the ability to comply with University policies, and any other sanctions as outlined above and/or

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conditions which have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Notification may be given to other University officials as necessary. Probation may be supervised or unsupervised. Further inappropriate behavior may result in additional sanctions to be assigned, including suspension or expulsion.

- **Suspension:** A written notification of the termination of student status and exclusion from further enrollment for a specific period of time not less than one academic semester and not to exceed two academic years.
 - A student who has been suspended must vacate campus within the time frame established.
 - The notice will include the conditions for readmission which must be met prior to application for readmission. An interview with the Dean of Students or his/her designee will be required prior to acceptance of the student's application for readmission.
 - The student's eligibility for any refund of tuition/fees will be subject to the University's normal withdrawal policy.
 - The student must leave University residences and may not be on University owned or controlled property or attend University events.
 - Suspension is a matter of permanent record. A permanent record indicates that student behavior files may be retained indefinitely.
- **Emergency Suspension:** A student may be temporarily and immediately suspended, pending a hearing, when the student's actions or threats of action indicate a serious threat to themselves or to others, property, or to the normal operation of the University. No hearing will be required before the emergency suspension is imposed; however, a review of the emergency suspension will be held within five working days following the notification. The adjudication process will proceed in a timely manner.
- **Expulsion:** A written notification that the student is permanently ineligible to return to the University. The student must leave University residences and may not be on University owned or controlled property or attend University events. Petitions for reenrollment will not be accepted. The expulsion will be recorded on the student's transcript as "May Not Register" and is a matter of permanent record.

4.6.2 Restrictions and Stipulations

Restrictions and stipulations are concurrent actions which may be imposed by the administrative hearing officer or the University Hearing Board in addition to a sanction.

- **Educational Requirements:** A provision to complete a specific educational requirement designed to promote the education and development of the student while maintaining the integrity of the academic environment. The provision will be clearly defined. Such educational requirements may include, but are not limited to, meeting with University staff, completion of

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an alcohol education program, reflection paper, reports, behavioral agreements, etc.

- Community/University Service: A student may be assigned to complete a specified number of hours of Community/University Service.
- Restitution: A student may be required to repair or pay the cost for the repair or replacement of any property damaged by the student. This sanction can be imposed by itself or in addition to other sanctions.
- Confiscation: Goods used or possessed in conflict with USI policies, including but not limited to falsified information or identification, will be confiscated and may not be returned to the student.
- Restriction of Access/Removal from University Housing: A student or other person(s) may be removed from and/or have access restricted to specified campus facilities, or portions of specified campus facilities, including relocation in, or removal from residence life facilities, for a specific period of time.
- Loss of privileges: A student may be denied the privilege to:
 - Be an active participant in and/or to be in attendance at any or all public events sponsored by USI or by student, and/or
 - Represent USI in specified matters, and/or
 - Hold office in any or all USI registered organizations, and/or
 - Visit with guests during regular residence life visitation periods, and/or
 - Receive institutional financial aid, and/or
 - Participation in extra or co-curricular activities, and/or
 - Employment at the University.
- Participation in a Specific Program: A student may be required to participate in a specific program(s), such as counseling, public service, and alcohol and/or other drug education program, an educational class, or other program participation as assigned. Failure to participate as directed may result in the imposition of additional sanctions, including suspension or expulsion.

4.6.3 Biased Motivated Offenses

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group protected by federal, state, and local law.

4.7 Appeals

Students found in violation of the *Student Rights and Responsibilities: A Code of Student Behavior* may appeal. An appeal from any decision, either administrative hearing or University Hearing Board, must be made in writing within two business days following the date the sanction is assigned and written

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notice is received by the student. The person to appeal to will be specified in the decision letter.

4.7.1 Format of Appeal

An appeal shall be written and contain the student's name, the date of the decision or action, and the reason(s) for the appeal. The appeal letter must specify in detail one or more of the following basis for appeal:

- Student's/student organization's rights were violated as a result of failure of due process (specify right believed to have been violated),
- Decision is arbitrary (no basis in university policy for decision) or capricious manner (the finding is against the substantial weight of the evidence),
- Significant new evidence is available that could change the outcome and/or
- The appropriateness of the sanction is in question.

4.7.2 Suspension of Original Sanction Pending Appeal Review

A properly filed notice of appeal suspends the imposition of sanctions until the appeal is decided, unless, in the discretion of the dean of students, the continued presence of the student on the campus poses a serious threat to themselves or to others, property, or to the normal operation of the University.

4.7.3 Individuals Reviewing Appeals

The appeal will be reviewed by the appropriate appellate officer. For administrative hearing appeals, the following system is used:

- For appeals in University Housing, the appeals officer will be the Assistant Director of Judicial Affairs. In such instances where the Assistant Director of Judicial Affairs is the administrative hearing officer, the Director of Residence Life will review the appeal.
- For appeals of any other staff member within the Division of Student Affairs, the Dean of Students will review the appeal.
- For appeals of Dean of Student decisions, the Associate Vice President for Student Affairs will review the appeal.
- For appeals of the University Hearing Board, the Appeals Commission will review the appeal. The commission is comprised of the following members: SGA Chief Justice (student), SGA Court of Appeals representative (student), 1 faculty representative, 1 administrative staff representative, and the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee will serve as the chair of the commission and vote only in case of a tie. The chair of the commission will notify the student the outcome of the appeal.

4.7.4 Appeal Review Process

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The appellate officer will review the written letter of appeal from the student and determine if one of the basis for appeal is present. If it is, a hearing of the appeal will be granted. The appellate officer shall review:

- The response from the hearing officer/body
- Materials presented at the original hearing, and if available the recorded transcript of the hearing

Appeals shall be decided upon the record of the original proceedings and upon the written briefs submitted by the parties.

Decisions of the judicial bodies will be given great deference by the appellate decision maker. After reviewing these materials, the appellate officer may decide to do one of the following:

- Affirm the finding and the sanction imposed.
- If specified errors occurred, remand to the original decision makers to reverse the error, change the procedures, consider new evidence that could not have been discovered by a properly diligent accused before or during the original hearing, substitute new adjudicators, or otherwise repair the grounds that gave rise to the appeal.
- Affirm the finding and reduce, but not eliminate or increase the sanction if found to be grossly disproportionate to the offense.
- Cases may only be dismissed if the finding is held to arbitrary and capricious.

A crucial point in the appeals process is the shifting of the burden of proof. At the initial hearing, the burden of proof lies with the complainant. Once there is a finding of responsibility the burden shifts to the petitioner. The decision on the appeal will generally be made within ten (10) business days of receipt of the appeal, but may take longer during University recesses or in the event of complex cases.

4.8 Student Behavior Records

In accordance with the Family Educational Rights and Privacy Act (Public Law 93-380), conduct records are considered to be "educational Record" and all student behavior records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student. This disciplinary record will be separate from the student's academic record, but will be considered a part of the student's educational record and will be retained in the Dean of Student's office and/or other offices as authorized by the Dean of Students. Students have the right to inspect and review the materials contained in their conduct record subject to office procedures.

When a student is expelled from the University, the Registrar shall place on the student's permanent academic record the words "May Not Register".

4.9 Student Behavior Record Retention and Destruction

4.9.1 Sanctions Less than Suspension or Expulsion

In cases in which students are found in violation and receive a sanction of less than suspension or expulsion, records related to the hearing will be retained for a period of seven years from the date of the incident. Student disciplinary files may be retained indefinitely at the discretion of the Dean of Students or his/her designee. Disciplinary records may be voided by the Dean of Students for good cause, upon written petition. Factors considered in review of such petition shall include;

- The present demeanor of the student;
- The conduct of the student subsequent to the violation;
- The nature of the violation and the severity of the damage, injury, or harm resulting from it.

4.9.3 Suspension or Expulsion

In cases where students are found in violation and receive a sanction of suspension or expulsion, students' disciplinary files will be considered permanent records. A permanent record indicates that student disciplinary files may be retained indefinitely.

4.9.4 Student Organization Records

Student organizations are considered to have a continuing relationship with the University of Southern Indiana so long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will be retained for seven (7) years following the date of the incident with the Dean of Students, or his/her designee.

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APPENDIX A

PARENTAL/GUARDIAN DRUG AND ALCOHOL NOTIFICATION POLICY

Background:

This policy action was made possible as a result of an amendment to the Federal Educational Rights and Privacy Act (FERPA) in 1998. Prior to this amendment, universities were prohibited by law from releasing disciplinary records of students 18 years of age or older without their written consent. The amendment provides the opportunity, should a University choose, to notify the parents of students under the age of 21.

Goal:

It is the goal of the University of Southern Indiana to expand the partnership between parents/guardians and the University in encouraging students to make healthy, responsible decisions about alcohol and other drugs. This expansion would include the notification of parents by the Dean of Students Office for incidents involving USI students who are not members of the University Housing community.

Details of Notification:

If a student under the age of 21 is found responsible for a violation of the University Code of Conduct drug and alcohol policy, Residence Life Judicial Affairs or the Dean of Students Office will notify the student's parents/guardians in writing. This notification will detail the fact that the student has been found responsible for an alcohol or drug violation. The notification is designed to inform parents/guardians that the violation has occurred and to encourage discussion between parents/guardians and their student regarding acceptable behavior in the USI community setting. Written notice will not include specific details of the incident(s), circumstances surrounding the violation(s), or the specific disposition of the case. Parents/guardians interested in specific information are encouraged to discuss the case with their student. If questions remain, parents/guardians are encouraged to contact the notifying office.

Direct Contact:

When there is reason to believe that a student's health and well being are in jeopardy or that they have placed other members of the University community at risk, a professional staff member from a judiciary office will contact the parents/guardians directly.

Consideration:

An integral part of the conduct adjudication process will be the discussion concerning notification of the parents/guardians. Consideration will be given to situations where notification may be detrimental to the student or family.

