

AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

July 12, 2018

SECTION I – GENERAL AND ACADEMIC MATTERS

A. APPROVAL OF MINUTES OF APRIL 19, 2018, AND APRIL 27, 2018, MEETINGS

B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

C. REPORT OF THE ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT COMMITTEE

The Academic Affairs and Enrollment Management Committee met prior to the Board of Trustees meeting on July 12, 2018. A report will be presented.

D. PRESIDENT’S REPORT

SECTION II – FINANCIAL MATTERS

A. REPORT OF FINANCE/AUDIT COMMITTEE

The Finance/Audit Committee met prior to the Board of Trustees meeting on July 12, 2018. A report will be presented.

B. APPROVAL OF MISCELLANEOUS FEES FOR 2018-2019

Miscellaneous Fees are those fees (other than Contingent, Academic Facilities, Student Services, and Technology Fees) charged to some, but not necessarily all, students in the course of their attendance. Examples include, but are not limited to, Laboratory Fees, Program Fees and Parking Fees. A schedule of the proposed Miscellaneous Fees for 2018-2019 is in Exhibit II-A.

Approval of the proposed Miscellaneous Fees for 2018-2019 (Exhibit II-A) is recommended.

C. REVIEW OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2018-2019

Review of mandatory student fees for 2018-2019 is summarized in Exhibit II-B.

D. APPROVAL OF THE SELECTION OF UNDERWRITERS FOR ISSUANCE OF BOND SERIES M FINANCING PLAN

A resolution authorizing the selection of underwriters for student fee bonds to finance Phase II of the Physical Activities Center Classroom Expansion and Renovation Project is outlined in Exhibit II-C.

Approval authorizing the selection of underwriters for Bond Series M (Exhibit II-C) is recommended.

E. APPROVAL OF ANNUAL OPERATING BUDGET

The recommended Current Operating Budget for fiscal year 2018-2019 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-D).

Approval of the Annual Operating Budget is recommended.

NOTE: At the time this agenda was prepared, the Current Operating Budget was being finalized. Details will be shared at the meeting on July 12, 2018.

F. 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 2018-2019 budgetary capabilities.

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

At its meeting on July 13, 2017, 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 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; and

THEREFORE BE IT RESOLVED that Banterra Bank, Boonville Federal Savings Bank, Commerce Bank, Fifth Third Bank, First Federal Savings Bank, First Financial Bank, First Security Bank, German American Bank, JP Morgan Chase Bank, Legence Bank, Lynnville National Bank, Old National Bank, PNC Bank, Regions Bank, United Fidelity Bank and U.S. 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 or Assistant 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 is 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 Manager of Accounting Operations 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.

H. UPDATE ON CURRENT CONSTRUCTION PROJECTS

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

I. REVIEW OF THE TEN-YEAR 2019-2029 CAPITAL IMPROVEMENT PLAN AND THE 2019-2021 BIENNIAL OPERATING BUDGET REQUEST

The Ten-Year Capital Improvement Plan for the 2019-2029 and the Operating Budget Request for the 2019-2021 will be reviewed. The 2019-2021 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 in September 2018. The 2019-2021 Operating Budget Request also will be submitted at that time, pending approval by the Board of Trustees at its meeting on September 6, 2018 (Exhibit II-F).

SECTION III – PERSONNEL MATTERS

A. REPORT ON FACULTY AND ADMINISTRATIVE RETIREMENTS

The following faculty and administrative retirements will be reviewed.

Assistant Math Specialist Cyd Fithian, in accordance with the Revised Retirement Policy, will retire effective June 7, 2019, after 14 years of service.

Senior Programmer/Analyst Edward Shelby, in accordance with the Regular Retirement Policy, retired on May 19, 2018, after 13.75 years of service.

Assistant Director of IT Enterprise Solutions Jayne Tang, in accordance with the Rule of 85 Retirement Policy, will retire effective May 1, 2019, after 33.75 years of service.

B. APPROVAL OF EMERITUS STATUS

Approval of the following emeritus titles is recommended.

