

AGENDA

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

July 2, 2001

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. Annual Meeting of the Board
- B. Approval of Minutes of May 5, 2001, Meeting
- C. Establishment of Next Meeting Date, Time, Location
- D. President's Report
- E. Approval of New Degree Program: Bachelor of Science/Bachelor of Arts in Special Education
- F. Approval of Resolution of Appreciation to Ryan A. Helzerman

SECTION II - FINANCIAL MATTERS

- A. Approval of Declaration of Official Intent to Reimburse Expenditures for the Science/Education Classroom Building Construction Costs
- B. Approval to Authorize the Finance Committee to Select an Investment Banker for the Science/Education Classroom Building Project
- C. Report of the Construction Committee
- D. Report on the Status of Construction Bids for the Science/Education Classroom Building Project
- E. Update on Current Construction Projects
- F. Approval of Schedule of Student Fees and Other Mandatory Fees for 2001-2002
- G. Approval of Miscellaneous Fees for 2001-2002
- H. Approval of Current and Plant Fund Budgets

SECTION III - PERSONNEL MATTERS

- A. Approval of Personnel Action

SUPPLEMENTAL INFORMATION
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

July 2, 2001

SECTION I - GENERAL AND ACADEMIC MATTERS

A. ANNUAL MEETING OF THE BOARD

1. Roll Call
2. Reading of the Notice of Annual Meeting
3. Reading and Approval of the Minutes of the 1999-2000 Annual Meeting
4. Report of the Nominating Committee
5. Election of Officers
 - a. Chair of the Board
 - b. Vice Chairs of the Board
 - c. Secretary of the Board
6. Appointment of Treasurer and Assistant Secretary
7. Other Business
8. Adjournment of the Annual Meeting

B. APPROVAL OF MINUTES OF MAY 5, 2001, MEETING

C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

D. PRESIDENT'S REPORT

E. APPROVAL OF NEW DEGREE PROGRAM: BACHELOR OF SCIENCE/BACHELOR OF ARTS IN SPECIAL EDUCATION

The Bower-Suhrheinrich School of Education and Human Services proposes a bachelor's degree program in special education. The implementation date for the program, described in Exhibit I-A, is fall semester, 2002.

This program will prepare graduates for teaching positions in special education in public and private elementary, middle, and high schools. The major includes four new courses, along with courses in the special education minor and the professional education sequence.

Education faculty developed this program in response to requests from students, prospective students, and school officials in southwest Indiana. The program builds on a special education minor and professional education coursework already in place. It is recommended by the University Curriculum Committee, the Academic Planning Council, the Faculty Senate, and the President.

Approval of the Bachelor of Science/Bachelor of Arts in Special Education (Exhibit I-A) is recommended.

F. APPROVAL OF RESOLUTION OF APPRECIATION TO RYAN A. HELZERMAN

Approval of the following resolution is recommended.

WHEREAS, Ryan A. Helzerman was appointed to the University of Southern Indiana Board of Trustees by Governor Frank O'Bannon in 1999, becoming the eighth student to be so appointed in the history of USI; and

WHEREAS, Mr. Helzerman has served with distinction as a member of the Board of Trustees; and

WHEREAS, through his active leadership and communication with the Student Government Association and other student groups, he has caused positive progress in the area of student governance; and

WHEREAS, Mr. Helzerman's term on the board will expire in summer 2001;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express to Mr. Helzerman their sincere appreciation for his involvement and his vision; and

FURTHER RESOLVED, that the Board wishes Mr. Helzerman well in his pursuit of an advanced degree at Purdue University; and

FURTHER RESOLVED, that this resolution be adopted and spread upon its minutes for all time as a perpetual recognition of the deep gratitude owed by the University, its trustees, officers, students, and faculty, to Mr. Ryan A. Helzerman for his devoted service.

SECTION II – FINANCIAL MATTERS

A. APPROVAL OF DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES FOR THE SCIENCE/EDUCATION CLASSROOM BUILDING CONSTRUCTION COSTS

Approval of the following resolution is recommended.

WHEREAS, the University of Southern Indiana (the "University") intends to acquire, construct, renovate, equip, or rehabilitate the Science/Education Classroom Building on the campus of the University (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 \$26,500,000 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, renovate, equip, or rehabilitate the Project; to reimburse certain costs of acquiring, constructing, renovating, equipping, or rehabilitating the Project with proceeds of debt to be incurred by the University; and to issue debt not exceeding \$26,500,000 in aggregate principal amount for purposes of financing, refinancing, or reimbursing costs of the Project.