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Appendix B University Housing Policies

Listed below are excerpted policies from the Residence Life contract. All USI students are responsible for adhering to all University Housing policies. For a complete listing, see the Residence Life Department or via the web at <http://www.usi.edu/res/contract.asp>

B.1 Candles

Candles, lit or unlit, incense, etc. are prohibited in any residence life facility, including Golden Towers.

B.2 Children

Parents are responsible for the supervision of their children at all times. Parents will be held responsible for any damage or misuse of property caused by their children. Children under the age of 16 cannot be left unattended. Babysitting is prohibited in University Housing. Adults will be held responsible for policy violations of children.

B.3 Decorations

Decorating your apartment or residence hall suite is encouraged, as this is considered your "home away from home." However, please be considerate to the community and the facility by adhering to the following guidelines for decorations:

B.4 Exterior Decorations – Exterior alterations or decorations are not permitted in University housing with the exception of holiday decorations for a designated period. Unauthorized items found outside any building, door, or apartment will be confiscated and disposed of according to University policy.

- Sidewalk chalk, spirit foam, shoe polish, paints, or other methods used for writing on the exterior of the buildings are prohibited.
- Large potted plants or trees are not permitted in front of apartments or residence hall suites. These obstacles inhibit quick access for police, fire, and medical emergency personnel.
- Clothing, bathmats, rugs, towels, or other items may not be hung over the balconies in University housing.
- Lawn furniture is not to be left unattended in front of apartments or in hallways or stairwells. When not in use, all lawn furniture must be taken inside the apartment or suite.
- University furniture is not to be taken outside of the apartment or suite. If University furniture is found outside of the apartment or suite, you will be charged to replace those items.
- Bicycles must be stored in designated bicycle racks within University housing. Do not lock your bicycle on the balcony or posts attached to the building. The University is not responsible for stolen or damaged bicycles.
- Gas and/or charcoal grills are not permitted in University housing apartments or suites.

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B.5 Holiday Decorations – Residence Life realizes the important role holidays play in the lives of our residents as well as the variety and diversity the celebration of different holidays brings to our community. As such, holiday decorations are encouraged in Residence Life for a variety of different holidays, provided the following guidelines are adhered to:

- Placement of live Christmas trees or other live greenery in any part of housing is prohibited, as it is a fire hazard. Artificial trees are permitted inside an apartment or suite.
- Apartment or suite numbers/addresses may not be locked or covered by holiday decorations.
- Canned spray snow is not permitted on windows in University housing.
- Holiday lights are permitted from the time period of November 1, 2004, through December 19, 2004, under the following guidelines:
 - Lights cannot be strung under windows or doors. Only outside outlets may be used.
 - Lights must be UL approved for outside usage.
 - Lights may not be strung across areas where people walk (sidewalks, balconies, stairwells).
 - Holiday lights must be removed by the conclusion of finals.

B.6 Interior Decorations – Interior decorations may not block air vents or cover fire protection equipment or peepholes in University apartments or suites.

- Window coverings must be the provided mini-blinds.
- Cloth curtains, solar film, or white posterboard also are permitted. No cardboard, aluminum foil, cellophane, or other window coverings are permitted on windows.
- Large nails, staples, screws, wall anchors, poster putty, or tape on walls or doors inside or outside the apartment are prohibited.
- Freestanding lofts may be built in the apartments or suites. Under no circumstances may nails or screws be attached to the ceiling or walls. The top of the mattress must be at least 24 inches from the ceiling to comply with fire codes. The University is not liable for damages or injury from lofts built by students.
- Removing mounted fixtures from walls or ceiling is prohibited.
- Any renovations or changes to the apartment are prohibited.
- Private door locks on any exterior or interior door are prohibited.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in apartments or suites.

B.7 Cleanliness of Apartment/Room

As a member of the housing community, you are expected to maintain a healthy and clean living environment within your apartment/room. Upon receiving a

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complaint of an unclean living environment, Residence Life staff will inspect the apartment.

B.8 Cohabitation

Living or staying for any pattern of time in an apartment or suite without an official contract for that particular space will be considered cohabitating. Cohabitation is defined as a person staying in an apartment or suite for more than three consecutive nights, or other patterned behavior that is intended to allow an individual to stay beyond visitation hours.

B.9 Cooking (Residence Halls)

Cooking in rooms with an open flame or exposed element is prohibited. Electrical appliances such as electric skillets, woks, electric grills, George Foreman grills, hot pots, coffee makers without automatic shutoff feature, or other appliances that can be used to prepare raw foods are prohibited. Students will be asked to remove the appliance.

B.10 Quiet and/or Courtesy Hours

Violation of quiet and/or courtesy hours is considered disorderly conduct. Courtesy hours are always in force. Community residents and/or Residence Life staff reserve the right to ask people to observe courtesy hours at all times. Quiet hours are:

- Sunday–Thursday, 10 p.m.-8 a.m.
- Friday–Saturday, midnight-8 a.m.
- 24-hour quiet begins the night before final exams are administered.

B.11 Door Propping

Students found propping open exterior doors in McDonald East apartments, Golden Tower, or residence halls may face contract termination as this is a security risk for the entire community. Propped doors that are not able to be attributed to an individual may be prorated among all the residents of that building. Residents living in the McDonald East apartments may not open the sealed sliding glass doors.

B.12 Guests

The maximum capacity of any two-bedroom apartment or residence hall suite is eight persons, including both residents and guests. This number has been established by the State Fire Marshall's office. All residents are responsible for the behavior of their guests.

B.13 Guest Registry

Any guest staying in University housing must be registered with the Department of Residence Life. Guests must be registered by going to the Residence Life Web site at www.usi.edu/res. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age.

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B.14 Solicitation

No one is allowed to solicit door-to-door without the approval of the director of Residence Life or his/her designee. Commercial solicitations of funds, services, or membership are prohibited. Individual students may invite a vendor to visit the apartment or suite to conduct business. Solicitation for certain worthy causes that are determined to be in the best interest of the University community may take place in the Residence Life Center.

B.15 Trash

Residents are responsible for the removal of trash and garbage in and around their apartment or suite. All trash must be disposed of in provided dumpsters within University housing. Leaving trash outside apartments is prohibited and will result in a \$50 fine/resident. Trash that is not attributed to an individual may result in fines being prorated among the residents of the building or floor where the trash was found. Charges will be assessed to student accounts.

B.16 Visitation

Hours of visitation are as follows:

Residence Halls, O'Daniel and McDonald Apartments:

Sunday through Thursday: 8 a.m. – 12 midnight

Friday and Saturday: 8 a.m. – 2 a.m.

Golden Tower Apartments: 24-hour visitation

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Appendix C Student Organizations and Activities

C.1 Definitions of Student Organizations

1. Student Organizations or student committees are groups in which the membership is (1) composed of University students, faculty and staff; (2) entirely responsible for the conduct of various sponsored activities as well as the daily affairs of the group. Student organizations may extend membership to non-students. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. The University registers two types of student organizations:

- a) A "recognized" University student organization; one that successfully completes the registration requirements and receives annual financial support from University sources; and
- b) A "registered" independent student organization; one that successfully completes the registration requirements and receives no annual financial assistance.

2. Residence hall, fraternity, and sorority governing bodies are considered student organizations and are expected to complete the registration process before facilities other than their own specific living unit can be used. Additional regulations for the establishment and operation of fraternity and sorority groups are available in the Office of Student Development Programs.

3. Groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, athletic teams, and theatrical activities are not student, but University organizations. As such, they are directed or chaired by a regular University staff member responsible to the academic or administrative authorities. Membership in University organizations is subject to various internal requirements and regulations. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students, however, have the right to participate in the organization's decision-making process. Registration of such groups is not required; however, they are subject to general University procedures, for example, non-discrimination, fundraising, outdoor event and license policies.

C.2 Conditions of Membership

In selecting its membership, no organization may discriminate on the basis of race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation, or veteran status in accordance with federal, state, or local laws. Officers of the organizations are held responsible for seeing that this condition is met. Exceptions must be obtained in writing from the Office of Student Development Programs.

C.3 Eligibility for Co-Curricular Participation

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The major concern of the University of Southern Indiana for its students is their academic achievement.

One mark of academic achievement is orderly progress toward a degree. Students are encouraged to complete a minimum of twelve (12) hours of course work each semester. Each student is therefore advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate and/or lead in co-curricular activities. After a student has assessed the abilities and interests he/she may have, the student may then choose to participate or not (taking into consideration the qualifications required by the various activities and organizations). To assume leadership, elective and/or appointive positions, the student must meet the University requirements listed below:

1. **Specific Requirements:** The minimum requirements that the University sets for students to assume elective and appointive positions in co-curricular activities include enrollment and continuance in a minimum of nine (9) hours of USI course work, the absence of academic or disciplinary probation, and a cumulative grade point average (GPA) of 2.0 or greater. Additional requirements: Organizations or groups may make, with the consultation of the Office of Student Development Programs, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with the University policies on discrimination.
2. **Athletic Requirements:** NCAA and athletic conference rules will govern participation in intercollegiate athletics.
3. **Compliance Requirements:** The above stated requirements must be met in order to:
 - a. apply or receive consideration for an appointive or elective office;
 - b. campaign for an elective office;
 - c. hold an elective or appointive office;
 - d. receive special honors;
 - e. receive an appointment to serve on an all-campus (student or faculty-student) committee or governing-organization (RHC, IFC, Panhellenic, etc.) or on the staff of any University or student publication.
4. Individuals should be aware of their eligibility status at all times. They shall inform the concerned organizations of their status when seeking or desiring to continue in positions of leadership as described above.
5. Each University or student organization, with the assistance of the advisor, is responsible for compliance with these requirements.
6. **Waiving requirements:** Any student who does not meet the aforementioned requirements and is still interested in an appointive or elected position can request a review by the Director of Student Development Programs or designated representative. Any student wishing to appeal a decision regarding eligibility to be an officer must do so in writing to the Director of Student Development Programs.

