

AGENDA

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

May 8, 1998

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. Approval of Minutes of March 2, 1998, Meeting
- B. Establishment of Next Meeting Date, Time, Location
- C. President's Report
- D. Report of the Long-Range Planning Committee

SECTION II - FINANCIAL MATTERS

- A. Report of the Construction Committee
- B. Report of the Finance Committee
- C. Approval of Change Orders for Liberal Arts Center Project
- D. Authorizing Resolution for the Construction of the Wellness, Fitness, Recreational Facility
- E. Preliminary Report of 1997-98 Retirement Plan Review Committee
- F. Approval of Concern: Employee Assistance Program Premium Rates for 1998-99
- G. Approval of Life Insurance Rates for 1998-99
- H. Approval of Long-Term Disability Insurance Rates for 1998-99
- I. Approval of Schedule of Student Fees and Other Mandatory Fees for 1998-99
- J. Approval of Miscellaneous Fees for 1998-99
- K. Discussion of Ten-Year Capital Improvement Plan: 1999-2009
- L. Approval of Current and Plant Fund Budgets
- M. Approval of Budget Appropriations, Adjustments, and Transfers

SUPPLEMENTAL INFORMATION
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

May 8, 1998

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. APPROVAL OF MINUTES OF March 2, 1998, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT'S REPORT**
- D. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**

SECTION II - FINANCIAL MATTERS

A. REPORT OF THE CONSTRUCTION COMMITTEE

The Construction Committee met on March 26, 1998, and April 6, 1998. Four architectural firms were interviewed for the Completion of the Health Professions Center Lower Level project. The chairman of the committee will report on the selection of Edmund L. Hafer and Associates of Evansville as the architect for the project.

The Committee will meet prior to the Board Meeting on May 8, 1998, for a presentation of the final design and construction documents for the New Student Residential Complex. The chairman will report on the committee's action.

B. REPORT OF THE FINANCE COMMITTEE

The Finance Committee will meet prior to the Board meeting on May 8, 1998, to review the proposed Schedule of Student Fees and Other Mandatory Fees for 1998-99 and the proposed Miscellaneous Fees for 1998-99 (Items I and J).

C. APPROVAL OF CHANGE ORDERS FOR LIBERAL ARTS CENTER PROJECT

A report on the progress of the Liberal Arts Center Project, including the proposed change orders in Exhibit II-A, will be presented.

Approval of the proposed change orders for the Liberal Arts Center Project in Exhibit II-A is recommended.

D. AUTHORIZING RESOLUTION FOR THE CONSTRUCTION OF THE WELLNESS, FITNESS, RECREATIONAL FACILITY

The Recreational Facilities Study Committee was appointed in fall 1997 to review the educational, recreational, and varsity athletics physical space needs of the University. As a result of the committee's recommendation, the University is prepared to develop a program statement and schematic plan for the Wellness, Fitness, Recreational Facility submitted in the 1997-99 Capital Improvement Budget Request and authorized by the 1997 Indiana General Assembly.

The proposed location of the facility is the area south of the Physical Activities Center. To meet the existing budget restrictions of \$3.5 million, the building will be a low-cost, high-volume structure and will be articulated with the Physical Activities Center to maximize the use of existing and projected locker room facilities. A future addition to the Wellness, Fitness, Recreational Facility will allow for expansion needs resulting from enrollment increases and will provide an appropriate facade for the facility when the central quadrangle proposed in the Campus Master Plan becomes a focal point of the campus.

Approval of the following resolution is recommended.

WHEREAS, the Board wishes to proceed with the plans for a Wellness, Fitness, Recreational Facility as submitted in the 1997-99 Capital Improvement Budget Request and authorized by the 1997 Indiana General Assembly;

NOW, THEREFORE, BE IT RESOLVED THAT the Construction Committee is authorized to retain an architect and review and approve schematic and building plans and report to the Board of Trustees; and

FURTHER RESOLVED THAT following its approval of the building plans and cost estimates, the committee is authorized to give President Hoops the authority to request the Indiana Commission for Higher Education, the Indiana State Budget Committee, and the Governor of the State of Indiana to approve the construction of the Wellness, Fitness, Recreational Facility.

E. PRELIMINARY REPORT OF 1997-98 RETIREMENT PLAN REVIEW COMMITTEE

A preliminary report will be presented on the proposed recommendations of the 1997-98 Retirement Plan Review Committee.

