

REVISED AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

July 12, 2012

SECTION I – GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF APRIL 27, 2012, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT’S REPORT**
- D. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee will meet prior to the Board of Trustees meeting on July 12, 2012. A report will be presented.

SECTION II – FINANCIAL MATTERS

A. REPORT OF THE FINANCE/AUDIT COMMITTEE

The Finance/Audit Committee will meet prior to the Board of Trustees meeting on July 12, 2012. A report will be presented.

B. APPROVAL OF ANNUAL OPERATING BUDGETS

The recommended Current Operating Budget for fiscal year 2012-2013 will be presented. The recommendation is for a balanced budget based upon estimates of fee revenue, State appropriations, and other available sources (summarized in Exhibit II-A).

Approval of the Annual Operating Budgets is recommended.

Note: Exhibit II-A is a summary of the current Operating Budget for 2012-2013. At the time this agenda was prepared, the Current Operating Budget was being finalized. Details will be shared at the meeting on July 12, 2012.

C. APPROVAL OF MISCELLANEOUS FEES FOR 2012-2013

Approval of a recommendation to the Board of Trustees for approval of the Laboratory and Miscellaneous Fees for 2012-2013 in Exhibit II-B is recommended.

D. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS

Approval of the following authorization for financial aid awards is recommended.

Pursuant to Indiana Code 21-15-2-1, which provides for awarding financial aid to students from existing resources, the University of Southern Indiana Board of Trustees delegates to the President of the University of Southern Indiana the responsibility to approve financial aid recommendations for students within the 2012-2013 budgetary capabilities.

E. APPROVAL OF RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS

At its meeting on November 6, 2008, the Board of Trustees approved a resolution regarding bank depositories and wire transfer authorizations. Approval of the following resolution to update the procedures is recommended.

WHEREAS, the University of Southern Indiana wishes to update the list of banks designated as depositories in which funds may be deposited and to update the authorizations required for transactions with the depositories;

THEREFORE, BE IT RESOLVED the Boonville Federal Savings Bank, Fifth Third Bank, First Federal Savings Bank, German American Bancorp, JP Morgan Chase Bank, Legence Bank, Lynnville National Bank, Old National Bank of Evansville, PNC Bank, Regions Bank and United Fidelity Bank be and hereby are designated as depositories in which funds of this Corporation may be deposited by its officers, agents, and employees; and

FURTHER RESOLVED that the Treasurer is authorized to sign (including using electronic and facsimile signatures) any and all checks, drafts, and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Corporation with said Bank, and that the said Bank hereby is authorized to honor any and all checks, drafts and orders so signed, including those drawn to the individual order of such officer without further inquiry or regard to the authority of said officer or the use of said checks, drafts, and orders, or proceeds thereof; and

FURTHER RESOLVED that the Treasurer or Assistant Treasurer of the University of Southern Indiana are authorized to enter into a Funds Transfer Agreement with the aforementioned Banks; and

FURTHER RESOLVED that the Treasurer, the Assistant Treasurer, the Controller, the Assistant Controller, and the Payroll Manager be designated as the officers of the University authorized to make wire transfers; and

FURTHER RESOLVED that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank, but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that the said Bank shall be saved harmless from any loss suffered or liability incurred without such notice.

F. UPDATE ON CURRENT CONSTRUCTION PROJECTS

A report will be presented on current construction projects. Exhibit II-C includes a summary of the cost and funding sources for each project.

G. REVIEW OF TEN-YEAR CAPITAL IMPROVEMENT PLAN FOR 2013-2023

The Ten-Year Capital Improvement Plan for 2013-2023 will be reviewed. The 2013-2015 Capital Improvement Budget Request, of which the ten-year capital plan is a part, will be submitted to the Indiana Commission for Higher Education and the State Budget Agency on September 7, 2012.

H. DISCUSSION OF THE OPERATING BUDGET REQUEST FOR 2013-2015

The Operating Budget Request for 2013-2015 will be reviewed. The request will be submitted to the Indiana Commission for Higher Education and the State Budget Agency on September 7, 2012, pending approval of the Board of Trustees at its meeting on September 6, 2012.

SECTION III – PERSONNEL MATTERS

A. REPORT ON FACULTY AND ADMINISTRATIVE RETIREMENTS

The following faculty and administrative retirements will be reviewed.

Director of Career Counseling Timothy K. Buecher, in accordance with the revised retirement policy, will retire effective July 1, 2013, including leave with pay for the period January 1, 2013 through June 30, 2013. Retirement service pay based on 38 years of service to the University will be paid as of June 30, 2013.

Director of News and Information Services Kathy W. Funke, in accordance with revised retirement policy, will retire effective July 1, 2013, including leave with pay for the period January 1, 2013, through June 30, 2013. Retirement service pay based on 31 years of service to the University will be paid as of June 30, 2013.