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C.4 Funding of Registered Organizations

1. Banking Arrangements

Student organizations may elect to deposit their funds with the University through the USI Business Office. If an organization elects to deposit funds off-campus, the University's Tax Exempt status should not be used in obtaining financial services. Organizations are required to follow all federal, state, and local laws.

2. Expending Funds

a. Registered independent organizations may expend their monies for organizationally related activities. All expenditures are subject to review by the University Controller, who retains the right to question the propriety of the expenditure.

b. Registered "recognized" University student organizations expenditure of funds is subject to purchasing policies and regulations.

3. Student Government Association Allocations

a. Registered Student Organizations (RSO) can apply for University funds from the Student Government Association (SGA). All organizations receiving funding must agree to (a) abide by State regulations in all purchasing and budget control activities; (b) expend funds only for University related purposes; and (c) obtain a university agency account.

b. RSO Funds must be used to promote a diverse array of use, facilitate intellectual engagement, encourage collaboration between students and student groups, and/or foster campus community. All funded program/events must be open to the University and free to all students who pay the activity fee. Applying RSOs must meet the following criteria to qualify for RSO funds:

1) RSOs must not discriminate based upon race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation, or veteran status in accordance with federal, state, or local laws.

2) RSOs must not knowingly present false documents or information to SGA

Applying RSOs will not be awarded money from the RSO fund for any of the following:

1) Repayment of debt

2) Living-group rent

3) Activities that make a direct contribution to a political campaign or religious organization

4) Any activity that is specifically designed to raise funds for the operation of the organization

5) Gifts, excluding speaker or performer honorariums

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- 6) The duplication of materials, supplies, or services that the University will provide for at no cost to the organization.
- 7) Any beauty pageants or participation therein
- c. Funding Stipulations and regulations are subject to change at the discretion of the Student Government Association.

4. Vice President for Student Affairs Programming Grant

The Vice President for Student Affairs has available funds which can be applied for by registered student organizations, students making academic presentations, and departments within Student Affairs. These programming grants are not to be considered permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and departments to present quality programming for the USI community, as well as assist students with their academic endeavors. These funds are intended to be one-time only program grants. The Vice President for Student Affairs will make final allocation decisions.

5. Unexpended Balances of Inactive Student Organizations

Any student organization that does not register for two (2) consecutive years will have the funds in its University agency account, which is managed by the Treasurer's Office, transferred to the Vice President for Student Affairs Program Grant Account unless arrangements have been made with the USI Business Office.

6. Entertainers, Speakers and Performers

a. Information on acts, both local and national, who may be available for entertainment at social events, is located in the Office of Student Development Programs. It is strongly recommended that any student organization or group wishing to engage entertainment groups contact the Office of Student Development Programs for specific advice as to the contracting procedures. Any registered student organization entering into a contractual relationship must have prior approval from the organization's advisor before asking for the contract and must have the advisor authorize the contract on behalf of the organization, following all contractual procedures as required by the University.

b. Arrangements for speakers and performers are to be made in keeping with the University speaker and performer policy.

C.5 Registration of Student Organizations

1. When and if any student organization wishes to engage in a sustained program and use facilities on a regular basis, registration of the group as a student organization is required. The Office of Student Development Programs shall rule when there is a question as to whether a given organization intends to engage or is engaging in a sustained program. A student organization wishing to conduct a sustained program must be registered in order to:

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- a. Use University facilities;
 - b. Be listed in University publications and newsletters;
 - c. Use the University name in publicity and press releases;
 - d. Use University logos and trademarks;
 - e. Apply for and expend University funds as distributed through the Student Government Association or University departments;
 - f. Apply for and occupy office space in the University Center;
 - g. Participate in Student Development Programs activities and conferences as an organization;
 - h. Participate in any information fairs;
 - i. Apply for University recognition for organizational achievement;
2. The purpose of the registration procedure is to guarantee that organizations enjoying the above privileges of association with the University do the following:
- a. State their purpose, officers, advisor, and activities;
 - b. Keep with the mission of the University.
3. Registration does not imply that the viewpoints of the organization are those of the University.
4. Procedures: A group wishing to be registered as a student organization must complete the appropriate registration forms provided by the Office of Student Development Programs. The following information must be completed.
- a. Name of organization (No organization shall register a name identical to or closely similar to the name of a currently registered organization nor can the University of Southern Indiana precede any organization name);
 - b. A constitution of the organization, which includes a declaration of the purposes, goals, activities, etc., must be submitted. University of Southern Indiana policies supercede those of an organization's constitution or by-laws.
 - c. A list of officers or official representatives of the organization;
 - d. Registration attests that the local organization agrees:
 - 1) To provide equal opportunity to all students;
 - 2) To prohibit discrimination against any member or prospective member because of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation;
 - 3) To promote the realization of equal opportunity through affirmative action.Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title IX of the Education Amendments of 1972, may rightfully exclude men or women.
 - e. The name of a faculty or staff advisor (Part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a

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graduate degree). Advisors must actively participate in the organization and regularly attend meetings of the organization. In case of severe hardship, the Student Development Program Advisory Committee is authorized to waive this requirement for a reasonable period of time.

5. Registration certifies that local organizations affiliated with a national organization must have a local constitution and/or by-laws that are in accordance with and do not conflict with University of Southern Indiana policies and procedures. National constitutions/by-laws imposed upon the local organization may not conflict with the University of Southern Indiana policies and procedures. The national organization's constitution and/or by-laws must be on file in the Office of Student Development Programs. If there is any question involving any of the above-stated conditions in the Procedures section, the registration of the group seeking to register will not be completed until it is referred to the Student Development Programs Advisory Committee for review.

6. In order to be a recognized fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards. (Federal law through Title IX permits fraternities and sororities to remain as single sex organizations provided there is equal opportunity to join similar organizations.)

7. To keep the organization's registration current, it must be renewed in the Office of Student Development Programs by the third Friday of each semester. This renewal consists of providing names of current officers or representatives, advisor, and any other relevant information. Should this renewal of registration not occur, all privileges extended to the organization will be withdrawn.

8. Termination of Registration: The Office of Student Development Programs reserves the right to cancel registration of any organization that fails to observe the understanding outlined in this section. Furthermore, it shall be assumed that an organization is no longer registered if it fails to complete these requirements.

9. Appeal of Registration Procedures: Decisions concerning registration denial may be challenged by submitting a written statement in the Office of Student Development Programs. The Director of Student Development Programs will review the statement in light of the guidelines established herein. If the challenge is validated by the Director of Student Development Programs, the organization will be registered. If the challenge is not validated by the Director of Student Development Programs, the challenging party may refer the statement directly to the Student Development Programs Advisory Committee.

C.6 Student Organization Responsibility for Activities and Events

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in

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accordance with University regulations as well as state and local laws. Student Organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines.

1. Definition of an Activity Related to an Organization: An activity is considered to be related to an organization when one of the following circumstances exists:

- a. The activity being sponsored was planned in an official meeting of the organization.
- b. The activity is a registered event with the Office of Student Development Programs.
- c. The context of the activity indicated that it was the product of the organization per se.

This includes, but is not limited to: the activity was held on organization property, the presence of one or more of the group's officers, the presence of 25% or more of the group's members, promoting or financing the event, or the presence of organized entertainment.

2. The parent organization shall be responsible for the actions of pledge classes or other subgroups carrying official status.

3. Events or activities that include numbers of non-members are also the responsibility of the group or organization in question. Appropriate measures must be employed to prevent or deal with infractions and problems involving nonmembers (see section 4.b. and section I below).

4. Infractions: Each group or organization has the responsibility and is expected to deal with individuals allegedly in violation of University regulations or laws by referring such individuals to the Department of Security, the Office of Dean of Students, the Department of Residence Life, and/or the Office of Student Development Programs. Circumstances that do not constitute violation of University policy or law, but that may be violations of organizational regulations may be dealt with internally by the organization.

- a. Each group or organization is expected to refer such individual(s) to the appropriate University authorities. The Department of Security should be contacted immediately for any issue involving public safety. The Office of Student Development Programs should be contacted for any organizational-constitution violations. Referral should be made to the Office of Student Development Programs and/or the Office of Dean of Students for violations of the Code of Conduct and/or university judicial action.

- b. The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any federal, state, or local laws. The degree to which the group

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or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s). Members and non members of a group at an activity related to an organization are included in the expectation of the group's responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.

c. When (1) sufficient preventive measures have not been employed and/or (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.

C.7 Student Organization Responsibilities for Alcohol and Other Drugs

The University of Southern Indiana Alcohol and other Drug Policies are consistent with the educational and non-punitive philosophy that governs the *Student Rights and Responsibilities: A Code of Student Behavior*. The Code emphasizes personal responsibility and is intended to facilitate individual student growth and development. To help reduce the incidence and prevalence of alcohol use that may adversely affect the quality of an individual's experiences at the University of Southern Indiana, abstinence is encouraged. No alcohol may be brought to any event on campus without permission of the President or designate. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Alcohol may not be distributed on campus. Students of legal age who choose to drink, off campus, are expected to handle alcohol in a low risk manner and behave responsibly. The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization. These procedures are intended to reduce risks associated with social events and to assure compliance with University policies as well as state and local laws concerning the use of alcohol and other drugs.

1. Registration

Any social event that is to be held on University property or in organized student housing by one or more student organizations must be registered. Student organizations register social events through the Student Scheduler. All social events must be registered at least two weeks prior to the date of the event. Student organizations will have a designated faculty advisor or authorized sponsor present at the event.

In addition, a representative from the registering office may meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Social events will not be permitted unless complete compliance with these procedures, University policies, and state and local laws can be assured to the best of the ability of the hosting group(s).

2. Off-Campus Social Events

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Any registered student organization that sponsors a social event away from campus is obligated to adhere to all University policies and federal, state, and local laws. It is the responsibility of the sponsoring group(s) to institute measures to assure that minors do not consume alcoholic beverages at off-campus social events.

