

**AGENDA**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**July 11, 2019**

**SECTION I – GENERAL AND ACADEMIC MATTERS**

- A. APPROVAL OF MINUTES OF APRIL 26, 2019, AND JUNE 4, 2019, MEETINGS**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT’S REPORT**

## **SECTION II – FINANCIAL MATTERS**

### **A. APPROVAL OF MISCELLANEOUS FEES FOR 2019-2020**

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, Parking Fees, and Late Registration Fees. A schedule of the proposed Miscellaneous Fees for 2019-2020 is in Exhibit II-A.

Approval of the proposed Miscellaneous Fees for 2019-2020 (Exhibit II-A) is recommended.

### **B. REVIEW OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2019-2020**

Review of the mandatory student fees for 2019-2020 is summarized in Exhibit II-B.

### **C. APPROVAL OF ANNUAL OPERATING BUDGETS**

The recommended Current Operating Budget for fiscal year 2019-2020 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-C).

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 11, 2019.

### **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 2019-2020 budgetary capabilities.

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

At its meeting on July 12, 2018, 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 the Banterra Bank, Boonville Federal Savings Bank, Commerce Bank, Fifth Third Bank, First Federal Savings Bank, First Financial Bank, German American Bank, JP Morgan Chase Bank, KeyBank, Legence Bank, LNB Community Bank, Old National Bank, PNC Bank, Regions Bank, United Fidelity Bank and Wells Fargo 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.

#### **F. APPROVAL OF CONSTRUCTION CHANGE ORDERS**

Construction change orders requiring approval of the Board of Trustees are summarized in Exhibit II-D.

Approval of the change orders in Exhibit II-D is recommended.

#### **G. CHANGE ORDERS APPROVED BY VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The construction change orders approved by the vice president for Finance and Administration are summarized in Exhibit II-E.

#### **H. UPDATE ON CURRENT CONSTRUCTION PROJECTS**

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

### **SECTION III - PERSONNEL MATTERS**

#### **A. REPORT ON FACULTY AND ADMINISTRATIVE RETIREMENTS**

The following faculty and administrative retirements will be reviewed.

Senior Counselor, Student Financial Assistance Cynthia J. Bent, in accordance with the regular retirement policy, will retire effective August 1, 2019, after 18 years of service.

Mathematics Specialist and Placement Testing Coordinator, Nancy M. Myers, in accordance with the early retirement policy, will retire effective January 1, 2021, after 27 years of service, including leave with pay for the period of July 1, 2020, through December 31, 2020.

Assistant Director of Development, Major Gifts Virginia L. Bryant Norton, in accordance with the revised retirement policy, will retire effective January 1, 2021, after 27 years of service, including leave with pay for the period of July 1, 2020, through December 31, 2020.

#### **B. APPROVAL OF EMERITUS STATUS**

Approval of the following emeritus titles is recommended.

Senior Counselor Emerita, Student Financial Assistance Cynthia J. Bent

Mathematics Specialist Emerita and Placement Test Coordinator Emerita Nancy M. Myers

