

## MINUTES

### UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

May 9, 1997

The University of Southern Indiana Board of Trustees met on Friday, May 9, 1997, in the USI University Center. Present were Trustees Bruce Baker, Louise Bruce, Nicole Cable, Charles Combs, Tina Kern, Thomas McKenna, Harolyn Torain, and James Will Sr. Also attending were President H. Ray Hoops; Vice Presidents John Byrd, Robert Reid, Richard Schmidt, and Sherrienne Standley; and Student Government Association President Allyson Singer.

There being a quorum present, the meeting was called to order at 2:05 p.m.

#### **SECTION I - GENERAL AND ACADEMIC MATTERS**

##### **A. APPROVAL OF MINUTES OF MARCH 6, 1997, MEETING**

On a motion by Mr. Combs, seconded by Mrs. Kern, the Minutes of the March 6, 1997, meeting were approved.

##### **B. ESTABLISHMENT OF NEXT MEETING, DATE, TIME, LOCATION**

The next regular meeting was set for Friday, July 11, 1997, in New Harmony, Indiana. The annual meeting will precede the regular meeting that day.

##### **C. PRESIDENT'S REPORT**

Dr. Hoops reported that he and several board members attended the annual meeting of the Association of Governing Boards. Dr. Hoops called on Mr. Combs, Mrs. Kern, Ms. Cable, and Mr. Baker who commented on their experiences at the conference and various workshops they attended.

Dr. Hoops introduced Allyson Singer, new Student Government Association president.

In Commencement Exercises on Saturday, May 10, the University will confer associate, baccalaureate, and master degrees on 950 members of the Class of 1997. Congratulations were extended to Nicole Cable as recipient of the President's Medal, the highest honor given a graduating senior. The University will recognize Jim Bandoli, associate professor of biology, as Distinguished Professor and hear an address from Indiana's most ardent arts advocate, Ann Stack. In the ceremony, honor graduates will be recognized, including three students graduating with perfect records.

The Class of 1997 will be officially inducted into membership in the USI Alumni Association at its Senior Recognition Banquet this evening. The Association will honor several people including two alumni -- Ken Sendelweck and Carole Rust, and two members of the faculty and staff -- Walter Jermakowicz and Ruth Waller.

Dr. Byrd updated the board members on the O'Daniel Student Leadership Academy program that began this academic year.

Dr. Byrd reported on the enrollment outlook, the progress of the Options Program, and the new Fitness Center's participation from students and employees. The Board was invited to visit the Fitness Center during the weekend.

Brochures for the New Harmony Theatre and Lincoln Amphitheatre summer schedules were distributed to the Board.

Mr. Schmidt updated the Board on the legislative budget process, and reviewed the University's comparison of request for budget increases with recommendations from the Indiana Commission for Higher Education, State Budget Committee, House of Representatives, Senate, and Conference Committee.

Related to the legislature is a note that concurrent resolutions, sponsored by the southwestern Indiana delegation, were passed by the legislature honoring the USI Women's Basketball Team, Coach Chancellor Dugan, and All American LeAnn Freeland.

Dr. Reid introduced Greg Valentine, Associate Professor of Business Education and Director of Center for Economic Education in Southwest Indiana, for his report and video presentation on the Center for Economic Education.

Dr. Hoops noted that Tracy Bee, a graduating senior, has won the University's first student Fulbright Award. She will leave this summer for training and an assignment in South Korea. This is a distinction for the University as well as for Tracy.

Dr. Hoops invited Jessica Pigman, a member of the women's soccer team, to repeat her presentation from the Academic Scholarship Banquet this spring about her experience at USI. Anne Denner, Instructor in Biology, was recognized for serving students so ably.

#### **D. APPOINTMENT OF NOMINATING COMMITTEE**

Mr. Baker appointed Mr. Will, Mrs. Bruce, and Mr. McKenna as chairman, to serve on the nominating committee to prepare a slate of officers for the 1997-1998 year.

#### **E. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee, at its meeting on March 6, 1997, reviewed the proposals for Architectural and Engineering Services for Student Housing Planning and selected the firm of Ratio Architects, Inc. of Indianapolis. The committee met prior to the board meeting for a report on the final agreement with Ratio and the status of the Student Housing Planning Project.

Additional topics discussed at the Long-Range Planning Committee meeting were an update on the Downtown Evansville Signature Learning Center, the new Associate Degree Program in Communications Via Distance Education, and the revised mission statement. Board members will be contacted at a later date for their comments regarding the revised mission statement.