Assistant Professor of Dental Hygiene Phyllis A. Maddox, in accordance with the early retirement policy, will retire effective July 1, 2013, including leave with pay for the period January 9, 2013 through May 8, 2013. Retirement service pay based on 35 years of service to the University will be paid as of June 30, 2013.

Professor of Business Law Leslie E. Nunn, in accordance with the regular retirement policy, will retire effective July 1, 2013.

Instructor in English Martha K. Smith, in accordance with the revised retirement policy, will retire effective July 1, 2013, including leave with pay for the period January 9, 2013 through May 8, 2013. Retirement service pay based on 20 years of service to the University will be paid as of June 30, 2013.

B. APPROVAL OF EMERITUS STATUS

Approval of the following emeritus title is recommended.

Director Emeritus of Career Counseling Timothy K. Buecher

Director Emerita of News and Information Services Kathy W. Funke

Assistant Professor Emerita of Dental Hygiene Phyllis A. Maddox

Professor Emeritus of Business Law Leslie E. Nunn

Instructor Emerita in English Martha K. Smith

CURRENT OPERATING BUDGET SUMMARY

	<u>Approved Budget 2011-12</u>	<u>Budget Change</u>	<u>Approved Budget 2012-13</u>
INCOME			
State Appropriation - Operating	40,109,493	0	40,109,493
State Appropriation - Fee Replacement	10,998,767	1,135,349	12,134,116
Student Fees	39,291,778	1,257,097	40,548,875
Other Income	3,306,033	154,609	3,460,642
TOTAL	<u>93,706,071</u>	<u>2,547,055</u>	<u>96,253,126</u>

MAJOR EXPENSE CLASSIFICATION

Personal Services	68,693,352	1,267,721	69,961,073
Supplies and Expense	20,556,117	1,822,824	22,378,941
Repairs and Maintenance	2,463,299	69,984	2,533,283
Capital Outlay	1,993,303	(613,474)	1,379,829
TOTAL	<u>93,706,071</u>	<u>2,547,055</u>	<u>96,253,126</u>

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	49,954,695	1,706,741	51,661,436
Instruction Related	3,313,058	(851,223)	2,461,835
Student Services	6,911,126	301,928	7,213,054
Physical Plant	13,391,459	427,983	13,819,442
Administration and General	20,135,733	961,626	21,097,359
TOTAL	<u>93,706,071</u>	<u>2,547,055</u>	<u>96,253,126</u>

	<u>Approved Budget 2011-12</u>	<u>Budget Change</u>	<u>Approved Budget 2012-13</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
INSTRUCTION			
Personal Services	44,317,462	994,371	45,311,833
Supplies and Expense	4,061,623	524,765	4,586,388
Repairs and Maintenance	715,004	70,383	785,387
Capital Outlay	860,606	117,222	977,828
TOTAL INSTRUCTION	49,954,695	1,706,741	51,661,436
INSTRUCTION RELATED			
Personal Services	2,155,526	(604,017)	1,551,509
Supplies and Expense	211,365	486,009	697,374
Repairs and Maintenance	142,676	(44,921)	97,755
Capital Outlay	803,491	(688,294)	115,197
TOTAL INSTRUCTION RELATED	3,313,058	(851,223)	2,461,835
STUDENT SERVICES			
Personal Services	5,709,869	205,418	5,915,287
Supplies and Expense	1,114,531	86,328	1,200,859
Repairs and Maintenance	58,679	9,584	68,263
Capital Outlay	28,047	598	28,645
TOTAL STUDENT SERVICES	6,911,126	301,928	7,213,054
PHYSICAL PLANT			
Personal Services	5,325,375	217,219	5,542,594
Supplies and Expense	7,060,643	210,764	7,271,407
Repairs and Maintenance	851,416	0	851,416
Capital Outlay	154,025	0	154,025
TOTAL PHYSICAL PLANT	13,391,459	427,983	13,819,442
ADMINISTRATION AND GENERAL			
Personal Services	11,185,120	454,730	11,639,850
Supplies and Expense	8,107,955	514,958	8,622,913
Repairs and Maintenance	695,524	34,938	730,462
Capital Outlay	147,134	(43,000)	104,134
TOTAL ADMINISTRATION AND GENERAL	20,135,733	961,626	21,097,359
TOTAL BUDGET	93,706,071	2,547,055	96,253,126