Assistant Director Emerita of Development, Major Gifts Virginia L. Bryant Norton

**MISCELLANEOUS FEES FOR 2019-2020**

**1. Laboratory and Miscellaneous Fees**

| <u>Fee Name</u>  | <u>2018-2019<br/>Fee</u> | <u>2019-2020<br/>Fee</u> | <u>Effective<br/>Date</u> | <u>Last<br/>Changed</u> |
|--|--------------------------|--------------------------|---------------------------|-------------------------|
| Application Fee  | 40.00                    | 40.00                    | 08/19/19                  | 08/20/12                |
| Assessment Fee   | 125.00                   | 125.00                   | 08/19/19                  | 08/24/15                |
| Audit Fee (plus applicable lab fee)                    | 50.00                    | 50.00                    | 08/19/19                  | 08/22/16                |
| Computer Science Program Fee*                          | 75.00                    | 75.00                    | 08/19/19                  | 08/21/17                |
| Counseling Service Fee                                 | 25.00                    | 40.00                    | 08/19/19                  | 08/25/14                |
| Departmental Exams Fee                                 | 25.00                    | 25.00                    | 08/19/19                  | 08/22/16                |
| Distance Education Non-Resident Delivery Fee*          | 30.00                    | 30.00                    | 08/19/19                  | 08/24/15                |
| Distance Education Online Learning Fee                 | 50.00                    | 50.00                    | 08/19/19                  | 08/30/99                |
| Engineering Undergraduate Program Fee*                 | 75.00                    | 75.00                    | 08/19/19                  | 08/24/15                |
| Enrollment Fee   | 150.00                   | 150.00                   | 08/19/19                  | 08/22/16                |
| Health Informatics Program Fee*                        | 50.00                    | 50.00                    | 08/19/19                  | 08/21/17                |
| Health Professions Insurance                           | 20.00                    | 20.00                    | 08/19/19                  | 08/20/12                |
| Housing Living Learning Community Fee                  | 15.00                    | 15.00                    | 08/19/19                  | 08/20/12                |
| Housing Student Activity Fee                           | 25.00                    | 25.00                    | 08/19/19                  | 08/20/12                |
| International Student Fee                              | 200.00                   | 200.00                   | 08/19/19                  | 08/20/18                |
| Laboratory Fee (College of Science and Engineering)    | 75.00                    | 75.00                    | 08/19/19                  | 08/24/15                |
| Laboratory Fee (all other colleges)                    | 50.00                    | 50.00                    | 08/19/19                  | 08/20/12                |
| Late Registration Fee Week 1                           | 50.00                    | 50.00                    | 08/19/19                  | 08/22/16                |
| Late Registration Fee Beginning Week 2                 | 150.00                   | 150.00                   | 08/19/19                  | 08/22/16                |
| Matriculation Fee (all new and transfer students)      | 175.00                   | 175.00                   | 08/19/19                  | 08/22/16                |
| Nursing DNP Program Fee*                               | 150.00                   | 150.00                   | 08/19/19                  | 07/01/14                |
| Nursing Program Fee (BSN)* Change in assessment method | 40.00                    | 40.00                    | 08/19/19                  | 07/01/14                |
| Nursing Program Fee (MSN)*                             | 100.00                   | 100.00                   | 08/19/19                  | 07/01/14                |
| Occupational Therapy Clinical Fee                      | 75.00                    | 75.00                    | 08/19/19                  | 08/20/12                |
| Occupational Therapy Program Fee (MSOT)*               | 100.00                   | 100.00                   | 08/19/19                  | 07/01/14                |
| Payment Plan Fee                                       | 35.00                    | 0.00                     | 08/19/19                  | 08/22/16                |
| Payment Plan Late Fee                                  | 50.00                    | 50.00                    | 08/19/19                  | 08/20/18                |
| Respiratory Therapy Advanced Life Support Fee          | 100.00                   | 100.00                   | 08/19/19                  | 09/02/97                |
| Respiratory Therapy Program Fee*                       |                          | 50.00                    | 08/19/19                  |                         |
| Social Work Program Fee*                               | 50.00                    | 50.00                    | 08/19/19                  | 08/21/17                |
| Special Course Fee (varies by course; maximum amount)  | 350.00                   | 350.00                   | 08/19/19                  | 08/21/17                |
| Student Activity Fee                                   | 100.00                   | 100.00                   | 08/19/19                  | 08/22/16                |
| Study Abroad Fee                                       | 300.00                   | 300.00                   | 08/19/19                  | 08/22/16                |
| Transcript Fee   | 50.00                    | 50.00                    | 08/19/19                  | 08/22/16                |
| Transportation Fee:                                    |                          |                          |                           |                         |
| 8 or more credit hours per semester                    | 135.00                   | 140.00                   | 08/19/19                  | 08/20/18                |
| >3 and <8 credit hours per semester                    | 110.00                   | 115.00                   | 08/19/19                  | 08/20/18                |
| 3 or fewer credit hours                                | 80.00                    | 85.00                    | 08/19/19                  | 08/20/18                |

\*per credit hour

**SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES**  
**2019-2020 and 2020-2021**

**STUDENT FEES 2019-2020**  
**(per semester credit hour)**

|                     | <b><u>UNDERGRADUATE</u></b> |                     | <b><u>GRADUATE</u></b> |                     |
|---------------------|-----------------------------|---------------------|------------------------|---------------------|
|                     | <u>Resident</u>             | <u>Non-Resident</u> | <u>Resident</u>        | <u>Non-Resident</u> |
| Contingent          | \$176.59                    | \$176.59            | \$305.16               | \$305.16            |
| Academic Facilities | 53.00                       | 53.00               | 53.00                  | 53.00               |
| Student Services    | 24.60                       | 24.60               | 24.60                  | 24.60               |
| Technology          | 10.00                       | 10.00               | 10.00                  | 10.00               |
| Non-Resident        |                             | 377.00              |                        | 376.73              |
|                     | <hr/>                       | <hr/>               | <hr/>                  | <hr/>               |
| Total               | \$264.19                    | \$641.19            | \$392.76               | \$769.49            |