Assistant Math Specialist Emerita Cyd Fithian

Senior Programmer/Analyst Emeritus Edward Shelby

Assistant Director Emerita of IT Enterprise Solutions Jayne Tang

MISCELLANEOUS FEES FOR 2018-2019

1. Laboratory and Miscellaneous Fees

<u>Fee Name</u>	<u>2017-2018 Fee</u>	<u>2018-2019 Fee</u>	<u>Effective Date</u>	<u>Last Changed</u>
Application Fee	40.00	40.00	08/20/18	08/20/12
Assessment Fee	125.00	125.00	08/20/18	08/24/15
Audit Fee (plus applicable lab fee)	50.00	50.00	08/20/18	08/22/16
Computer Science Program Fee*	75.00	75.00	08/20/18	08/21/17
Counseling Service Fee	25.00	25.00	08/20/18	08/25/14
Departmental Exams Fee	25.00	25.00	08/20/18	08/22/16
Distance Education Non-Resident Delivery Fee*	30.00	30.00	08/20/18	08/24/15
Distance Education Online Learning Fee	50.00	50.00	08/20/18	08/30/99
Engineering Undergraduate Program Fee*	75.00	75.00	08/20/18	08/24/15
Enrollment Fee	150.00	150.00	08/20/18	08/22/16
Health Informatics Program Fee*	50.00	50.00	08/20/18	08/21/17
Health Professions Insurance	20.00	20.00	08/20/18	08/20/12
Housing Living Learning Community Fee	15.00	15.00	08/20/18	08/20/12
Housing Student Activity Fee	25.00	25.00	08/20/18	08/20/12
International Student Fee	150.00	200.00	08/20/18	08/25/14
Laboratory Fee (College of Science and Engineering)	75.00	75.00	08/20/18	08/24/15
Laboratory Fee (all other colleges)	50.00	50.00	08/20/18	08/20/12
Late Registration Fee Week 1	50.00	50.00	08/20/18	08/22/16
Late Registration Fee Beginning Week 2	150.00	150.00	08/20/18	08/22/16
Matriculation Fee (all new and transfer students)	175.00	175.00	08/20/18	08/22/16
Nursing DNP Program Fee*	150.00	150.00	08/20/18	07/01/14
Nursing Program Fee (BSN)* Change in assessment method	40.00	40.00	08/20/18	07/01/14
Nursing Program Fee (MSN)*	100.00	100.00	08/20/18	07/01/14
Occupational Therapy Clinical Fee	75.00	75.00	08/20/18	08/20/12
Occupational Therapy Program Fee (MSOT)*	100.00	100.00	08/20/18	07/01/14
Payment Plan Fee	35.00	35.00	08/20/18	08/22/16
Payment Plan Late Fee	25.00	50.00	08/20/18	08/30/99
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/20/18	09/02/97
Social Work Program Fee*	50.00	50.00	08/20/18	08/21/17
Special Course Fee (varies by course; maximum amount)	350.00	350.00	08/20/18	08/21/17
Student Activity Fee	100.00	100.00	08/20/18	08/22/16
Study Abroad Fee	300.00	300.00	08/20/18	08/22/16
Transcript Fee	50.00	50.00	08/20/18	08/22/16
Transportation Fee:				
8 or more credit hours per semester	130.00	135.00	08/20/18	08/21/17
>3 and <8 credit hours per semester	104.00	110.00	08/20/18	08/21/17
3 or fewer credit hours	78.00	80.00	08/20/18	08/21/17

*per credit hour

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES
2018-2019

STUDENT FEES 2018-2019
(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	\$187.56	\$187.56	\$313.60	\$313.60
Academic Facilities	42.15	42.15	42.15	42.15
Student Services	24.60	24.60	24.60	24.60
Technology	10.00	10.00	10.00	10.00
Non-Resident		369.59		369.32
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$264.31	\$633.90	\$390.35	\$759.67

Prior Year Student Fees for Comparison

STUDENT FEES 2017-2018
(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	\$177.76	\$177.76	\$298.78	\$298.78
Academic Facilities	36.80	36.80	36.80	36.80
Student Services	24.60	24.60	24.60	24.60
Technology	7.50	7.50	7.50	7.50
Non-Resident		355.21		355.10
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$246.66	\$601.87	\$367.68	\$722.78