B. APPROVAL TO AUTHORIZE THE FINANCE COMMITTEE TO SELECT AN INVESTMENT BANKER FOR THE SCIENCE/EDUCATION CLASSROOM BUILDING PROJECT

Approval of the following authorization is recommended.

Requests for Proposals have been issued for Investment Banker services related to the future sale of bonds for the Science/Education Classroom Building Project. It is recommended that the Finance Committee be authorized to evaluate the results of the proposals submitted, accept a proposal or reject all proposals, and report on any action taken at the next regularly scheduled meeting of the Board of Trustees.

C. REPORT OF THE CONSTRUCTION COMMITTEE

The Construction Committee met on June 20, 2001 to review construction bids for miscellaneous improvements related to the Science/Education Classroom Building Project. A report will be presented.

D. REPORT ON THE STATUS OF CONSTRUCTION BIDS FOR THE SCIENCE/EDUCATION CLASSROOM BUILDING PROJECT

E. UPDATE ON CURRENT CONSTRUCTION PROJECTS

A report on the status of current construction projects will be presented.

F. APPROVAL OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2001-2002

It is recommended that the per-semester credit-hour fee be increased by \$5.50 for Indiana resident undergraduate students, \$8.00 for Indiana resident graduate students, \$13.25 for non-resident undergraduate students, and \$16.00 for non-resident graduate students.

Approval of the Student Fees and other Mandatory Fees for 2001-2002 in Exhibit II- A is recommended.

G. APPROVAL OF MISCELLANEOUS FEES FOR 2001-2002

Approval of the proposed Laboratory and Miscellaneous Fees, Admission Prices for Athletics Events, and Children's Center Fees for 2001-2002 in Exhibit II- B is recommended.

H. APPROVAL OF CURRENT AND PLANT FUND BUDGETS

The recommended current operating budget for fiscal year 2001-2002 will be presented. Increases over the previous year's budget are made possible by an increase in State appropriation, which includes inflationary adjustments and adjustments for prior enrollment increases, an increase in the student fee rate, and increases in several areas of other income.

The recommendation is for a balanced budget based upon estimates of revenue, State appropriations, and other available sources.

Approval of the Current and Plant Fund Budgets in Exhibit II-C is recommended.

Note: Exhibit II-C is the budget summary. Copies of the complete budget document will be available at the July 2 meeting.

SECTION III - PERSONNEL MATTERS

A. APPROVAL OF PERSONNEL ACTIONS

Approval of the following personnel actions is recommended.

APPROVAL OF PERSONNEL ACTIONS

1. Early Retirement. Augustine J. Fredrich, Professor of Civil Engineering Technology, in accordance with the early retirement policy, has requested early retirement effective June 30, 2002, including leave with pay for the period of January 1, 2002 through June 30, 2002. Severance pay based on 23 years of service to the University will be paid as of June 30, 2002.

2. Emeritus Status. It is recommended that the following faculty member be retired officially with the effective date shown and the appropriate emeritus title, as indicated, conferred:

Augustine J. Fredrich, Professor Emeritus of Civil Engineering Technology;
23 years at USI, effective June 30, 2002.

Abstract
Bachelor of Science/Bachelor of Arts in Special Education
University of Southern Indiana

Objectives

This program is designed to prepare graduates for teaching positions in special education (exceptional needs) in public and private elementary, middle, and high schools.

Clientele to Be Served

Clientele will include undergraduate students preparing for careers in teaching, career changers who wish to teach children with exceptional needs, and licensed teachers who wish to expand their qualifications to include special education.

Curriculum

The program requires completion of a major in special education (38 hours), the University Core Curriculum (51 hours), professional education and related courses including student teaching (24-30 hours), and electives (5-11 hours). Courses and related field experiences, including student teaching, will prepare students for work in two school settings (middle school and high school or elementary school and middle school).

Employment Possibilities

There is a growing demand for special education teachers in Indiana and across the nation. Special education is one teaching area in which there has been a continuing need for new teachers over the past ten years. With the current shortage of teachers in many geographical areas, the need for special education teachers will increase. The shortage in Indiana is reflected in the number of limited licenses granted by the Indiana Professional Standards Board (limited licenses are "emergency certificates" that provide a way for unlicensed teachers to fill vacant positions). For the 1998-99 school year the state issued 939 limited licenses in special education; for 1999-2000 the figure was 1,028. School superintendents and special education directors in southwest Indiana have verified the need for special education teachers.

