

MINUTES
FINANCE/AUDIT COMMITTEE
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

July 14, 2011

The Finance/Audit Committee of the University of Southern Indiana Board of Trustees met on Thursday, July 14, 2011, in the New Harmony Inn and Conference Center in New Harmony, Indiana. In attendance were Chair Ted C. Ziemer Jr. and Trustees Ira G. Boots and Jeffrey L. Knight. Trustee Steven J. Schenck was absent. Others in attendance were Vice President for Finance and Administration and Treasurer Mark Rozewski and Vice President for Government and University Relations Cynthia S. Brinker.

Committee Chair Ted Ziemer called the meeting to order at 1 p.m.

1. RECOMMENDATION TO APPROVE PROPOSED SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2011-2012 and 2012-2013

Mr. Ziemer called on Vice President Rozewski to review proposed student fees for the next two years. Mr. Rozewski reminded the trustees that in accordance with state law, tuition is set for two years at the beginning of each legislative biennium. Mr. Rozewski reported the recommendation is to increase tuition by \$252 (to \$5,852) in 2011-2012 and by \$293 (to \$6,145) in 2012-2013.

Mr. Rozewski noted USI remains the most affordable four-year institution in the state of Indiana. The proposed modest increase in tuition allows the University, in a period of severely constrained state appropriations, to hire urgently needed new full-time faculty and meet other non-discretionary needs like health insurance costs and utilities.

Mr. Rozewski recommended the Committee ask the Board of Trustees to approve the proposed fees in Attachment A and outlined below.

It is recommended that the 2011-2012 per-semester credit-hour fee be increased to \$193.07 for Indiana resident undergraduate students; \$280.21 for Indiana resident graduate students; \$459.58 for non-resident undergraduate students; and \$552.71 for non-resident graduate students.

It is recommended that the 2012-2013 per-semester credit-hour fee be increased to \$202.83 for Indiana resident undergraduate students; \$294.44 for Indiana resident graduate students; \$482.83 for non-resident undergraduate students; and \$580.68 for non-resident graduate students.

On a motion by Mr. Boots, seconded by Mr. Knight, a recommendation to the Board of Trustees to approve the proposed Student Fees and Other Mandatory Fees for 2011-2012 and 2012-2013 in Attachment A was approved.

2. RECOMMENDATION TO APPROVE PROPOSED MISCELLANEOUS FEES FOR 2011-2012

Mr. Ziemer called on Vice President Rozewski to review the proposed miscellaneous fees for 2011-2012 listed in Attachment B. Mr. Rozewski referred to four proposed changes in the fees. The application fee, the proceeds of which supplement admissions marketing efforts, is recommended to increase from \$25 to \$35 (the first increase since the inception of the fee 16 years ago). A new one-time enrollment fee of \$100 will similarly be used for admissions marketing to increase the reach, quality, and frequency of communications to prospective students. The matriculation fee, which supports freshman orientation activities, will increase \$20, and the parking and transportation fee will increase to provide funds to repair and replace the increasing number of parking lots, roads, and walkways on campus.

In response to a question from Mr. Boots about the Enrollment Fee, how it will be used for marketing, and if it supports the strategic plan, Mr. Rozewski reported it will be used to market to prospective students in an effort to attract those who will ultimately increase quality and retention in addition to enrollment.

On a motion by Mr. Knight, seconded by Mr. Boots, a recommendation to the Board of Trustees to approve the Miscellaneous Fees for 2011-2012 in Attachment B was approved.

3. REPORT OF CONSTRUCTION CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Mr. Ziemer called on Vice President Rozewski, who reviewed the change orders listed in Attachment C. Mr. Rozewski noted the Business and Engineering Center project is complete, and the final change orders are those in the attachment. He also noted the University Center Expansion project is nearly complete and final change orders for the project will be issued soon.

4. APPROVAL OF CONSTRUCTION CHANGE ORDERS

Mr. Rozewski reviewed the construction change order in Attachment D, which requires approval of the Committee.

On a motion by Mr. Boots, seconded by Mr. Knight, the change order in Attachment D was approved.

There being no further business, the meeting was adjourned at 1:35 p.m.

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES
2011-2012 and 2012-2013

STUDENT FEES 2011-2012
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Contingent	\$124.27	\$124.27	\$211.41	\$211.41
Academic Facilities	43.75	43.75	43.75	43.75
Student Services	20.05	20.05	20.05	20.05
Technology	5.00	5.00	5.00	5.00
Non-Resident		266.51		272.50
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Total	\$193.07	\$459.58	\$280.21	\$552.71

STUDENT FEES 2012-2013
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Total	\$202.83	\$482.83	\$294.44	\$580.68

Prior Year Student Fees for Comparison

STUDENT FEES 2010-2011
(per semester credit hour)

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Contingent	\$115.67	\$115.67	\$198.95	\$198.95
Academic Facilities	44.35	44.35	44.35	44.35
Student Services	19.65	19.65	19.65	19.65
Technology	5.00	5.00	5.00	5.00
Non-Resident		254.86		260.67
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Total	\$184.67	\$439.53	\$267.95	\$528.62