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 2018-2019

**RESOLUTIONS OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF SOUTHERN INDIANA
AUTHORIZING SELECTION OF UNDERWRITERS FOR STUDENT FEE BONDS
TO FINANCE PART OF THE PHYSICAL ACTIVITIES CENTER
CLASSROOM EXPANSION AND RENOVATION (“PROJECT”)
AND DECLARING OFFICIAL INTENT FOR THE PROJECT**

WHEREAS, the University of Southern Indiana (the “University”) Board of Trustees (the “Board”) wishes to provide certain preliminary authorizations and delegations to the Treasurer (and any Assistant Treasurers) of the Board (the “Treasurer”) in connection with the proposed construction and financing of the Physical Activities Center Classroom Expansion and Renovation Project in two phases (the “Project”); and

WHEREAS, the Project will be financed from a combination of equity contributions of the University, state appropriations and the proceeds from the issuance of debt obligations; and

WHEREAS, Phase II of the Project was previously authorized by, and bonding authority under IC 21-34 was provided by, the Indiana General Assembly in its 2017 session; and

WHEREAS, this Board intends to acquire, construct, equip, renovate and/or rehabilitate the Project, and reasonably expects to make advances for such purposes, and to reimburse advances made for certain costs of the Project with proceeds of debt to be incurred by the University; and

WHEREAS, this Board has given certain prior approvals with respect to this project and the State of Indiana has given certain required administrative approvals for the Project; and

WHEREAS, this Board now desires to authorize the Treasurer to solicit information from investment or commercial bankers with respect to financing of Phase II of the Project, to develop a Plan of Financing for the Project, and to recommend said Plan of Financing to this Board.

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

1. The Board declares its official intent, and hereby ratifies and affirms any prior declarations of official intent, to acquire, construct, equip and/or rehabilitate the Project described in Exhibit A; to advance, on an interim basis, certain costs of the Project, to reimburse such advances for costs of acquiring, constructing, equipping and/or rehabilitating the Project with proceeds of obligations to be incurred by the University; and to issue debt not exceeding amounts authorized by the Indiana General Assembly for purposes of financing, refinancing or reimbursing costs of the Project.

2. The Treasurer is authorized to develop a Plan of Financing for the Project and to present said Plan of Financing to this Board or to its Finance and Audit Committee for approval. Such Plan of Financing may also include refunding components for prior student fee bonds to the extent the Treasurer determines such refunding(s) are in the best interests of the University.

3. The Treasurer is authorized to solicit information, qualifications or proposals from investment and commercial banking firms with respect to the financing of the Project and to present a recommendation to this Board or its Finance and Audit Committee for approval.

4. The Treasurer is authorized to retain a municipal or financial advisor and legal counsel to assist in structuring and implementing the financing described above in these Resolutions.

Approved this ____ day of July, 2018.

UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

By: _____
Secretary

EXHIBIT A

PROJECT

Expansion and Renovations

Expansion and renovations of and improvements to existing facilities, including the Physical Activities Center, Phase I and Phase II.

Phase I: This 147,022 (gross square footage) 115,038 (assignable square footage) project will include renovation of two classrooms, a large exercise classroom, a weight training room, a sports medicine training room, the natatorium, locker rooms, main lobbies and corridor and faculty offices, as well as an expansion of the building to support the Kinesiology and Sport Department.

Phase II: Phase II of the Project includes renovation to the existing core section of the facility and an addition of 98,500 gross square feet. This multifaceted project will expand instructional space for high demand academic programs, increase collaborative and group learning space for students, enhance the technological capabilities of the facility, and provide administrative space for faculty and staff. Additionally, the University's Public Safety Department and the pool will be relocated during Phase II.

CURRENT OPERATING BUDGET SUMMARY

	Approved Budget 2017-18	Budget Change	Proposed Budget 2018-19
INCOME			
State Appropriation - Operating	44,859,953	419,055	45,279,008
State Appropriation - Line Items	1,552,550	0	1,552,550
State Appropriation - Fee Replacement	9,011,025	3,221,903	12,232,928
Student Fees	52,194,705	1,565,922	53,760,627
Other Income	6,428,478	554,528	6,983,006
TOTAL	114,046,711	5,761,408	119,808,119