F. APPROVAL OF CONCERN: EMPLOYEE ASSISTANCE PROGRAM PREMIUM RATES FOR 1998-99

The contract for the University's Employee Assistance Program (CONCERN: EAP) with Deaconess Service Corporation is to be renewed as of July 1, 1998. CONCERN: EAP is a comprehensive employee assistance program which provides assessment, short-term counseling, referral, and follow-up services for 630 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 \$19 per employee per year reflects a 2.6 percent increase for the twelve-month period beginning July 1, 1998. 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 days advance written notice to the other party.

Approval of the renewal of the master policy for CONCERN: EAP with Deaconess Service Corporation beginning July 1, 1998, is recommended.

G. APPROVAL OF LIFE INSURANCE RATES FOR 1998-99

The University has two group life insurance programs. There are 99 employees and 61 retirees enrolled in the original program and 545 employees and six retirees enrolled in the revised program. Employees hired after February 1, 1998, 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, 1998.

Approval of the Canada Life Assurance Company rates for group life insurance effective July 1, 1998, is recommended.

H. APPROVAL OF LONG-TERM DISABILITY INSURANCE RATES FOR 1998-99

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, 1998. 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 432 eligible employees.

Renewal rates from Teachers Insurance and Annuity Association (TIAA) reflect no rate increase for a twelve-month period beginning July 1, 1998. The current monthly premium is based on a percentage of Covered Monthly Salary (CMS) for the University:

Income Premium	0.365% CMS
Annuity Premium	0.141% CMS

Approval of the TIAA Long-Term Disability Insurance rates effective July 1, 1998, is recommended.

I. APPROVAL OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 1998-99

The spending level approved for the state universities by the 1997 Indiana General Assembly includes an increase in student fees to supplement the State appropriation.

It is recommended that the per-semester credit-hour fee be increased by \$4 for Indiana resident undergraduate students, \$6 for Indiana resident graduate students, \$10 for non-resident undergraduate students, and \$12 for non-resident graduate students.

Schedule of Fees
Effective Fall Semester 1998
Per Semester Credit Hour

	<u>UNDERGRADUATE</u>		<u>GRADUATE</u>	
	Resident	Non-Resident	Resident	Non-Resident
Contingent	\$ 64.25	\$ 64.25	\$105.75	\$105.75
Instructional Facilities	16.25	16.25	16.25	16.25
Student Services	7.25	7.25	7.25	7.25
Non-Resident		127.50		130.50
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$ 87.75	\$215.25	\$129.25	\$259.75

OTHER MANDATORY FEES

Campus Services Fee (8 or more credit hours per semester)	\$30.00
Campus Services Fee (more than 3 and fewer than 8 credit hours per semester)	22.75
Campus Services Fee (3 or fewer hours per semester)	.00
Campus Services Fee Summer	7.75

Approval of the proposed schedule of student fees and other mandatory fees for 1998-99 is recommended.

J. APPROVAL OF MISCELLANEOUS FEES FOR 1998-99

1. LABORATORY AND MISCELLANEOUS FEES

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>
Application Fee (Undergraduate)	\$ 25.00	\$ 25.00	07/01/98
Application Fee (Graduate)	25.00	25.00	07/01/98
Audit Fee (Plus Applicable Lab Fee)	30.00	35.00	08/31/98
Bad Check Penalty First Check	15.00	10.00	07/01/98
Bad Check Penalty Subsequent	.00	20.00	07/01/98
Bowling Lab Fee	35.00	35.00	08/31/98
Change of Schedule	15.00	15.00	08/31/98
Computer Lab Fee	25.00	30.00	08/31/98
Departmental Exams	15.00	15.00	08/31/98
Distance Education Fee (Learning Center Fee, per credit hour)	15.00	15.00	08/31/98
Distance Education Supply Fee	100.00	100.00	08/31/98
Health Professions Insurance	15.00	15.00	07/01/98
Health Services Fee	37.00	47.00	08/31/98
ID Card Replacement Fee	5.00	10.00	08/31/98
Laboratory Fee	25.00	30.00	08/31/98
Late Registration Fee	25.00	25.00	08/31/98
Matriculation Fee (7 or more credit hours per semester)	62.00	62.00	07/01/98
Matriculation Fee (fewer than 7 credit hours per semester)	31.00	31.00	07/01/98
Nursing Test Fee	30.00	30.00	08/31/98
Occupational Therapy Clinical Fee	.00	50.00	08/31/98
Payment Plan Fee	30.00	30.00	07/01/98
Payment Plan Late Fee	15.00	15.00	08/31/98
Parking Fee (8 or more credit hours per semester)	10.00	15.00	08/31/98
Parking Fee (more than 3 and fewer than 8 credit hours per semester)	7.00	10.00	08/31/98
Parking Fee (3 or fewer credit hours)	0.00	5.00	08/31/98
Parking Fee (per summer session)	3.00	5.00	08/31/98
Parking Fee (temporary)	3.00	5.00	08/31/98
Parking Tag Replacement Penalty	10.00	10.00	08/31/98
Physical Education Fee	15.00	20.00	08/31/98
Respiratory Therapy Advanced Life Support Fee	0.00	100.00	08/31/98
Student Resident/Housing Conduct Program Fees			
Level I	25.00	25.00	08/31/98
Level II	50.00	50.00	08/31/98
Level III	100.00	100.00	08/31/98
Studio Fee	25.00	30.00	08/31/98
Traffic Violation Fines			
Reckless Driving	35.00	35.00	07/01/98
Speeding	35.00	35.00	07/01/98
Parking Handicapped Zone	25.00	25.00	07/01/98
All Other Violations	5.00	5.00	07/01/98