#### **F. APPROVAL OF NEW ASSOCIATE DEGREE PROGRAM IN COMMUNICATIONS VIA DISTANCE EDUCATION**

Proposal for Associate of Arts/Science Degree in Communications Program to be offered statewide via telecommunications.

An associate degree program in communications has been modified to provide opportunities for students statewide to complete degree requirements via telecommunications. While the University is authorized to offer this degree, approval is needed from the Board of Trustees and the Commission for Higher Education to extend the courses statewide through mediated instruction.

The program has been recommended by the Department of Communications and has the approval of the Academic Planning Council and the Vice President for Academic Affairs.

After discussion at its meeting, the Long-Range Planning Committee recommended approval by the Board of Trustees. On a motion by Mr. McKenna, seconded by Mrs. Bruce, the new Associate Degree Program in Communications via Distance Education (Exhibit I-A) was approved.

## **SECTION II - FINANCIAL MATTERS**

### **A. REPORT OF THE FINANCE COMMITTEE**

Mr. Combs reported the Finance Committee met prior to the Board meeting. The committee discussed student fees and salaries/wage levels that are pending due to the legislative budget process. The student fees and salaries/wage levels will be presented to the Board at the July meeting as part of the USI budget.

### **B. APPROVAL OF RECOMMENDATION OF TRANSFER OF FUNDS TO THE VEBA TRUST ACCOUNT**

At the Finance Committee meeting, the transfer of \$100,000 to the VEBA trust sub account at Citizens Bank was reviewed and recommended for Board approval. On a motion by Mr. Will, seconded by Mrs. Kern, the transfer was approved.

### **C. REPORT ON CURRENT CONSTRUCTION PROJECTS**

A report on the status of current construction projects was presented.

### **D. APPROVAL OF AUTHORIZING RESOLUTION FOR CONSTRUCTION COMMITTEE ACTION**

On a motion by Mr. Will, seconded by Mr. Combs, the following resolution was approved.

WHEREAS, the Board of Trustees, in its meeting on March 6, 1997, appointed a Construction Committee to review initial schematic plans for the Science Center renovation project and the Health Professions Center lower level renovation project; and

WHEREAS, the Board of Trustees wishes to proceed with these projects as well as the Art Department Studio construction project; and

WHEREAS, the three projects are similar in size and scope; and

WHEREAS, the projects may require approvals to proceed between regularly scheduled Board meetings;

NOW, THEREFORE, BE IT RESOLVED that the Construction Committee be authorized to approve architectural contracts and building plans, review construction bids, and award contracts or reject any or all construction bids for the Science Center renovation project, the Health Professions Center lower level renovation project, and the Art Department Studio construction project and report regularly on the progress of the projects to the full Board.

### **E. REPORT ON HOUSING SERVICES BUILDING CONSTRUCTION BIDS AND RECOMMENDATION OF APPROVAL TO PROCEED**

A report was presented on the construction bids received for the Housing Services Building (Exhibit II-A).

On a motion by Mrs. Torain, seconded by Mr. Will, the bid submitted by Arc Construction Co., Inc. was accepted and authorization to proceed with the construction of the Housing Services Building was approved.

### **F. APPROVAL OF RESOLUTION OF INTENT TO REIMBURSE LIBERAL ARTS CENTER PLANNING AND CONSTRUCTION COSTS FROM BOND PROCEEDS**

On a motion by Mr. Combs, seconded by Mrs. Torain, the following resolution was approved.

WHEREAS, the University of Southern Indiana Board of Trustees (the "University") intends to acquire,

construct, equip, and/or rehabilitate the educational facilities described in Exhibit II-B hereto (the "Project"); and

WHEREAS, the University 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 \$16.5 million in aggregate principal amount for purposes of financing, refinancing, or reimbursing costs of the Project;

NOW, THEREFORE, BE IT RESOLVED that the University declares its official intent to acquire, construct, equip, and/or rehabilitate the Project described in Exhibit II-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 \$16.5 million in aggregate principal amount for purposes of financing, refinancing, or reimbursing costs of the Project.

#### **G. APPROVAL OF CONCERN: EMPLOYEE ASSISTANCE PROGRAM PREMIUM RATES**

The contract for the University's Employee Assistance Program (CONCERN: EAP) with Deaconess Service Corporation is to be renewed as of July 1, 1997. CONCERN: EAP is a comprehensive employee assistance program which provides assessment, short-term counseling, referral, and follow-up services for 597 employees and members of their immediate families. Since the program was adopted in February 1987, the utilization rate has been approximately 6.6 percent per year.

The renewal rate of \$18.50 per employee per year reflects no rate increase for the twelve-month period beginning July 1, 1997. 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 Ms. Cable, seconded by Mrs. Torain, renewal of the master policy with the Deaconess Service Corporation beginning July 1, 1997, was approved.