3. Violations

If University policies, federal, state, and/or local laws are violated during or as a result of a social event, the sponsoring group(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities may also occur for the organization, individual students, officers, guests, and advisors. Littering, infringing upon the rights of others, and abuse of public or private property are also examples of violations of this policy. Other possible violations of University policy will include but are not limited to the following:

- a. Failure to register functions.
- b. Construction of unauthorized structures
- c. The failure to use required entrances and exits properly
- d. The consumption of alcohol by individuals who are under the legal age
- e. The providing of alcohol to any person under 21 years of age
- f. Failure to provide adequately trained and identified marshals to supervise the event
- g. Conducting "spontaneous" social functions, activities or events
- h. Exceeding the maximum number of guests at any given time.
- i. Failure to comply with the policies regarding Sound System and Sound Ordinances
- j. Failure to adhere to clean-up plans
- k. Failure of responsible members to attend all training sessions if deemed necessary.

NOTE: All groups should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the group/university to insure a safe and enjoyable activity.

C.8 Solicitation and Fundraising

1. The buildings and grounds owned by the Board of Trustees of the University of Southern Indiana exist for, and are exclusively devoted to, the organized and approved University program of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the University. Therefore, private unsolicited business activities are not permitted on University premises. However, in certain limited areas, the University contracts with private firms to provide needed on-campus services for students, faculty, and staff that contribute to the accomplishment of the University's educational purposes.
2. Apart from prohibiting profit-making commercial business activities, the University also regulates, within limits, under separate policies, and

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consistent with the above policy, any use of its buildings and grounds for solicitation, including fundraising activities. Fundraising activities must not violate state law by including a drawing, raffle, lottery, game of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize.

3. Policy on Sales and Solicitation

a. No canvassing, peddling, soliciting, distributing, or posting of any written or printed material by non-university individuals or organizations is permitted on the grounds or in the buildings of the University without the written permission of the president. Such solicitations that are prohibited include the use of electronic mail and web page solicitations. Any activity in violation of this policy should be reported to the Office of the Dean of Students.

b. Students and employees are not permitted to solicit, canvas or peddle any items, distribute or post any unauthorized material within the buildings or through equipment or networks owned/operated by the University or on the grounds of the University without the written permission of the president or designate. Such solicitations that are prohibited include the use of electronic mail and web page solicitation. Any activity that violates this policy should be reported to the Office of the President.

c. Approved solicitations include the annual United Way campaign and various Foundation and University solicitations. Other activities may be approved for projects and/or programs that are of direct interest and value to the University. Students and employees may donate as generously as they wish, as the University does not imply any obligation on the part of the individual employees to contribute. Contributions to charitable and welfare programs and activities are entirely matters of individual discretion.

d. Sales and solicitations are permitted by officially-registered campus organization only if they are for the general benefit of the University and/or the community and have received authorization of the president or a designate. Application for approval for sales and solicitations events (including athletic events and events held in residence life areas) may be initiated with the Student Scheduler. Generally, sales and solicitations are limited to three days in a 30-day period and not more than twice a semester. Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. The University of Southern Indiana and the USI Foundation do not recognize fundraising efforts using games of chance, such as raffles, door prizes, half-pots, or bingo's as methods for raising charitable funds. Neither the University nor the USI Foundation is a qualified organization licensed by the Indiana Department of

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Revenue, Charity Gaming Division, to conduct such activities. Student groups and University support groups are encouraged to solicit funds in other ways. For information, contact the director of Development.

e. Sales and soliciting groups or individuals are expected to adhere to the following regulations:

- 1) The use of sound equipment (tv, stereo, amplifiers, public address system) is restricted; permission to use such must be obtained from the Scheduling Services.
- 2) Groups must display a printed sign no smaller than 18" x 24" signifying the name of the organization hosting the sale or solicitation.
- 3) For-profit entities must have a retail sales permit available at the scheduled activity. A currently-enrolled student representing the sponsoring group or organization must be present at all times.
- 4) Groups or individuals must have written confirmation for the scheduled event available at the scheduled event.
- 5) Space in the University Center may be reserved. The University Center may be used by registered student organizations for conducting campus-wide elections, distributing literature relating to student organizations, recruiting membership for student organizations and activities, sales, and solicitations.

4. Fundraising Policy

All members of the University community -- faculty, administrators, clerical/support staff, and students -- have a responsibility within the framework of their positions to participate in University fundraising from private sources within the program coordinated by the USI Foundation office.

a. The president of the University is the official spokesperson on all fundraising matters. The director of Development/president of USI Foundation, in concert with other administrative units, will assess University needs, identify possible private sources for funds to meet those needs, prepare plans for soliciting private sector funds, and direct the personnel and financial resources available through the office toward obtaining resources to meet those needs.

b. All University efforts in private fundraising will be coordinated through the USI Foundation. Under this policy, guidelines for private fundraising are:

- 1) University personnel and students desiring to solicit private funds or call attention to specific needs shall submit in writing the needs, ideas, recommendations, and proposals to be reviewed and approved by respective administrators, deans, chairpersons, and appropriate vice presidents.

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- 2.) After review by the appropriate vice president, the proposal shall be submitted to the director of Development/president of USI Foundation. The USI Foundation will not proceed with any proposal or recommendation for soliciting private funds without approval of an appropriate vice president and the president.
 - 3) If the proposal or recommendation receives approval through channels and is determined to be in concert with the general purposes and missions of the University, and if funds are not available within current resources, development staff will try to obtain private funds.
 - 4) Approved proposals or recommendations will be included in the development plan for the University.
 - 5) When appropriate, faculty members, deans, chairpersons, administrators, and students will be called on to assist development staff in identifying University needs, expressing these needs, preparing proposals on potential private funds sources, and generally striving to obtain resources for the University's identified unmet needs.
- c. This policy will apply to all private fundraising proposals and activities by all personnel and students of the University.
- d. For purposes of this policy, private funding sources are individuals, alumni, friends, businesses, foundations, and other sources except local, state, and federal governmental agencies supported by tax-appropriated dollars.
5. FundRaising for Student Organizations
- a. Sales must be scheduled through, and approved by the student scheduler. This includes fundraisers such as bake sales and discount cards.
 - b. Ideally, only two groups at a time will hold sales in any one area.
 - c. When scheduling a fundraising activity, an organization must request all tables and other equipment that will be needed. Costs associated with setups other than at the UC will be charged to the organization.
 - d. Special rules exist for bake sales. A copy of the Health Department regulations is available at the Office of Student Development Programs and the Office of Scheduling Services. An overview is outlined below.
6. Sponsorship Fundraising Policy
- a. Each reserving company **MUST** be sponsored by a **REGISTERED** student group or organization. The sponsoring group will then contact the student scheduler to reserve space and any necessary equipment. Fundraising companies may **NOT** make reservations.
 - b. Space is not provided on a sub-lease basis. Sponsoring group or organization **MUST** have a representative present for the duration of the function.

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- c. Reserved space will be limited to three days a week in a 30 day period and no more than twice a semester per company.
- d. Space will be assigned as follows: Under the UC bridge or on the UC mall and, if weather dictates otherwise, tables and chairs will be set up inside, around the perimeter of the Eagle's Nest. Table space indoors will be limited.

C.9 Priorities for Use of University Buildings and Facilities

University groups and officially registered student organizations may use University facilities on a space available basis to hold meetings or conduct activities consistent with the objectives of that organization.

1. Definition of Facilities

- a. The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types (1) Dedicated, (2) Semi-public, and (3) Public.
- b. Dedicated - Dedicated space is defined as space used primarily to serve and support the educational, cultural, living, and recreational functions of the University. Although such areas may be used by the public, University functions have priority. Examples of such space are: classrooms, laboratories, libraries, student housing, restricted facilities, intramural and athletic fields.
- c. Semi-public - The semi-public space areas are defined as space available for use by internal and external individuals and groups on a reservation only basis. Normally, non-University organizations will pay for the use of such space. Examples of such space are meeting rooms and lecture rooms in academic buildings and the University Center.
- d. Public - The public space areas are defined as those which accommodate traffic flow, and facilities of the University open to the public. These areas are defined to include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings, and semi-public facilities and common areas in student housing and the University Center.

2. Use of Facility

a. Dedicated Space

General Instructional Space

- 1) General classroom areas in academic buildings including large lecture rooms, are not assigned to any specific academic area. These areas are under the jurisdiction of the Registrar's Office for assignment of regularly scheduled classes. Reservations for meetings, study groups, and other temporary uses by student organizations are to be made by calling the student scheduler.
- 2) General instructional space such as athletic fields, University Center, conference rooms, Physical Activities

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Center, and the buildings constituting Bent Twig Outdoor Education Environment may be reserved by student organizations through the student scheduler.

b. Semi-public Space

1) Student Activities Space - General student activities space is available in the University Center. Space for social events, such as dances, movies, organizational meetings, and other activities will be coordinated with the student scheduler.

2) Lobby Areas and Other Semi-public Space - Reservations for use of lobby areas and semi-public space areas must be made with and approved by the student scheduler. The University reserves the right to deny the use of areas if it is determined that access by the group is disrupting the normal operation of the facility or the University.

c. Public Space

1) General Buildings and Ground Space

a) Every person with legitimate business at the University has the privilege of free access to public areas of the buildings and grounds during hours when they are open; such hours are determined by the president or his designee. These areas include sidewalks, closed streets, entrances to buildings, corridors in classroom and office areas, library reading rooms, and common areas.

b) The president or his designee may deny this privilege of free access to an individual or group which disrupts the normal operation of the University.

2) Reservation of Space - Public area space as defined by this policy may be reserved by registered student, faculty, or staff organizations. Soliciting for monetary reasons, or selling, will not be permitted in the public areas except in cases of student groups whose activities are approved through the Office of Scheduling Services or other University organizations as approved by the president or his designee.