2. ADMISSION PRICES FOR ATHLETICS EVENTS

It is recommended that the 1998-99 admission prices for athletics events be established as follows. This recommendation reflects no increase from the 1997-98 admission prices. A valid student identification card admits USI students free to regularly-scheduled athletics events. Children two years of age and under not occupying a seat will be admitted free when accompanied by an adult. Children occupying a seat will be charged the student (non-USI) fee. Senior citizens 65 years of age or older will receive a \$1 discount on each single-admission ticket or pass.

	<u>Current Fee</u>	<u>Proposed Fee</u>
BASKETBALL, MEN AND WOMEN		
SEASON TICKET		
Reserved Chairback	\$90.00	\$90.00
General Admission Bench, Adult	75.00	75.00
General Admission Bench, Student (non-USI)	35.00	35.00
SINGLE GAME		
Reserved Chairback	8.00	8.00
General Admission Bench, Adult	7.00	7.00
General Admission Bench, Student (non-USI)	4.00	4.00
SOCCER		
SINGLE GAME		
Family	8.00	8.00
Adult	4.00	4.00
Student (non-USI)	2.00	2.00
VOLLEYBALL		
SINGLE GAME		
Adult	3.00	3.00
Student (non-USI)	1.00	1.00

3. CHILDREN'S CENTER FEES

It is recommended that the 1998-99 Children's Center fees be changed as follows.

	<u>Current Fee</u>	<u>Proposed Fee</u>
<u>Full-time Attendance</u> (Per-Day Fee) *		
One Child (USI)	\$15.00	\$15.25
One Child (off-campus parents)	18.00	18.50
<u>Hourly Attendance</u> (Per-Hour Fee) **		
One hour	2.75	2.75
One and one-half hours	3.75	3.75
Two hours	4.25	4.25
Two and one-half hours	4.75	4.75
Three hours	5.50	5.50
Three and one-half hours	6.25	6.25
Four hours	7.00	7.00
Four and one-half hours	7.75	7.75
Five hours	8.50	8.50
More than five hours = full time		

* Snacks and lunches are included in the full-time fee.

** Additional charges for snacks and lunches will be assessed all children enrolled on a part-time basis in attendance at snack and/or lunch time.

Approval of the proposed laboratory and miscellaneous fees, admission prices to athletic events, and Children's Center fees for 1998-99 is recommended.

K. DISCUSSION OF TEN-YEAR CAPITAL IMPROVEMENT PLAN: 1999-2009

The Ten-Year Capital Improvement Plan for 1999-09 (Exhibit II-B) will be discussed. The 1999-01 Capital Improvement Budget Request will be submitted to the Commission for Higher Education on June 15, 1998.

L. APPROVAL OF CURRENT AND PLANT FUND BUDGETS

The recommended current operating budget for fiscal year 1998-99 will be presented. Increases over the previous year's budget are made possible by an increase in State appropriation, which includes a special enrollment adjustment, an increase in the student fee rate, and increases in several areas of other income. Budget increases are included for salaries and employee benefits.

The recommendation is for a balanced budget based upon estimates of revenue, State appropriations, and other available sources. Copies of the budget document will be available at the May 8, 1998, meeting.

Approval of the Current and Plant Fund Budgets is recommended.

M. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Additional Appropriations

From:	Unappropriated Current Operating Funds		
To:	1-10170	USI Theatre Supplies & Expense	132
To:	1-10170	USI Theatre Supplies & Expense	8,484
To:	1-10200	School of Liberal Arts Supplies & Expense	500
To:	1-10200	School of Liberal Arts Personal Services Supplies & Expense	91,800 14,151
To:	1-10300	School of Science & Engineering Technology Personal Services Supplies & Expense	45,600 6,096
To:	1-10340	Chemistry Department Personal Services	500
To:	1-10400	School of Nursing & Health Professions Personal Services Supplies & Expense	16,800 1,062
To:	1-10700	School of Business Supplies & Expense	1,014
To:	1-10700	School of Business Personal Services Supplies & Expense	22,100 3,702

To:	1-10800	School of Education & Human Services Personal Services Supplies & Expense	17,100 2,079
To:	1-13200	Library Services Capital Outlay	278
To:	1-14200	Athletics Administration Personal Services	750
To:	1-16220	University Advancement Personal Services Supplies & Expense Repairs & Maintenance	16,430 243 352
From:	Unappropriated Designated Funds		
To:	2-20100	Student Programs Supplies and Expense	1,890
To:	2-23100	Faculty Development/Travel Supplies & Expense	11,709
To:	2-23300	School of Business Revolving Fund Supplies and Expense	701
From:	Unappropriated Auxiliary Funds		
To:	3-30200	University Center Supplies and Expense	4,117
To:	3-30600	Athletics Operations Personal Services	285
To:	3-30620	Soccer - Women's Supplies and Expense	3,100
To:	3-30900	Historic New Harmony Supplies and Expense	4,900
To:	3-33400	McDonald Housing - Activity Fund Supplies and Expense	505
From:	Unappropriated Restricted Funds		
To:	4-46141	Feature Writing - Distance Education Course Supplies and Expense Capital Outlay	4,740 2,350
To:	4-46142	Indiana College Network Radio Advertising Supplies and Expense	1,275
To:	4-46150	Health Care - Distance Education Course Personal Services Supplies and Expense	11,234 750

To:	4-46345	Spottail Darter Project - Indiana Department of Natural Resources Personal Services	1,425
		Supplies and Expense	566
To:	4-46905	Sexual Assault Prevention Project Supplies and Expense	4,860

2. Transfer and Appropriation of Funds

From:	1-14000	General Student Administrative Services	
To:	3-33400	McDonald Housing Activity Supplies and Expense	180
From:	2-20000	Student Services	
To:	1-14101	Intramurals Supplies & Expense Capital Outlay	2,250 6,000
From:	2-20000	Student Service Fees	
To:	2-20110	Student Activities Personal Services Supplies and Expense	1,800 500
From:	2-20000	Student Service Fees	
To:	2-20120	Multicultural Center Supplies and Expense	1,600
From:	2-20000	Student Service Fees	
To:	2-20140	Student Leadership Academy Supplies and Expense	925
From:	2-20000	Student Service Fees	
To:	2-20300	Student Government Association Personal Services Supplies and Expense	1,000 775
From:	2-20000	Student Service Fees	
To:	2-20650	Admission Special Recruitment Supplies and Expense	12,000
From:	2-20130	Student Wellness	
To:	2-20100	Student Programs Capital Outlay	1,500

3. Appropriation Transfers

From:	1-10200	School of Liberal Arts Personal Services	
To:	1-10241	Japanese Exchange Program Supplies & Expense	10,400
From:	1-10400	School of Nursing & Health Professions Personal Services	
To:	1-10400	School of Nursing & Health Professions Capital Outlay	3,458
To:	1-10410	Nursing Supplies & Expense	3,833
To:	1-10420	Health Services Supplies & Expense	4,528
To:	1-10430	Occupational Therapy Supplies & Expense	597
To:	1-10440	Dental Assisting Supplies & Expense	400
To:	1-10460	Dental Hygiene Supplies & Expense	400
To:	1-10470	Radiologic Technology Supplies & Expense	900
To:	1-10480	Respiratory Therapy Supplies & Expense	74
From:	1-10400	School of Nursing & Health Professions Supplies & Expense	
To:	1-10400	School of Nursing & Health Professions Capital Outlay	5,350
From:	1-10700	School of Business Personal Services	
To:	1-10700	School of Business Supplies & Expense Capital Outlay	15,000 5,000
To:	1-10730	Accounting & Business Law Supplies & Expense	500
To:	1-10750	Economics & Finance Supplies & Expense	410
To:	1-10760	Management & Marketing Supplies & Expense	90

From:	1-13200	Library Services Capital Outlay	
To:	1-13200	Library Services Supplies & Expense	1,068
From:	1-16110	Human Resources Supplies & Expense	
To:	1-16110	Human Resources Capital Outlay	498
From:	3-33300	McDonald Housing - Resident Assistants Supplies and Expense	
To:	3-33100	McDonald Housing - General Capital Outlay	3,374
From:	3-33100	McDonald Housing - General Supplies and Expense	
To:	3-33100	McDonald Housing - General Capital Outlay	2,750

4. Transfer of Funds

From:	2-20300	Student Government Association	
To:	2-20200	Activities Programming Board	1,276