MAJOR EXPENSE CLASSIFICATION

Personal Services	82,155,478	1,986,541	84,142,019
Supplies and Expense	26,641,909	4,922,397	31,564,306
Repairs and Maintenance	3,119,902	(1,124,860)	1,995,042
Capital Outlay	2,129,422	(22,670)	2,106,752
TOTAL	114,046,711	5,761,408	119,808,119

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	58,135,906	1,289,420	59,425,326
Instruction Related	5,902,767	331,349	6,234,116
Student Services	9,375,628	285,761	9,661,389
Operation and Maintenance of Plant	15,783,430	341,892	16,125,322
Administration and General	17,095,476	1,218,177	18,313,653
Institutional Student Aid	7,753,504	2,294,809	10,048,313
TOTAL	114,046,711	5,761,408	119,808,119

	<u>Approved Budget 2017-18</u>	<u>Budget Change</u>	<u>Proposed Budget 2018-19</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
INSTRUCTION			
Personal Services	51,919,722	1,146,796	53,066,518
Supplies and Expense	5,042,135	157,533	5,199,668
Repairs and Maintenance	514,773	(16,669)	498,104
Capital Outlay	659,276	1,760	661,036
TOTAL INSTRUCTION	58,135,906	1,289,420	59,425,326
INSTRUCTION RELATED			
Personal Services	3,201,043	84,229	3,285,272
Supplies and Expense	1,004,687	620,846	1,625,533
Repairs and Maintenance	777,908	(369,226)	408,682
Capital Outlay	919,129	(4,500)	914,629
TOTAL INSTRUCTION RELATED	5,902,767	331,349	6,234,116
STUDENT SERVICES			
Personal Services	7,943,249	251,192	8,194,441
Supplies and Expense	1,191,375	175,315	1,366,690
Repairs and Maintenance	210,759	(138,746)	72,013
Capital Outlay	30,245	(2,000)	28,245
TOTAL STUDENT SERVICES	9,375,628	285,761	9,661,389
OPERATION AND MAINTENANCE OF PLANT			
Personal Services	6,580,847	(44,218)	6,536,629
Supplies and Expense	7,928,442	417,040	8,345,482
Repairs and Maintenance	866,616	(10,330)	856,286
Capital Outlay	407,525	(20,600)	386,925
TOTAL OPERATION AND MAINTENANCE OF PLANT	15,783,430	341,892	16,125,322
ADMINISTRATION AND GENERAL			
Personal Services	12,510,617	548,542	13,059,159
Supplies and Expense	3,721,766	1,256,854	4,978,620
Repairs and Maintenance	749,846	(589,889)	159,957
Capital Outlay	113,247	2,670	115,917
TOTAL ADMINISTRATION AND GENERAL	17,095,476	1,218,177	18,313,653
INSTITUTIONAL STUDENT AID			
Supplies and Expense	7,753,504	2,294,809	10,048,313
TOTAL INSTITUTIONAL STUDENT AID	7,753,504	2,294,809	10,048,313
TOTAL BUDGET	114,046,711	5,761,408	119,808,119

**Summary
Construction Projects**

July 12, 2018

Recently Completed

Door Hardware with ADA Interior Locks Replacement

Project Cost \$ 450,000

Funding Source: Special Projects

Cooling Tower Replacement

Project Cost \$ 150,000

Funding Source: General Repair and Rehabilitation Appropriation

Projects Under Construction

Physical Activities Center (PAC) Renovation

Project Cost \$ 27,060,000

Funding Sources:

Legislative Appropriation - 2013	\$ 16,000,000
Special Projects	\$ 3,000,000
Campus Store Reserve	\$ 1,992,100
State Rehabilitation and Repair Funding	\$ 1,622,500
Food Service Reserve	\$ 1,500,000
Kinesiology Special Projects	\$ 1,500,000
Debt Service Funds	\$ 1,445,400

Stone Family Center for Health Sciences

Project Cost \$ 6,000,000

Funding Source: Legislative Appropriation - 2015

Health Professions Center: Classroom Renovation/Expansion Phase II

Project Cost \$ 4,000,000

Funding Source: Legislative Appropriation - 2015

Fuquay Welcome Center

Project Cost \$ 3,200,000

Funding Sources:

Private Gifts	\$ 2,000,000
Special Projects	\$ 1,200,000

Projects Under Construction (cont'd)