3. Right of Use of Space

a. Use of space for purposes other than those for which it has been designated will not be allowed. Neither individuals nor groups will be permitted to interrupt the use of space, after it has been duly assigned, without permission of the president or a University official designated by the president.

b. If, after observing the situation, the person in charge of a facility or function determines that a situation is no longer peaceful and orderly, he should:

1) Request, not direct, the individual(s) to desist from activities causing the disturbance and allow a reasonable

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time for such action to occur. In the event his/her efforts at persuasion fail, he should inform the Department of Security of the nature of the disturbance and remain on the scene, except for extreme cases, until the security officers arrive, at which time emergency procedures will be initiated; or
2) Elect, when he believes personal safety or well-being will be endangered by direct involvement with the demonstrators, to inform immediately the Department of Security, who will in turn implement approved emergency procedures.

c. Agencies coming to the campus to recruit students for employment must make reservations for space and schedule with the Office of Career Services and Placement. Personal interviews will be scheduled in the Office of Career Services and Placement or in semi-public areas if the facilities of the office do not accommodate the demand.

4. Reservation Procedures

The following procedures apply to reservations requested by or for individual faculty, staff or students; registered student organizations; or non-University entities:

a. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the Office of Scheduling Services and follow any policies and procedures established for that site.

b. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to the Office of Scheduling Services. The reserving organization must be in good standing with the Office of Student Development Programs. If approved by that office, then that office shall provide a copy of the approved request to the organizer, and shall forward other copies of the reservation to the Office of Student Development Programs and the Department of Security for approval.

1) Programs on USI grounds involving amplification will begin no earlier than 3:00pm on Fridays and no earlier than 12:00pm (noon) on Saturdays and Sundays. All events must conclude by 12:00am (midnight) of the same day in which they begin.

2) Only one program involving amplification (voice, music, etc.) may be scheduled on USI grounds during any one-weekend period unless approved by the Office of Student Development Programs. Friday is considered a weekend event.

3) Student organizations must have a minimum amount of \$200 on deposit within their University agency account upon approval for the event. (Office of Student Development

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Programs may require an increased deposit for some events).

4) Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved by the Office of Student Development Programs.

5) The student organization scheduling the program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.

6) Outdoor events will require security. This cost will be the responsibility of the sponsoring organization. USI Security will determine such security requirements in conjunction with Student Development Programs and Scheduling Services.

7) Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs, portable restrooms), tear-downs, cleaning and damage repairs are at the expense of the sponsoring organization. Physical Plant in conjunction with Office of Student Development Programs and Scheduling may estimate the associated costs.

8) Any event that is a fundraiser and/or will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and/or any Board of Health requirements/policies.

9) All proposals for outdoor events must have a contingency plan in the event of bad weather or other unforeseen circumstances.

10) Event must be approved before publicity for the event is distributed.

11) The University of Southern Indiana and the Office of Student Development Programs is not responsible for charges incurred by sponsoring organization (including but not limited to: Physical Plant charges, off campus vendors, food service, or contracted obligations)

c. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request of any entity that fails to comply with University policies or federal, state, or local laws, or which has damaged University facilities at any time.

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d. Fundraisers: Fundraisers sponsored by Registered Student Organizations must be approved by the Office of Scheduling Services no later than two weeks before the event is to take place. The fundraising form is available in the Office of Scheduling Services. All funds must be deposited in the student organization account.

6. Additional Facility Use Policies

a. Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructure, Physical Plant must approve the erection of tents or any temporary structures.

b. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Physical Plant or the facility official.

c. Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state; University employees, students or organizations may also be subject to disciplinary action.

d. Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to restrooms, adequate waste receptacles, and inclement weather sites. Many campus buildings are closed after hours and on weekend/ holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, then the requestor/sponsoring group will be charged the additional cleanup costs incurred by the department that operates the facility/outdoor space. The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges.

e. Publicity, handouts, etc.: All publicity, handouts, printed materials, etc. are governed by University policies and procedures.

7. Sound Regulations on Campus and Respect for Others

a. Noise Disturbances to be Avoided: University entities and non-University entities must respect others' rights by not creating noise disturbances on the campus or around residences. The sound regulations apply to outdoor campus events that may potentially cause noise disturbances regardless of whether or not amplified sound is used (e.g., outdoor music performances).

b. End of Semester Policy: Outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each fall and spring semester.

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- c. Notification to Others: Event organizers are responsible for notifying parties potentially affected by their event sound levels or activities.
8. Procedures for Use of Facilities By Student Organizations
- a. Any registered student organization may use University facilities for open or closed meetings or performances subject to University policies regarding use of University facilities and outdoor space.
- b. If an off-campus speaker or performer is to be invited to address an open meeting of a registered student organization, the faculty/staff advisor, or in the absence of an advisor, a faculty member, must give his or her approval prior to the time that an invitation is extended and publicity is released. The University administration may properly inform an organization concerning its views on any proposed meeting to which an off campus speaker or performer has been invited but will leave the final decision concerning the meeting to the organization and its advisor.
- c. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a tenured faculty member shall serve as moderator and a reasonable period shall be reserved for questions from the audience.
- d. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a registered student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.
- e. Speakers may be invited to the campus to discuss political issues. Registered student organizations may solicit memberships and dues at meetings. However, political party membership may not be supported or opposed, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.
9. Service Charges
- a. Any special services provided by the Physical Plant or other departments will result in appropriate charges to the using groups.
- b. Ordinary maintenance requirements-(i.e., scheduled refinishing of floors, painting, etc.)-will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.
- c. Scheduling should take place sufficiently in advance of the using date to permit necessary adjustments and arrangements. Two weeks is the normal time required for activities requiring special

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services. It is expected that major events will be scheduled as far in advance of the activity date as possible.

10. Use of University Center facilities

a. Room Reservation: Requests to use meeting rooms in the University Center will be honored for officially registered student organizations, University departments, non-University official guests, and official guests of the University (as approved by the Office of Scheduling Services). The reservations should be made at least 24 hours prior to the event. Larger events must be scheduled at least two weeks in advance. University scheduled classes for credit may not be held in the University Center.

b. Groups reserving rooms in the University Center are granted exclusive use of such rooms for the time period reserved.

c. Non-University Entities: Non-University entities may request to reserve space in the University Center, subject to the approval of the vice president for Advancement or designee and all applicable University policies.

d. Information Tables: Requests to use information/display tables in the University Center will be honored by students, student organizations, and University departments. The Office of Scheduling Services will make all arrangements.

1) All table activities must carry the identification of the sponsoring organization.

2) A representative of the sponsoring organization must be present at the table at all times.

3) Promotions may take the form of ticket sales, collection of funds, handing out of literature, etc.

4) Tables must be kept neat and orderly. Materials must be removed at the end of each day.

5) All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted.

Information table activities cannot interfere with the rights of others operating other information tables.

6) Loud and boisterous activity will not be allowed.

7) Fundraising activities must be approved prior to reserving an information table. Fundraising is the collection of money in any form for any reason. The Office of Scheduling Services in accordance with University regulations must approve fundraising activities in any form.

8) Non-University related groups may reserve information/display table space if:

a) The use of the booth would result in a service to the University community that is needed and is of measurable benefit, i.e., telephone service, etc.

b) The use of information/display table space is a recruitment of students and sponsored through the

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Career Services and Placement Center, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the Career Services and Placement Center.

11. Temporary Food Stands

Temporary Food Stands are permitted for three consecutive days, no more than twice a semester. All Vanderburgh/Indiana State Health Requirements must be followed. A copy of the Health Code is available in the Office of Scheduling Services.

C.11 Information Materials, Publicity/News Releases, and Advertising

Campus Posting Policies

a. Posting on campus is restricted to University campus groups, organizations, University departments, students, faculty and staff. Space is not available for commercial advertising by non-university firms or organizations unless a request is received in writing and permission is granted in writing by the Office of the Dean of Students. All posting is limited to those activities open to the student body and for those events that bear some direct relationship to the educational purpose of the University and/or that provide an exceptional or beneficial service to students, faculty and staff not normally available.

b. All posting must have the name of the sponsoring group or organization, be in English or have an English translation on the same posting, and follow the Posting Guidelines and Procedures. No posting flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans, or unapproved locations. Violations to the Campus Posting Policy should be reported to the Office of the Dean of Students.

2. Posting Guidelines and Procedures

a. Bulletin Boards

1) All flyers and posters may be placed on bulletin boards and must meet the guidelines stated in the first paragraph of this policy. They are not to exceed 22" X 30" and must be secured by using pushpins or thumbtacks on bulletin boards. Bulletin boards and posting areas are defined for use as follows:

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2) Bulletin boards identified as "designated" or "General University Posting Areas" are available for posting to the following: University campus groups, organizations, University departments, students, faculty, staff and approved non-university firms or organizations. To obtain a current listing of all designated or "General University Posting Areas," please contact the student scheduler.

3) Bulletin boards identified as "restricted" are under the jurisdiction of a school, department, or administrative office and are restricted to their use only. University campus groups, organizations and University departments may request permission to use these bulletin boards by the appropriate school, department, or administrative official.

4) Groups or individuals using designated bulletin boards may bring twenty-five (25) copies to the Office of Scheduling Services (UC 213) to be posted by a member of the Scheduling staff.

5) An open posting area is available for posting by anyone, without permission. The open posting area is located on the northwest corner of the Orr Center.

b. Banners

Banners may be hung by registered student organizations and University departments on the UC bridge facing the Orr Center or on the Library Balcony facing south. Banner space on the University Center is to be reserved with the student scheduler in and is available on a first-come, first-served basis. All banners, must meet the following guidelines: no larger than a twin-sized sheet, can not contain wood or metal, and utilizes approved weights (anchors), such as balloons filled with sand (available free of charge in the Office of Scheduling Services.) Anchors must hold the banner straight but must not present a risk to people or property. Within 72 hours of the completion of the event, the banner must be removed or it will result in physical plant charges.

c. Staked Signs

Staked signs may be utilized by registered student organizations and university departments. Staked signs, maximum size of 18" X 24," are allowed in lawn areas, along the sidewalks or roadways, as long as they do not block or overhang onto a walkway, driveway, or street. Staked signs are not permitted in landscaped areas. Only directional signs for campus events may be posted in the boulevard median with approval from the vice president for Advancement.