OTHER MANDATORY FEES

University Services Fee

8 or more credit hours per semester	\$30.00
More than 3 and fewer than 8 credit hours per semester	\$22.75
3 or fewer hours per semester	\$10.00

The University Services Fee amounts shown above are for 2010-11, 2011-12, and 2012-13

MISCELLANEOUS FEES FOR 2011-2012
(Effective 8/22/11)

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Last Changed</u>
Application Fee	25.00	35.00	07/01/95
Enrollment Fee		100.00	N/A
Audit Fee (plus applicable lab fee)	35.00	35.00	08/30/93
Departmental Exams Fee	15.00	15.00	08/29/95
Distance Education Fees:			
Learning Center Fee (per credit hour)	25.00	25.00	08/30/99
Delivery Fee (per credit hour)	10.00	10.00	08/30/99
Supply Fee	100.00	100.00	07/01/94
Health Professions Insurance	15.00	20.00	07/01/93
Health Services Fee	47.00	47.00	09/02/08
Laboratory Fee (College of Science and Engineering)	45.00	45.00	08/29/05
Laboratory Fee (all other colleges)	35.00	35.00	08/07/01
Late Registration Fee Week 1	30.00	30.00	07/01/06
Late Registration Fee Beginning Week 2	125.00	125.00	07/01/06
Matriculation Fee (all new and transfer students)	65.00	85.00	07/01/05
Nursing Test Fee	30.00	30.00	08/31/92
Occupational Therapy Clinical Fee	50.00	50.00	08/31/98
Payment Plan Fee	30.00	30.00	07/01/95
Payment Plan Late Fee	25.00	25.00	08/30/99
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	09/02/97
Special Course Fee (varies by course; maximum amount)	200.00	200.00	08/07/01
Student Activity Fee (non-mandatory)	25.00	25.00	08/30/04
Studio Fee	35.00	35.00	08/07/01
Study Abroad Fee	100.00	100.00	08/29/05
Transportation and Parking Fee:			
8 or more credit hours per semester	65.00	75.00	08/30/10
> 3 and < 8 credit hours per semester	52.00	60.00	08/30/10
3 or fewer credit hours	39.00	45.00	08/30/10

Summary of Construction Change Orders Authorized by the Vice President for Finance and Administration

1. BUSINESS AND ENGINEERING CENTER PROJECT

Weddle Brothers Building Group, LLC - General Contractor

GC-027	Perform additional touch-up painting, install a mud bed for the slate floor at the west entry, perform additional survey work for sidewalk layout, install cover on masonry gap, and refund mark-up incorrectly billed on previous change orders	(\$11,219.49)
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Alva Electrical, Inc. - Electrical Contractor

EC-024	Provide materials and perform work for electrical modifications for laboratory furnishings in rooms 2009, 2012, and 2013	\$21,958
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EC-025	Provide and install closure panels for light fixtures at interrupting beam locations	\$850
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Mel-Kay Electric Co. - Communications Contractor

CC-008	Provide materials and perform work for communications modifications for laboratory furnishings in rooms 2009, 2012, and 2013	\$7,650
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2. UNIVERSITY CENTER EXPANSION PROJECT

Weddle Brothers Building Group, LLC - General Contractor

GC-086	Perform additional labor to install the Berry Plastics wall covering	\$4,245
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GC-087	Provide and install W10 beam to support operable partitions	\$13,645
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GC-088	Delete the installation of wall covering at some locations	(\$317)
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GC-089	Change storefront door to storefront window at kitchen connection	\$971
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GC-090	Perform additional labor to install aluminum ingot benches	\$2,963
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GC-091	Perform work to modify A Block at headers	\$263
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GC-092	Perform paint touch-up work where damaged by other trades	\$7,848
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GC-093	Install EFIS ceiling system at loading dock	\$813
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GC-094	Reimburse overcharge of mark-up on earlier change orders	(\$23,239)
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GC-095	Delete allowance for building signage included in contract	(\$70,000)
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GC-096	Fill in pits in concrete columns in kitchen area and apply sealer	\$2,141
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GC-097	Delete the construction of retaining wall and planter where Teaching Theater is to be constructed	(\$2,877)
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Weddle Brothers Building Group, LLC - Millwork Contractor

MW-001	Provide labor and materials to make revisions to millwork	\$11,403
MW-002	Provide and install locks for lower level wall locker cabinets	\$957

Deig Brothers Lumber and Construction Co. - Mechanical Contractor

MC-024	Install eye wash station in kitchen	\$3,985
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**Summary of Construction Change Orders
Recommended for Authorization**

BUSINESS AND ENGINEERING CENTER PROJECT

Weddle Brothers Building Group, LLC- General Contractor

GC-028	Provide materials, fabricate, and install miscellaneous structural steel items	\$27,164.54
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