#### **H. APPROVAL OF LIFE INSURANCE RATES FOR 1997-98**

The University has two group life insurance programs. There are 502 employees and six retirees currently enrolled in the revised program and 100 employees and 60 retirees in the original program. Employees hired since February 1, 1988, are enrolled in the revised program.

Renewal rates from Canada Life Assurance Company reflect no rate increase for a twelve-month guarantee period effective July 1, 1997.

On a motion by Mr. McKenna, seconded by Mr. Combs, the Canada Life insurance rates effective July 1, 1997, were approved.

#### **I. APPROVAL OF LONG-TERM DISABILITY INSURANCE RATES FOR 1997-98**

The contract for the University's Long-Term Disability Insurance Program with Teachers Insurance and Annuity Association (TIAA) is to be renewed as of July 1, 1997. The TIAA disability coverage provides income benefits and retirement contributions in the event of a long-term disability. The University pays the total premium cost for 402 eligible employees.

Renewal rates from TIAA reflect a rate decrease for a twelve-month period beginning July 1, 1997. The current monthly premium is based on a percentage of Covered Monthly Salary (CMS) for the University:

	<u>1996-97</u> Rates	<u>1997-98</u> Rates
Income Premium	0.396% CMS	0.365% CMS
Annuity Premium	0.153% CMS	0.141% CMS

The renewal rate includes the adoption of two benefit changes into the current plan:

1. The period before benefits begin is extended to include any period the employee is eligible to receive payments under a sick leave or salary continuation program. The monthly income benefit is reduced by any additional sick leave, salary continuation or short-term disability payments payable beyond this point to prevent duplication and excess replacement of wages; and
2. The provision to increase the monthly benefits will equal the lesser of the percentage change in the Consumer Price Index (CPI) or 3%. The first increase will take effect after 36 months of benefit payments and will be compounded annually thereafter for the duration of disability.

On a motion by Mr. McKenna, seconded by Mrs. Kern, the TIAA Long-Term Disability Insurance rates and plan changes effective July 1, 1997, were approved.

#### **J. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS**

On a motion by Mrs. Kern, seconded by Ms. Cable, the following budget appropriations, adjustments, and transfers were approved.

##### **1. Additional Appropriations**

From: Unappropriated Current Operating Funds

To:	1-10170	USI Theatre Supplies & Expense	1,604
To:	1-15000	Physical Plant Personal Services	1,387
To:	1-16120	Business Office Supplies & Expense	4,150

From: Unappropriated Designated Funds

To:	2-20120	Multicultural Center Supplies and Expense	2,000
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From: Unappropriated Auxiliary Funds

To:	3-30602	Baseball Supplies and Expense	525
To:	3-30603	Tennis - Men Supplies and Expense	525
To:	3-30604	Tennis - Women Supplies and Expense	525

To:	3-30607	Softball Supplies and Expense	865
To:	3-30608	Golf - Men Supplies and Expense	525
To:	3-30609	Cross Country - Men Supplies and Expense	525
To:	3-30611	Volleyball Supplies and Expense	525
To:	3-30615	Cross Country - Women Supplies and Expense	525
To:	3-30617	Golf - Women Supplies and Expense	525
To:	3-30620	Soccer - Women Supplies and Expense	7,500
From:	Unappropriated Restricted Funds		
To:	4-45090	Medical Education Supplies and Expense	159,222
To:	4-46321	National Science Foundation-Professor DiPietro Personal Services Supplies and Expense	8,487 27,575
To:	4-46332	Student/Faculty Research-Professor Dunn Supplies and Expense	200
To:	4-46334	U.S. Fish and Wildlife Service -Paddlefish Study Personal Services Supplies and Expense	5,000 15,000
To:	4-46341	Student/Faculty Research-Professor Dunn Supplies and Expense	2,903
To:	4-46403	Nurse Practitioner Personal Services Supplies and Expense Capital Outlay	220,892 45,657 21,100
To:	4-46605	Student/Faculty Research-Professor Price Personal Services Supplies and Expense	420 88
To:	4-46815	Layers of the Land-Historic New Harmony Geological Exhibit Supplies and Expense	2,000
To:	4-46902	Southern Indiana Rural Development Project Supplies and Expense	21,450

**2. Appropriation Transfers**

From:	1-10410	Nursing Personal Services	
To:	1-10410	Nursing Supplies & Expense	3,587
From:	1-10700	School of Business Personal Services	
To:	1-10700	School of Business Supplies & Expense	2,962
From:	1-10730	Accounting Personal Services	
To:	1-10700	School of Business Supplies & Expense	25,000
From:	1-16500	Computer Center Personal Services	
To:	1-16500	Computer Center Supplies & Expense	2,520

**3. Transfer of Funds**

From:	2-22000	Extended Services Revolving Fund	
To:	2-22700	Extended Services Facilities Fund	2,500

**4. Transfer and Appropriation of Funds**

From:	6-60015	Reserve for Auxiliary Facilities	
To:	3-36000	University Fitness Center Capital	106,300

There being no further business, the meeting was adjourned at 4:00 p.m.