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Permanent signs and A-frame signs are not permitted on university premises. Within 72 hours of the completion of the event, all staked signs must be removed or it will result in physical plant charges.

d. Table Tents

Table Tents may be utilized by registered student organizations and university departments. To place table tents, permission must be obtained through the student scheduler.

e. Chalking

Chalking may be utilized by registered student organizations and university departments and is allowed on outdoor concrete sidewalk areas that are exposed to the weather and can be easily washed away by rain. Physical Plant charges for cleanup in areas not exposed to rain may be incurred. Use only brands of chalk identified as "Sidewalk Chalk" on the label. Designs with lewd content or designs that can be changed into lewd content are not permitted. All chalking must meet the Campus Posting Policy.

f. Windows

The windows by the main entrance to the UC, both under the bridge and facing the Orr Center, plus the three windows closest to the Orr Center on the Library can be painted to promote events on campus by registered student organizations and university departments. Contact the student scheduler to reserve any of these windows. Events advertised must be open to all USI students.

Windows can only be painted with washable paint and the organization or department is responsible for cleaning any ground spills and window cleaning on the final day of the reservation. Failure to clean the window or ground spills will result in Physical Plant charges.

g. Handbills/flyers

Registered student organizations, university departments, and approved non-university firms and organizations may distribute literature/handbills on campus if it complies with the Campus Posting Policy in addition to the following:

- 1) individuals distributing do not hawk, shout or accost individuals,
- 2) the distribution may not obstruct pedestrian or vehicular traffic,
- 3) literature or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group
- 4) the distribution of material is not in an area reserved by another organization nor does it impede another scheduled activity or event

C.12 License Program Policy

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The University of Southern Indiana seeks to manage the use of its logo and images and to benefit financially from the marketing of that image. To that end, a licensing program has been developed which establishes a framework for consistently applying the license policy to activities associated with the licensing of the University name and emblem.

1. Vendor Approval Process

- a. All manufacturers of clothing and promotional items which use the logo, the image, or the words University of Southern Indiana are expected to comply with the policy. Upon receipt of a vendor's applications and an application fee, the Director of Purchasing and Risk Management will review the application and respond to the vendor.
- b. Vendors will be required to submit quarterly production reports and royalty payments to the University. Vendors will submit drawings of proposed licensed materials for approval prior to production.

2. Exceptions

- a. Exceptions to the fee are made for University uniforms for employees and athletic teams. This would include practice uniforms and other outfits required for travel or sport participation.
- b. Additionally, University letterhead, envelopes, and invitations used by University departments are not subject to licensing.

3. Operational Responsibility

- a. The Director of Purchasing and Risk Management is charged with operational responsibility of the licensing program, including processing of license applications, identification of license infringement, communication to licensed and non-licensed vendors, and coordination of internal reporting.
- b. Internally, all purchases of named or emblematic material must be approved by the Purchasing department and purchased from licensed vendors. University purchasing standards will apply to such purchases.
- c. Vendors wishing to use named and emblematic material must use camera-ready art available in the Office of Purchasing and Risk Management. Any modification of logo or type style on the logo would be rare and must be approved in advance by the Vice President for Advancement.

4. Rebate Program

- a. University departments which use licensed materials directly benefiting the University may request, from the Licensing Program Office, a rebate of licensing fees. Items which are purchased for resale or other commercial benefit are not eligible for the rebate, nor are any items purchased by student organizations, student clubs, or University-related support groups. Departments which share in the licensing revenue distribution (currently the Athletics department and student affairs programs) also are not eligible for

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the rebate program. A *Request for Rebate* form can be obtained from the Licensing Program Office and submitted for processing.

C.13 Student Conference Guidelines

1. Every student attending a conference on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at a conference. Mature, professional conduct is expected of every student. The University of Southern Indiana requires that the student organization advisor or staff attend the conference to provide guidance and support to student delegates.
2. The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:
 - a. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
 - b. The University of Southern Indiana does not condone underage consumption of alcohol at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
 - c. Use of controlled substances is strictly prohibited under any circumstances.
 - d. Respect should be shown at all times for others and all non-personal property.
 - e. If an advisor or student leader feels that any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal, or irresponsible, that student could face judicial charges upon return to campus.

C.14 Student Travel Procedures

1. Completion of a Field Trip Notification form shall be required for all trips. This document should be forwarded to the Office of Dean of Students for approval.
2. Vehicle reservations shall be the responsibility of the trip coordinator.
3. Meal allowances for students traveling as a representative of the University shall be at a maximum per diem rate. Please check with the USI Travel Office for current rates.

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Appendix D Sexual Harassment Policy

As part of its commitment to equal opportunity, the University of Southern Indiana prohibits sexual harassment among members of the educational community which include employees and students, including student-to-student and other peer sexual harassment.

This policy is in compliance with federal regulations implementing Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Individuals concerned about violations of this policy should request assistance from the University's Director of Human Resources/Affirmative Action Officer, the Counseling Center, the Dean of Students, USI Campus Security, U SI Residence Life, or an appropriate administrator. When administrators or supervisors become aware of occurrences of sexual harassment, they are responsible for reporting it to the Director of Human Resources/Affirmative Action Officer and ensuring the offensive behavior will cease and not be repeated. Attempts should be made to resolve the situation either informally or formally. A procedure is in place to appeal the decision of the Director of Human Resources/Director of Affirmative Action.

See the related section of the Guidelines on Sexual Harassment policy, "Consensual Relationships", Section F1, IV of the University of Southern Indiana Handbook. A copy of this policy may be requested from the Office of the Dean of Students, Human Resources, or is available at the USI website at <http://www.usi.edu/HR/handbook/HBR8.03/HBSectionF.8.03.doc>.

The complete University Guidelines on Sexual Harassment can be found in the University Handbook, F.1, at: <http://www.usi.edu/HR/handbook/index.asp>.

Revised Finance/Audit Committee Responsibilities (Audit-Related)

The Board of Trustees will assign audit-related responsibilities to the Finance/Audit Committee as follows:

1. The Finance/Audit Committee will approve the initial mission statement and charter of the internal audit function of the University and update or revise it as needed.
2. The Finance/Audit Committee will provide a structured reporting line for internal audit and facilitate the maintenance of the independence of the internal audit function.
- ~~3. At least annually, the Finance/Audit Committee will meet with the director of Internal Audit to:~~
- 3. The Finance/Audit Committee will meet annually with the director of Internal Audit to:**
 - a. discuss and approve an annual work plan of the internal audit function;
 - b. review internal audit activities and reports of previous periods;
 - c. assess management's responses to recommendations contained in audit reports; and
 - d. consider the adequacy of the University's financial reporting, accounting, and internal control procedures.
4. The director of Internal Audit may contact the chair of the Finance/Audit Committee to discuss emergency items. A decision will be made at that time whether to convene the full Finance/Audit Committee.
- ~~5. The Finance/Audit Committee will periodically review and confirm the organizational structure of the internal audit function.~~
- 5. The chair of the Finance/Audit Committee will be invited to attend the entrance conference conducted by the State Board of Accounts at the inception of the annual financial audit. The Finance/Audit Committee will be encouraged to review the scope of the external auditors' (State Board of Accounts) examination as described in the annual engagement letter and to request clarification of any areas not fully understood.**
- ~~6. The Finance/Audit Committee will be encouraged to review the scope of the external auditors' (State Board of Accounts) examination periodically and to request clarification of any areas not fully understood.~~
- 6. The Finance/Audit Committee names and contact information will be provided to the State Board of Accounts at the start of each annual audit to enable the auditors to contact any member of the Finance/Audit Committee should serious issues be discovered during the course of an audit.**
7. The chair of the Finance/Audit Committee will be invited to attend the annual financial audit exit conference and the federal audit exit conference conducted by the State Board of Accounts. Many times both exit conferences are held simultaneously.
- ~~8. The Finance/Audit Committee will perform such other functions as may from time to time be assigned to the committee by the Board of Trustees.~~
- 8. The University will continue, as part of its Board of Trustees orientation, to provide training for new members of the Finance/Audit Committee so they will be familiar with the operations of the University, including finances, accounting, budgets, and internal controls.**
- 9. The Finance/Audit Committee will annually review the nature and disposition of complaints reported to the institution's "hotline".**

10. **Every five years, or sooner if necessary, the Finance/Audit Committee will:**
 - a. **review the adequacy of the code of ethics;**
 - b. **review procedures for assuring compliance with the code of ethics;**
 - c. **review reports on the state of internal controls; and**
 - d. **review the organizational structure of the internal audit function.**

11. **The Finance/Audit Committee will perform such other functions as may, from time to time, be assigned to the committee by the Board of Trustees.**

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2004-2005

Schedule of Fees
Effective Fall Semester 2004
Per Semester Credit Hour

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	Resident	Non-Resident	Resident	Non-Resident
Contingent	\$ 91.16	\$ 91.16	\$ 151.77	\$ 151.77
Academic Facilities	25.00	25.00	25.00	25.00
Student Services	12.75	12.75	12.75	12.75
Technology	5.00	5.00	5.00	5.00
Non-Resident		185.50		189.70
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$ 133.91	\$ 319.41	\$ 194.52	\$ 384.22

OTHER MANDATORY FEES

University Services Fee (8 or more credit hours per semester)	\$30.00
University Services Fee (more than 3 and fewer than 8 credit hours per semester)	22.75
University Services Fee (3 or fewer hours per semester)	10.00
University Services Fee Summer	10.00