Arc Flash OSHA Code Requirements for Electrical Panels

Project Cost \$ 260,000

Funding Source: Special Projects

Clarke Lane Major Rework

Project Cost \$ 225,000

Funding Source: Parking Reserve

Applied Engineering/Ceramics Center Sidewalks

Project Cost \$ 158,000

Funding Sources:

Parking Reserves \$ 75,000

General Repair and Rehabilitation Appropriation \$ 83,000

Parking Lots A, B, and C High Lighting Replacement

Project Cost \$ 130,000

Funding Source: Parking Reserves

O'Bannon Hall Floor Covering Replacement

Project Cost \$ 128,000

Funding Source: Housing Reserves

Projects In Design

Physical Activities Center (PAC) Phase II

Project Cost \$ 38,500,000

Funding Source: Legislative Appropriation - 2017

University Center (UC) West Partial Roof Replacement

Project Cost \$ 525,000

Funding Source: UC Expansion

Campus Heating - Cooling Water Supply Infrastructure Improvements

Project Cost \$ 410,000

Funding Source: General Repair and Rehabilitation Appropriation

Art Center - Sound Booths

Project Cost \$ 238,106

Funding Source: Private Gifts

CAPITAL REQUEST SCHEDULE IV (CRS IV)
2019 - 2029 TEN-YEAR CAPITAL PROJECT PLAN
INDIANA PUBLIC POSTSECONDARY EDUCATION
SUMMARY OF MAJOR PROJECTS RELATED TO THE TEN-YEAR CAPITAL PLAN
UNIVERSITY OF SOUTHERN INDIANA
June 25, 2018

	Near Term 2019-21			Medium Term 2021-23			Long-Term 2023-29		
	Est. State Funding	Est. Other Funding ⁽¹⁾	Est. GSF Impact	Est. State Funding	Est. Other Funding ⁽¹⁾	Est. GSF Impact	Est. State Funding	Est. Other Funding ⁽¹⁾	Est. GSF Impact
<u>A. SPECIAL R&R PROJECTS</u>									
1. Classroom Renovation and Expansion (July 2020)	\$48,000,000	\$3,000,000 c	56,000						
2. Student Residence Building Renovation/ Replacement and Expansion (July 2020 and July 2022)		\$8,200,000 a	4,000		\$8,000,000 a			\$8,000,000 a	
3. University Center Expansion/Renovation (July 2022)					\$16,500,000 b	60,000			
4. Wright Building Renovation (July 2023)				\$23,200,000		44,300			
5. Rice Library Renovation - Phase I				\$8,000,000					
<u>B. NEW CONSTRUCTION</u>									
6. Parking Facilities ⁽²⁾ (July 2019)		\$26,800,000 b	398,000						
7. Student Residence Building with Dining (July 2020 and July 2025)		\$36,000,000 a	110,000					\$39,000,000 a	105,000
8. Nexus Innovation Center (July 2023)				\$36,000,000		120,000			
9. Recreation, Fitness and Wellness Center Expansion (July 2021)					\$8,000,000 b	35,700			
10. Multidisciplinary Engineering Center (July 2025)							\$50,000,000	\$2,000,000 c	125,000
<u>C. QUALIFIED ENERGY SAVINGS PROJECTS</u>									
<u>D. ACQUISITION (FACILITY, LAND OR LEASE)</u>									
<u>E. OTHER PROJECTS</u>									
TOTAL CAPITAL PROJECT BUDGET REQUEST	\$48,000,000	\$74,000,000	568,000	\$67,200,000	\$32,500,000	260,000	\$50,000,000	\$49,000,000	230,000

Notes:

(1) 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; near-term request is for increase of \$23,800,000 in bonding authorization for construction of parking facility for total of \$26,800,000 for project.

(3) Construction start date may change if funding is received early.

- All projects that would need approval from the General Assembly or CHE/SBA/SBC should be included in this schedule
- Any project that would not need approval from the General Assembly or CHE/SBA/SBC should not be included in the schedule
- For projects listed in Medium and Long-Term, the estimated cost and GSF impact can be shown as a range
- Projects should include all costs associated with the project (structure, A&E, infrastructure, consulting, FF&E, etc.)