**STUDENT FEES 2020-2021**  
**(per semester credit hour)**

|       | <b><u>UNDERGRADUATE</u></b> |                     | <b><u>GRADUATE</u></b> |                     |
|-------|-----------------------------|---------------------|------------------------|---------------------|
|       | <u>Resident</u>             | <u>Non-Resident</u> | <u>Resident</u>        | <u>Non-Resident</u> |
| Total | \$269.52                    | \$654.08            | \$400.68               | \$784.96            |

Prior Year Student Fees for Comparison

**STUDENT FEES 2018-2019**  
**(per semester credit hour)**

|                     | <b><u>UNDERGRADUATE</u></b> |                     | <b><u>GRADUATE</u></b> |                     |
|---------------------|-----------------------------|---------------------|------------------------|---------------------|
|                     | <u>Resident</u>             | <u>Non-Resident</u> | <u>Resident</u>        | <u>Non-Resident</u> |
| Contingent          | \$182.21                    | \$182.21            | \$308.25               | \$308.25            |
| 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               | \$258.96                    | \$628.55            | \$385.00               | \$754.32            |

**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 2019-2020 and 2020-2021

## CURRENT OPERATING BUDGET SUMMARY

|                                       | Approved<br>Budget<br>2018-19 | Budget<br>Change | Proposed<br>Budget<br>2019-20 |
|---------------------------------------|-------------------------------|------------------|-------------------------------|
| <b>INCOME</b>                         |                               |                  |                               |
| State Appropriation - Operating       | 45,279,008                    | 2,225,556        | 47,504,564                    |
| State Appropriation - Line Items      | 1,552,550                     | (1,316,397)      | 236,153                       |
| State Appropriation - Fee Replacement | 12,232,928                    | (1,210,295)      | 11,022,633                    |
| Student Fees                          | 52,556,874                    | 2,105,255        | 54,662,129                    |
| Other Income                          | 6,983,006                     | 329,622          | 7,312,628                     |
| <b>TOTAL</b>                          | 118,604,366                   | 2,133,741        | 120,738,107                   |

### MAJOR EXPENSE CLASSIFICATION

|                         |             |             |             |
|-------------------------|-------------|-------------|-------------|
| Personal Services       | 83,399,881  | (1,211,405) | 82,188,476  |
| Supplies and Expense    | 31,102,691  | 3,125,038   | 34,227,729  |
| Repairs and Maintenance | 1,995,042   | 220,924     | 2,215,966   |
| Capital Outlay          | 2,106,752   | (816)       | 2,105,936   |
| <b>TOTAL</b>            | 118,604,366 | 2,133,741   | 120,738,107 |

### FUNCTIONAL EXPENDITURE CLASSIFICATION

|                                    |             |           |             |
|------------------------------------|-------------|-----------|-------------|
| Instruction                        | 59,031,188  | (769,483) | 58,261,705  |
| Instruction Related                | 6,234,116   | (34,263)  | 6,199,853   |
| Student Services                   | 9,641,389   | 113,297   | 9,754,686   |
| Operation and Maintenance of Plant | 15,967,822  | 23,656    | 15,991,478  |
| Administration and General         | 17,700,682  | (56,040)  | 17,644,642  |
| Institutional Student Aid          | 10,029,169  | 2,856,574 | 12,885,743  |
| <b>TOTAL</b>                       | 118,604,366 | 2,133,741 | 120,738,107 |