MISCELLANEOUS FEES FOR 2004-2005

1. LABORATORY AND MISCELLANEOUS FEES

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>
Application Fee	25.00	25.00	07/01/04
Audit Fee (Plus Applicable Lab Fee)	35.00	35.00	08/30/04
Bad Check Penalty First Check	10.00	10.00	07/01/04
Bad Check Penalty Subsequent	20.00	20.00	07/01/04
Change of Schedule	15.00	15.00	08/30/04
Computer Lab Fee	35.00	35.00	08/30/04
Departmental Exams	15.00	15.00	08/30/04
Distance Education Fee (Learning Center Fee, per credit hour)	25.00	25.00	08/30/04
Distance Education Delivery Fee	10.00	10.00	08/30/04
Distance Education Supply Fee	100.00	100.00	08/30/04
Health Professions Insurance	15.00	15.00	07/01/04
Health Services Fee	40.00	40.00	08/30/04
ID Card Replacement Fee	10.00	10.00	08/30/04
Laboratory Fee	35.00	35.00	08/30/04
Late Registration Fee	25.00	25.00	08/30/04
Matriculation Fee (7 or more credit hours per semester)	62.00	62.00	07/01/04
Matriculation Fee (Fewer than 7 credit hours per semester)	31.00	31.00	07/01/04
Nursing Test Fee	30.00	30.00	08/30/04
Occupational Therapy Clinical Fee	50.00	50.00	08/30/04
Payment Plan Fee	30.00	30.00	07/01/04
Payment Plan Late Fee	25.00	25.00	08/30/04
Transportation & Parking Fee (8 or more credit hours per semester)	30.00	35.00	08/30/04
Transportation & Parking Fee (More than 3 and fewer than 8 credit hours per semester)	24.00	28.00	08/30/04
Transportation & Parking Fee (3 or fewer credit hours)	18.00	21.00	08/30/04
Transportation & Parking Fee (Per summer session)	11.00	14.00	08/30/04
Transportation & Parking Fee (Temporary)	5.00	5.00	08/30/04
Transportation & Parking Tag Replacement Penalty	10.00	10.00	08/30/04
Physical Education Fee	20.00	20.00	08/30/04
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/30/04
Special Course Fee (Varies by course; maximum amount)	200.00	200.00	08/30/04
Student Activity Fee (Non-mandatory)	15.00	25.00	08/30/04
Student Resident/Housing Conduct Program Fees			
Level I	25.00	25.00	08/30/04
Level II	50.00	50.00	08/30/04
Level III	100.00	100.00	08/30/04
Studio Fee	35.00	35.00	08/30/04
Traffic Violation Fines			
Reckless Driving	35.00	35.00	07/01/04
Speeding	35.00	35.00	07/01/04
Parking Handicapped Zone	50.00	50.00	07/01/04
Improper Registration (First occurrence)	10.00	10.00	07/01/04
Improper Registration (Subsequent occurrences)	25.00	25.00	07/01/04
All Other Violations	10.00	10.00	07/01/04
All Other Violations (Subsequent occurrences)	25.00	25.00	07/01/04

2. ADMISSION PRICES FOR ATHLETICS EVENTS

	<u>Current</u>	<u>Proposed</u>
BASKETBALL, MEN AND WOMEN		
SEASON TICKET		
Reserved Chairback	\$110.00	\$120.00
General Admission Bench	75.00	80.00
SINGLE GAME		
Reserved Chairback	10.00	10.00
General Admission Bench, Adult	7.00	7.00
General Admission Bench, Child (12 & under)	4.00	4.00

A valid student identification card admits USI students free to regularly scheduled athletics events. Children two years of age and under not occupying a seat will be admitted free when accompanied by an adult. Children occupying a seat will be charged the child (12 & under) fee. Senior citizens 65 years of age or older will receive a \$1 discount on each single-admission ticket or pass.

3. CHILDREN'S CENTER FEES

	<u>Current</u>	<u>Proposed</u>
<u>Full-time Attendance – 2 year olds*</u>		
Daily Rate (One Child)	\$ 21.50	\$ 22.50
Weekly Rate (One Child)	107.50	110.00
<u>Full-time Attendance – 3-5 year olds*</u>		
Daily Rate (One Child)	19.00	19.00
Weekly Rate (One Child)	88.00	90.00
<u>Hourly Attendance – 3-5 year olds**</u>		
One hour	3.50	3.50
Two hours	5.25	5.25
Three hours	7.00	7.00
Four hours	8.75	8.75
Five hours	10.50	10.50

Over five hours = full day

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

** Additional charges for snacks and lunches will be assessed all children enrolled on a part-time basis in attendance at snack and/or lunch time.

In the event that a child is not picked up by closing (5:00 p.m.), a late fee of \$0.20 per minute per child will be assessed for the first 10 minutes and \$1.00 per minute per child for each minute thereafter.

**RESOLUTION OF THE
UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES
FOR FINANCING THE NEW DAVID L. RICE LIBRARY**

WHEREAS, the Board of Trustees (the "Board") of the University of Southern Indiana (the "University") has determined that a necessity exists to consider financing the acquisition, construction, expansion, renovation, rehabilitation and/or equipping of a new library building on the University's Evansville campus, as well as related site preparation and other improvements and renovations (the "Project") and the refunding of all or a portion of the University's outstanding Student Fee Bonds (the "Prior Bonds"); and

WHEREAS, the Board of Trustees (the "Board") of the University of Southern Indiana (the "University") has full power and authority under and by virtue of the laws of the State of Indiana, including, more particularly, the provisions of Indiana Code 20-12-6, to issue bonds secured by Student Fees to finance and refinance academic and building facilities on its Evansville campus; and

WHEREAS, the University has heretofore executed and delivered to The Merchants National Bank of Terre Haute, as succeeded by Old National Trust Company, as Trustee (the "Trustee"), a certain Trust Indenture dated as of November 1, 1985 (the "Indenture"), for the purpose of securing its Student Fee Bonds issued from time to time thereunder; and

WHEREAS, Article IV of the Indenture authorizes the issuance of additional series of Bonds by the University and the authentication and delivery of those additional series of Bonds by the Trustee under the conditions set forth in Article IV, which conditions have been complied with so as to authorize the issuance, authentication and delivery of those Bonds by the Trustee under the conditions set forth in Article IV, to provide the funds required to finance and refinance the construction of the library facility and related site preparation (the "Project") and to refund all or a portion of the Prior Bonds; and

WHEREAS, the Treasurer has investigated, developed, evaluated and presented a Plan of Financing to the Board; and

WHEREAS, the Board desires to approve the Plan of Financing presented by the Treasurer; and

WHEREAS, there has now been submitted to the Board a form of Seventh Supplemental Indenture (the "Seventh Supplemental Indenture"), a form of Preliminary Official Statement (the "Official Statement"), a form of Bond Purchase Agreement (the "Bond Purchase Agreement"), a form of Construction and Rebate Agreement (the "Construction and Rebate Agreement") a form of Escrow Deposit Agreement, (the "Escrow Agreement") and a form of Supplement to Continuing Disclosure Undertaking Agreement (the "Undertaking Agreement") in connection with the issuance of the Bonds in an aggregate principal amount not to exceed the sum of (i) **\$30,708,830** for the financing and refinancing of the Project, (ii) plus all amounts necessary to refund the Prior Bonds (iii) plus certain additional costs and discounts and funding requirements,

which financing and refunding have been approved by the State Budget Agency of the State of Indiana;

WHEREAS, the University intends to acquire, construct, equip, renovate and/or rehabilitate the Project, and reasonably expects to reimburse certain costs of the Project with proceeds of debt to be incurred by the University; and

WHEREAS, the University expects to issue debt not exceeding **\$30,708,830** in aggregate principal amount for purposes of reimbursing costs of the Project; and

NOW, THEREFORE, BE IT RESOLVED by this Board as follows:

1. The University hereby declares and reaffirms its official intent to acquire, construct, equip and/or rehabilitate the Project described in Exhibit A; to reimburse certain costs of acquiring, constructing, equipping and/or rehabilitating the Project with proceeds of debt to be incurred by the University; and to issue debt not exceeding **\$30,708,830** in aggregate principal amount for purposes of financing, refinancing or reimbursing costs of the Project.

2. The Plan of Financing is hereby approved with respect to the financing of the Project and the refunding of the Prior Bonds. Also, the use of bond insurance is hereby approved.

3. The issuance of the Bonds by the University on the terms and conditions set forth in the Seventh Supplemental Indenture is hereby authorized in the total principal amount not to exceed the sum of (i) **\$30,708,830** for the financing of the Project, (ii) plus all amounts necessary to refund all or a portion of the Prior Bonds, (iii) plus underwriter's discount, as described below, original issue discount, as permitted by law, costs of issuance, costs of any premium for bond insurance and capitalized interest on the Bonds. The Bonds shall be designated "University of Southern Indiana Student Fee Bonds, Series I" (the "Bonds"). The true interest cost of the Bonds shall not exceed 7%, with a maximum underwriter's discount of 1% and with such serial or term maturities and redemption features as the executing officers shall approve. The final maturity of the Bonds shall not extend beyond **October 1, 2026**. The Bonds shall be sold pursuant to the Bond Purchase Agreement at negotiated sale to RBC Dain Rauscher, Inc., as underwriter.

4. The Seventh Supplemental Indenture is approved in substantially the form submitted to the Board and is made a part of this Resolution as if fully set forth herein. The Chair or Vice Chairs of the University, or any of them, is hereby authorized to execute and deliver, and the Secretary or Assistant Secretary of the University, or either of them, is hereby authorized to attest the signature of and to imprint the corporate seal of the University on the Seventh Supplemental Indenture in substantially the form presented to this meeting, with those changes in form or substance that the officers executing that document shall approve, such approval to be conclusively evidenced by the execution and delivery thereof.