MISCELLANEOUS FEES FOR 2012-2013

Laboratory and Miscellaneous Fees

<u>Fee Name</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>	<u>Last Changed</u>
Application Fee	35.00	40.00	08/20/12	08/22/11
Enrollment Fee	100.00	100.00	08/20/12	08/22/11
Audit Fee (plus applicable lab fee)	35.00	35.00	08/20/12	08/30/93
Departmental Exams Fee	15.00	15.00	08/20/12	08/29/95
Distance Education Fees:				
Learning Center Fee (per credit hour)	25.00	25.00	08/20/12	08/30/99
Delivery Fee (per credit hour)	10.00	10.00	08/20/12	08/30/99
Supply Fee	100.00	100.00	08/20/12	07/01/94
Health Professions Insurance	15.00	20.00	08/20/12	07/01/93
Health Services Fee	47.00	47.00	08/20/12	08/31/98
Housing Living Learning Community Fee	0.00	10.00	08/20/12	N/A
Housing Student Activity Fee	0.00	25.00	08/20/12	N/A
Laboratory Fee (College of Science, Engineering & Education)	45.00	60.00	08/20/12	08/29/05
Laboratory Fee (all other colleges)	35.00	50.00	08/20/12	08/07/01
Late Registration Fee Week 1	30.00	35.00	08/20/12	07/01/06
Late Registration Fee Beginning Week 2	125.00	125.00	08/20/12	07/01/06
Matriculation Fee (all new and transfer students)	85.00	100.00	08/20/12	08/22/11
Nursing Test Fee	30.00	30.00	08/20/12	08/31/92
Occupational Therapy Clinical Fee	50.00	75.00	08/20/12	08/31/98
Payment Plan Fee	30.00	30.00	08/20/12	07/01/95
Payment Plan Late Fee	25.00	25.00	08/20/12	08/30/99
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/20/12	09/02/97
Special Course Fee (varies by course; maximum amount)	200.00	200.00	08/20/12	08/07/01
Student Activity Fee (non-mandatory)	25.00	50.00	08/20/12	08/30/04
Studio Fee	40.00	50.00	08/20/12	08/22/11
Study Abroad Fee	100.00	100.00	08/20/12	08/29/05
Transcript Fee	0.00	20.00	08/20/12	N/A
Transportation Fee:				
8 or more credit hours per semester	75.00	90.00	08/20/12	08/22/11
>3 and <8 credit hours per semester	60.00	72.00	08/20/12	08/22/11
3 or fewer credit hours	45.00	54.00	08/20/12	08/22/11

**Summary
Current Construction Projects
July 12, 2012**

Projects Recently Completed

Exterior Site Lighting Improvements

Project Cost \$ 150,000

Funding Source: Transportation Reserve

Projects Under Construction

Applied Engineering Center Construction

Project Cost \$ 3,300,000

Funding Source: Special Projects Reserve

University Center Loft Renovation

Project Cost \$ 2,500,000

Funding Source: Dining Reserve

University Center Bookstore Renovation - Phase I

Project Cost \$ 600,000

Funding Source: Bookstore Reserve

Student Housing Apartment Buildings Renovation - Phase II

Project Cost \$ 400,000

Funding Source: Housing Reserve

Student Housing Apartment Building Renovation - Phase III

Project Cost \$ 1,100,000

Funding Source: Housing Reserve

Orr Center Sidewalk Replacement

Project Cost \$ 175,000

Funding Source: Transportation Reserve

Wright Administration Building Office Suite 103 and 104 Renovation

Project Cost \$ 400,000

Funding Source: Special Projects Reserve

Projects in Design

Teaching Theatre Construction

Project Cost **\$ 17,250,000**

Funding Sources:

Bond Issue (Repaid with Student Fees) \$ 13,000,000

Special Projects Reserve \$ 2,250,000

USI Foundation \$ 2,000,000

Campus Loop Road Construction - Phase III

Project Cost **\$ 760,000**

Funding Sources:

Transportation Reserve \$ 271,000

Federal Direct Appropriation FY 2009 \$ 489,000

University Center Bookstore Renovation - Phase II

Project Cost **\$ 725,000**

Funding Source: Bookstore Reserve

Orr Center Renovation Phase II

Project Cost **\$ 400,000**

Funding Source: Special Projects Reserve

Health Professions Center and Education Center Advising Centers Construction

Project Cost **\$ 400,000**

Funding Source: Special Projects Reserve

Science Center - Lower Level Renovation

Project Cost **\$ 750,000**

Funding Source: General Repair and Rehabilitation Appropriation

Varsity Athletic Field Area Parking Lot Improvement

Project Cost **\$ 350,000**

Funding Source: Transportation Reserve

Technology Center Air Handling Unit Replacement

Project Cost **\$ 250,000**

Funding Source: Special Projects Reserve

Health Professions Center Third Floor Painting and Floor Covering Replacement

Project Cost \$ **100,000**

Funding Sources:

IU School of Medicine \$ 35,000

Special Projects Reserve \$ 65,000

New Harmony Atheneum Exterior Painting, Metal Stairs, and Handrail

Project Cost \$ **250,000**

Funding Source: Special Projects Reserve

Liberal Arts Center Room 2031 and Recreation and Fitness Center

Computer Lab Construction

Project Cost \$ **225,000**

Funding Source: Special Projects Reserve