|   | <u>Approved<br/>Budget<br/>2018-19</u> | <u>Budget<br/>Change</u> | <u>Proposed<br/>Budget<br/>2019-20</u> |
|---|--|--------------------------|--|
| <b>FUNCTION BY MAJOR EXPENSE CLASSIFICATION</b> |  |                          |  |
| <b>INSTRUCTION</b>                              |  |                          |  |
| Personal Services                               | 52,672,380                             | (897,819)                | 51,774,561                             |
| Supplies and Expense                            | 5,199,668                              | 119,550                  | 5,319,218                              |
| Repairs and Maintenance                         | 498,104                                | 21,772                   | 519,876                                |
| Capital Outlay                                  | 661,036                                | (12,986)                 | 648,050                                |
| <b>TOTAL INSTRUCTION</b>                        | <b>59,031,188</b>                      | <b>(769,483)</b>         | <b>58,261,705</b>                      |
| <b>INSTRUCTION RELATED</b>                      |  |                          |  |
| Personal Services                               | 3,285,272                              | (40,592)                 | 3,244,680                              |
| Supplies and Expense                            | 1,625,533                              | 8,329                    | 1,633,862                              |
| Repairs and Maintenance                         | 408,682                                | (2,000)                  | 406,682                                |
| Capital Outlay                                  | 914,629                                | 0                        | 914,629                                |
| <b>TOTAL INSTRUCTION RELATED</b>                | <b>6,234,116</b>                       | <b>(34,263)</b>          | <b>6,199,853</b>                       |
| <b>STUDENT SERVICES</b>                         |  |                          |  |
| Personal Services                               | 8,194,441                              | 80,845                   | 8,275,286                              |
| Supplies and Expense                            | 1,346,690                              | 31,252                   | 1,377,942                              |
| Repairs and Maintenance                         | 72,013                                 | 1,200                    | 73,213                                 |
| Capital Outlay                                  | 28,245                                 | 0                        | 28,245                                 |
| <b>TOTAL STUDENT SERVICES</b>                   | <b>9,641,389</b>                       | <b>113,297</b>           | <b>9,754,686</b>                       |
| <b>OPERATION AND MAINTENANCE OF PLANT</b>       |  |                          |  |
| Personal Services                               | 6,536,629                              | (203,577)                | 6,333,052                              |
| Supplies and Expense                            | 8,187,982                              | 20,733                   | 8,208,715                              |
| Repairs and Maintenance                         | 856,286                                | 203,000                  | 1,059,286                              |
| Capital Outlay                                  | 386,925                                | 3,500                    | 390,425                                |
| <b>TOTAL OPERATION AND MAINTENANCE OF PLANT</b> | <b>15,967,822</b>                      | <b>23,656</b>            | <b>15,991,478</b>                      |
| <b>ADMINISTRATION AND GENERAL</b>               |  |                          |  |
| Personal Services                               | 12,711,159                             | (150,262)                | 12,560,897                             |
| Supplies and Expense                            | 4,713,649                              | 88,600                   | 4,802,249                              |
| Repairs and Maintenance                         | 159,957                                | (3,048)                  | 156,909                                |
| Capital Outlay                                  | 115,917                                | 8,670                    | 124,587                                |
| <b>TOTAL ADMINISTRATION AND GENERAL</b>         | <b>17,700,682</b>                      | <b>(56,040)</b>          | <b>17,644,642</b>                      |
| <b>INSTITUTIONAL STUDENT AID</b>                |  |                          |  |
| Supplies and Expense                            | 10,029,169                             | 2,856,574                | 12,885,743                             |
| <b>TOTAL INSTITUTIONAL STUDENT AID</b>          | <b>10,029,169</b>                      | <b>2,856,574</b>         | <b>12,885,743</b>                      |
| <b>TOTAL BUDGET</b>                             | <b>118,604,366</b>                     | <b>2,133,741</b>         | <b>120,738,107</b>                     |



## Summary of Construction Change Orders Recommended for Authorization

### PHYSICAL ACTIVITIES CENTER (PAC) RENOVATION

#### Empire Contractors, Inc. - General Contractor

##### Change Orders for Sound/Audio Rigging

|        |                                       |                 |
|--------|---------------------------------------|-----------------|
| CO-033 | Conduit for hoist power racks         | \$ 23,798       |
| CO-034 | Conduit for hoist power racks         | \$ 12,857       |
| CO-035 | Additional conduit for rigging system | <u>\$ 7,271</u> |
| TOTAL  |                                       | \$ 43,926       |

##### Change Orders for Structural

|        |   |                  |
|--------|---|------------------|
| CO-036 | PR 003A Structural Modification 4.30.19 | \$ 17,497        |
| CO-037 | PR 003B Structural Modification 5.28.19 | \$ 18,227        |
| CO-038 | PR 003C Structural Modification 4.30.19 | \$ 24,888        |
| CO-039 | PR 003D Structural Modification 5.28.19 | <u>\$ 14,575</u> |
| TOTAL  |   | \$ 75,187        |