5. The Official Statement is approved in substantially the form submitted to the Board and is made a part of this Resolution as if fully set forth herein and the prior distribution and use of the Official Statement is hereby ratified and confirmed. The Treasurer or Assistant Treasurer of the University is hereby authorized and directed to make those changes in form or substance as are necessary or appropriate, and to deem an Official Statement to be final or nearly

final for purposes of applicable Securities and Exchange Commission rules, to execute and deliver the form of any final Official Statement with those changes in form or substance that the Treasurer or Assistant Treasurer shall approve, and to cause printed copies of the final Official Statements to be provided to those prospective purchasers, investors and other persons as he may deem advisable in order to market the Bonds, and any such prior actions are hereby ratified and confirmed.

6. The Bond Purchase Agreement is approved in substantially the form submitted to the Board and is made a part of this Resolution as if set forth fully herein. The Chair, Vice Chair, Treasurer, or Assistant Treasurer of the University, or any of them, is hereby authorized to execute and deliver the Bond Purchase Agreement in substantially the form submitted to the Board, with those changes in form or substance that the officers executing that document shall approve, such approval to be conclusively evidenced by the execution and delivery thereof.

7. The Construction and Rebate Agreement is approved in substantially the form submitted to the Board and is made a part of this Resolution as if set forth fully herein. The Chair, Vice Chairs, Treasurer, or Assistant Treasurer of the University, or any of them, is hereby authorized to execute and deliver and the Secretary or Assistant Secretary of the University, or either of them, is hereby authorized to attest the signature of and to imprint the corporate seal of the University on the Construction and Rebate Agreement in substantially the form submitted to the Board, with those changes in form or substance that the officers executing that document shall approve, such approval to be conclusively evidenced by the execution and delivery thereof.

8. The Undertaking Agreement is approved in substantially the form submitted to the Board and is made a part of this Resolution as if set forth fully herein. The Chair, Vice Chairs, Treasurer, or Assistant Treasurer of the University, or any of them, is hereby authorized to execute and deliver the Undertaking Agreement in substantially the form presented to the Board, with those changes in form or substance that the officers executing that document shall approve, such approval to be conclusively evidenced by the execution and delivery thereof.

9. The Escrow Agreement is approved in substantially the form submitted to the Board and is made a part of this Resolution as if set forth fully herein. The Chair, Vice Chairs, Treasurer, or Assistant Treasurer of the University, or any of them, is hereby authorized to execute and deliver the Escrow Agreement in substantially the form presented to the Board, with those changes in form or substance that the officers executing that document shall approve, such approval to be conclusively evidenced by the execution and delivery thereof.

10. The Treasurer or Assistant Treasurer is hereby authorized to prepare the bond forms, as approved by the Board, in accordance with the Board Resolution, required for use in the issuance of the Bonds, and to cause the same to be executed manually or by facsimile by the proper officers of the University as provided in the Seventh Supplemental Indenture and the Indenture. Upon execution of the Bonds, the Treasurer or Assistant Treasurer shall deliver the Bonds to the Trustee for authentication, and upon their authentication, the Treasurer or Assistant Treasurer is authorized and directed to deliver the Bonds, upon payment of the purchase price, to The Depository Trust Company, New York, New York ("DTC"), on behalf of the purchasers thereof, which purchase price shall reflect the underwriter's discount permitted by this Resolution and original issue discount or premium, if any, as permitted by law.

11. The Chair, Vice Chairs, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary of the University are, and each of them is, hereby authorized and directed to do any and all further acts and things necessary underlying execution and delivery of such additional or supporting agreements, documents or certificates (including a DTC Letter of Representations and any agreement associated with obtaining bond insurance, if appropriate) as may be requested or necessary in order to complete the transaction contemplated by the Bond Purchase Agreement, the Seventh Supplemental Indenture, the Construction and Rebate Agreement, the Escrow Agreement, the Undertaking Agreement and the Official Statement hereby authorized.

Dated this 8th day of May, 2004.

Exhibit A

DESCRIPTION OF THE PROJECT:

The proposed construction of a new David L. Rice Library and renovation of the existing library will provide space to address growth in library functions and several other services now housed within the existing library building,

A new 115,755 ASF library building will be constructed adjacent to the existing library. A portion of the existing library, 7,940 ASF, will be renovated for academic functions. A steel framed building with 2,600 ASF will be constructed at an off-site location for Central Receiving and Distribution Services and the campus roadway will be improved.

CURRENT OPERATING BUDGET SUMMARY

	<u>Actual 2002-03</u>	<u>Appropriation 2003-04</u>	<u>Appropriation Recommended 2004-05</u>
Fund Balance Allocated		40,000	40,000
INCOME			
State Appropriation	35,027,458	38,552,209	39,555,600
Student Fees	23,848,377	23,624,184	25,929,578
Other Income	<u>2,916,048</u>	<u>1,730,361</u>	<u>1,827,634</u>
Total Income	61,791,883	63,906,754	67,312,812
TOTAL AVAILABLE	61,791,883	63,946,754	67,352,812

MAJOR EXPENSE CLASSIFICATION

Personal Services	41,494,944	47,215,424	49,811,224
Supplies and Expense	13,488,554	13,389,018	13,905,560
Repairs and Maintenance	1,806,006	1,897,609	1,879,260
Capital Outlay	<u>2,496,717</u>	<u>1,444,703</u>	<u>1,756,768</u>
TOTAL	59,286,221	63,946,754	67,352,812

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	31,438,988	35,081,637	37,065,794
Instruction Related	2,236,022	2,447,292	2,556,372
Student Services	4,442,611	5,171,975	5,388,825
Physical Plant	7,608,353	8,769,870	9,272,344
Administration and General	<u>13,560,247</u>	<u>12,475,980</u>	<u>13,069,477</u>
TOTAL	59,286,221	63,946,754	67,352,812

	<u>Actual 2002-03</u>	<u>Appropriation 2003-04</u>	<u>Appropriation Recommended 2004-05</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
Instruction			
Personal Services	27,538,512	30,686,218	32,407,991
Supplies and Expense	2,594,241	3,110,777	3,182,207
Repairs and Maintenance	489,404	658,120	650,913
Capital Outlay	<u>816,831</u>	<u>626,522</u>	<u>824,683</u>
Total Instruction	31,438,988	35,081,637	37,065,794
Instruction Related			
Personal Services	1,438,337	1,622,124	1,625,513
Supplies and Expense	169,320	193,388	192,725
Repairs and Maintenance	44,506	77,713	73,480
Capital Outlay	<u>583,859</u>	<u>554,067</u>	<u>664,654</u>
Total Instruction Related	2,236,022	2,447,292	2,556,372
Student Services			
Personal Services	3,586,098	4,249,603	4,451,178
Supplies and Expense	754,015	837,532	856,381
Repairs and Maintenance	50,285	57,557	53,052
Capital Outlay	<u>52,213</u>	<u>27,283</u>	<u>28,214</u>
Total Student Services	4,442,611	5,171,975	5,388,825
Physical Plant			
Personal Services	2,915,493	3,501,240	3,634,760
Supplies and Expense	3,670,979	4,437,947	4,807,830
Repairs and Maintenance	755,307	711,630	711,021
Capital Outlay	<u>266,574</u>	<u>119,053</u>	<u>118,733</u>
Total Physical Plant	7,608,353	8,769,870	9,272,344
Administration and General			
Personal Services	6,016,504	7,156,239	7,691,782
Supplies and Expense	6,299,999	4,809,374	4,866,417
Repairs and Maintenance	466,504	392,589	390,794
Capital Outlay	<u>777,240</u>	<u>117,778</u>	<u>120,484</u>
Total Administration and General	13,560,247	12,475,980	13,069,477
TOTAL BUDGET	59,286,221	63,946,754	67,352,812

UNIVERSITY OF SOUTHERN INDIANA
SCHEDULE C
TEN-YEAR CAPITAL IMPROVEMENT PLAN (BUILDINGS)
(all amounts expressed in 2005-07 dollars)

	NEAR-TERM 2005-07 Biennium			MEDIUM-TERM 2007-09 Biennium			LONG-TERM 2009-15 Biennium		
	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.	Projected State Amount	Funding Other Sources (1)	Space Change A.S.F.
I. Special R & R									
1. Classroom Renovation/Expansion				\$29,000,000	\$650,000 c	70,000			
2. Student Residence Building Renovation/Replacement					\$8,000,000 a		\$8,000,000 a		
II. New Construction									
1. School of Business/General Classroom Bldg. and Related Physical Plant Expansion	\$33,800,000		98,800						
2. General Classroom Building							\$25,000,000		50,000
3. Fitness Center Expansion - Phases II and III		\$7,250,000 b	33,800				\$5,250,000 b		25,000
4. Student Residence Buildings		\$7,750,000 a	55,000		\$8,500,000 a	55,000	\$9,000,000 a		55,000
5. Student Residence Dining Facilities							\$3,000,000 a		55,000
6. Parking Facilities (Note 2)		\$1,000,000 b			\$8,250,000 b	1,400	\$7,000,000 b		
7. Physical Activities Center (PAC) Addition				\$6,430,000	\$6,430,000 c	58,000			
8. Art, Theater, and Music Center							\$25,000,000	\$7,000,000 c	60,000
III. Facilities Acquisition									
(None)									
IV. Lease									
(None)									
TOTAL	\$33,800,000	\$16,000,000	187,600	\$35,430,000	\$31,830,000	184,400	\$50,000,000	\$39,250,000	245,000

(1) Identify source of non-state (i.e. "other") funding: (a) Rental/Board Income, (b) Fees and Contributions, (c) Contributions.

(2) Received bonding authorization in 2003-2005 for \$3,000,000 to construct parking facility; mid-term request is for increase of \$4,000,000 in bonding authorization for construction of parking facility for total of \$7,000,000 for project. Balance of request for \$1,250,000 is for other parking facilities.