## ABSTRACT

### Associate of Arts/Science Degree in Communications

to be offered by the University of Southern Indiana statewide

via Telecommunications

**Objectives:** The purpose of this program is to provide opportunities for students in the state of Indiana to obtain an Associate's Degree in Communications via distance education.

**Clientele to be Served:** This degree program will address the needs of potential distance learning students currently underserved by existing on-campus programs in Communications.

**Curriculum:** The Associate of Arts/Science degree in Communications is a 63-hour program. Students are required to complete 12 hours of a single foreign language or demonstration of proficiency at that level of study to earn the Associate of Arts degree. The core curriculum requires completion of 28 hours, while the major emphasis requires 23 hours. An additional 12 hours of electives may be chosen by the student. All courses required in the program are currently being offered--or are under development--via mediated instruction by colleges and universities in Indiana. The principle vehicle for delivering these courses is the Indiana Higher Education Television System in which USI is an active partner.

**Employment Possibilities:** The outlook for employment in the areas of public relations, advertising, and marketing is good for the next decade. According to the 1994-95 OCCUPATIONAL OUTLOOK HANDBOOK, "Employment of public relations specialists is expected to increase about as fast as the average for all occupations through the year 2005." Growth is expected to be best in public relations firms "as firms hire contractors to provide public relations services rather than support full-time staff."

**Relationship to the Baccalaureate Program:** The Associate degree in Communications has served primarily as a conduit to the baccalaureate degree program in Communications. Students learn skills in the Associate degree program which help prepare them for some entry-level positions in the communications industry; however, advancement in the field generally requires a baccalaureate degree. It is anticipated that most students enrolling in the program via distance education will want to continue their studies by enrolling in a baccalaureate degree program. Such degree opportunities are available at public and private institutions throughout the state as well as at USI.

**SUMMARY OF CONSTRUCTION BIDS**  
University of Southern Indiana  
Housing Services Building

	<u>BASE BID</u> <u>(Less Alternates)</u>
Arc Construction Co., Inc.	683,740
Empire Contractors, Inc.	768,100
Grohoff Construction, Inc.	814,478
Key Construction Co., Inc.	713,691
Lichtenberger Construction, Inc.	709,574
Maken Corporation	735,412
MIC Constructors	742,391
Phoenix Construction	756,382

**CONTRACT RECONCILIATION:**

Arc Construction Bid	683,740
Less Negotiated Deducts	63,784
Net Contract	<u>619,956</u>
Add Contingency	16,000
<b>TOTAL PROJECT:</b>	<b><u><u>635,956</u></u></b>

## PROJECT DESCRIPTION

### NEW CONSTRUCTION - LIBERAL ARTS CENTER

**Budget Agency Number: G-0-93-1-01**

#### **DESCRIPTION OF THE PROJECT:**

The University of Southern Indiana proposed the construction of a general purpose classroom building (the Liberal Arts Center) in its Capital Improvement Budget Request 1995-97. This project includes related site preparation for the building and expansion of the central campus chiller plant to accommodate the facility. Projections for the building include thirty (30) general classrooms, twenty-two (22) specialized instructional facilities for individual disciplines, eighty (80) faculty offices, and administrative and academic/administrative support facilities.

The University plans to locate the classroom building southwest of the University Center and east of Reflection Lake near the present location of the Children's Center. As part of the site preparation for the project, the Children's Center will be moved to the area near the Theatre Center and the Radio Center. The exact site of the Liberal Arts Center will be selected after the design team studies the educational specifications and requirements, prepares the schematic design of the building plans, and reviews the conditions of the proposed site and alternate sites.

The primary function of this classroom building is to provide additional classrooms and faculty offices. The building will also provide specialized facilities and service areas for the School of Liberal Arts. The general purpose classrooms and lecture rooms will be available for scheduling by all academic schools.

**PROJECT SIZE:** 106,950 GSF

**ESTIMATED PROJECT COST:** \$15,192,000

#### **ANTICIPATED CONSTRUCTION SCHEDULE:**

Bid Date	8/97
Start Construction	9/97
Occupancy	8/99