##### Change Orders for Entry Plaza

|        |                                    |                  |
|--------|------------------------------------|------------------|
| CO-041 | PR 029.1 Entry Plaza Modifications | \$ 23,759        |
| CO-042 | PR 029.2 Entry Plaza Modifications | \$ 24,676        |
| CO-043 | PR 029.3 Entry Plaza Modifications | \$ 22,193        |
| CO-044 | PR 029.4 Entry Plaza Modifications | \$ 20,589        |
| CO-045 | PR 029.5 Entry Plaza Modifications | \$ 22,453        |
| CO-046 | PR 029.6 Entry Plaza Modifications | \$ 22,453        |
| CO-047 | PR 029.7 Entry Plaza Modifications | \$ 7,227         |
| CO-048 | PR 029.8 Entry Plaza Modifications | <u>\$ 22,175</u> |
| TOTAL  |                                    | \$165,525        |

|  |             |           |
|--|-------------|-----------|
|  | GRAND TOTAL | \$284,638 |
|--|-------------|-----------|

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

### PHYSICAL ACTIVITIES CENTER (PAC) RENOVATION

#### Empire Contractors

|        |   |           |
|--------|---|-----------|
| CO-025 | Added valves and taps to tempered water piping for ease of future work.                                       | \$24,953  |
| CO-026 | Wiring for WIFI, credit for Card Access locations changes   | \$22,771  |
| CO-027 | Additional tunnel water line, fire protection hose cabinet, room 205 partition, additional volleyball sleeves | \$19,130  |
| CO-028 | Varsity Club additional accordion door, revisions to ceiling and casework,                                    | \$ 22,210 |
| CO-029 | Additional beam detectors (smoke sensors), additional wiring  | \$ 20,059 |
| CO-030 | Stair 3 finishes (stairs to roof/catwalk), speaker types changed  | \$ 23,389 |
| CO-031 | Added thermal barrier for smoke exhaust fans  | \$ 22,909 |
| CO-032 | Additional arena painting of exposed concrete in bowl, steel riser end covering                               | \$ 16,574 |
| CO-049 | Rock excavation during site work, per Schedule of Values Summary  | \$ 20,706 |
| CO-050 | Ceiling revisions in concourse Areas  | \$ 13,669 |

### FUQUAY WELCOME CENTER

#### Empire Contractors

|        |   |          |
|--------|---|----------|
| CO-006 | Reroute presentation room duct, change flex ducts to metal, electrical work for light pole and communications | \$24,953 |
|--------|---|----------|

**Summary  
Construction Projects**

**July 11, 2019**

**Recently Completed**

**University Center (UC) West Partial Roof Replacement**

**Project Cost** \$ 525,000

Funding Source: UC Expansion

**Projects Under Construction**

**Physical Activities Center (PAC) Phase II**

**Project Cost** \$ 38,500,000

Funding Source: Legislative Appropriation - 2017

**Campus Heating - Cooling Water Supply Infrastructure Improvements**

**Project Cost** \$ 410,000

Funding Source: General Repair and Rehabilitation Appropriation

**Ruston Hall Floor Covering Replacement**

**Project Cost** \$ 180,000

Funding Source: Housing Reserves

**Student Apartments Flooring Replacement**

**Project Cost** \$ 105,000

Funding Source: Housing Reserves

**Projects In Design**

**Health Professions Renovation/Addition (Design Only)**

**Project Cost** \$ 500,000

Funding Source: Special Projects

**Exterior Signage Replacement**

**Project Cost** \$ 500,000

Funding Source:

Parking Reserve \$ 250,000

Landscape Improvement Reserves \$ 250,000

**Projects In Design (continued)**

**UC West Air Handler Replacement**

**Project Cost** \$ 300,000

Funding Source: General Repair and Rehabilitation Appropriation

**Quadrangle Landscape Improvements**

**Project Cost** \$ 125,000

Funding Source: Landscape Improvement Reserves

**McCutchan Art Center Roof Replacement**

**Project Cost** \$ 110,000

Funding Source:

General Repair and Rehabilitation Appropriation \$ 86,000

Special Projects \$ 24,000