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2001-2002

Schedule of Fees
Effective Fall Semester 2001
Per Semester Credit Hour

| | <u>UNDERGRADUATE</u> | | <u>GRADUATE</u> | |
|--------------------------|----------------------|--------------|-----------------|--------------|
| | Resident | Non-Resident | Resident | Non-Resident |
| Contingent | \$ 74.00 | \$ 74.00 | \$122.50 | \$122.50 |
| Instructional Facilities | 18.00 | 18.00 | 18.00 | 18.00 |
| Student Services | 10.75 | 10.75 | 10.75 | 10.75 |
| Non-Resident | | 148.75 | | 152.25 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total | \$ 102.75 | \$251.50 | \$151.25 | \$303.50 |

OTHER MANDATORY FEES

| | |
|--|---------|
| University Services Fee (8 or more credit hours per semester) | \$30.00 |
| University Services Fee (more than 3 and fewer than 8 credit hours per semester) | 22.75 |
| University Services Fee (3 or fewer hours per semester) | 10.00 |
| University Services Fee Summer | 10.00 |

MISCELLANEOUS FEES FOR 2001-2002

1. LABORATORY AND MISCELLANEOUS FEES

| | <u>Current Fee</u> | <u>Proposed Fee</u> | <u>Effective Date</u> |
|--|------------------------|-------------------------|---------------------------|
| Application Fee (Undergraduate) | 25.00 | 25.00 | 07/02/01 |
| Application Fee (Graduate) | 25.00 | 25.00 | 07/02/01 |
| Audit Fee (Plus Applicable Lab Fee) | 35.00 | 35.00 | 08/27/01 |
| Bad Check Penalty First Check | 10.00 | 10.00 | 07/02/01 |
| Bad Check Penalty Subsequent | 20.00 | 20.00 | 07/02/01 |
| Change of Schedule | 15.00 | 15.00 | 08/27/01 |
| Computer Lab Fee | 30.00 | 35.00 | 08/27/01 |
| Departmental Exams | 15.00 | 15.00 | 08/27/01 |
| Distance Education Fee (Learning Center Fee, per credit hour) | 25.00 | 25.00 | 08/27/01 |
| Distance Education Delivery Fee | 10.00 | 10.00 | 08/27/01 |
| Distance Education Supply Fee | 100.00 | 100.00 | 08/27/01 |
| Health Professions Insurance | 15.00 | 15.00 | 07/02/01 |
| Health Services Fee | 37.00 | 40.00 | 08/27/01 |
| ID Card Replacement Fee | 10.00 | 10.00 | 08/27/01 |
| Laboratory Fee | 30.00 | 35.00 | 08/27/01 |
| Late Registration Fee | 25.00 | 25.00 | 08/27/01 |
| Matriculation Fee (7 or more credit hours per semester) | 62.00 | 62.00 | 07/02/01 |
| Matriculation Fee (fewer than 7 credit hours per semester) | 31.00 | 31.00 | 07/02/01 |
| Nursing Test Fee | 30.00 | 30.00 | 08/27/01 |
| Occupational Therapy Clinical Fee | 50.00 | 50.00 | 08/27/01 |
| Payment Plan Fee | 30.00 | 30.00 | 07/02/01 |
| Payment Plan Late Fee | 25.00 | 25.00 | 08/27/01 |
| Parking Fee (8 or more credit hours per semester) | 15.00 | 20.00 | 08/27/01 |
| Parking Fee (more than 3 and fewer than 8 credit hours per semester) | 10.00 | 15.00 | 08/27/01 |
| Parking Fee (3 or fewer credit hours) | 5.00 | 10.00 | 08/27/01 |
| Parking Fee (per summer session) | 5.00 | 5.00 | 08/27/01 |
| Parking Fee (temporary) | 5.00 | 5.00 | 08/27/01 |
| Parking Tag Replacement Penalty | 10.00 | 10.00 | 08/27/01 |
| Physical Education Fee | 20.00 | 20.00 | 08/27/01 |
| Respiratory Therapy Advanced Life Support Fee | 100.00 | 100.00 | 08/27/01 |
| Special Course Fee (varies by course; maximum amount) | 00.00 | 200.00 | 08/27/01 |
| Student Activity Fee (Non-mandatory) | 00.00 | 15.00 | 08/27/01 |
| Student Resident/Housing Conduct Program Fees | | | |
| Level I | 25.00 | 25.00 | 08/27/01 |
| Level II | 50.00 | 50.00 | 08/27/01 |
| Level III | 100.00 | 100.00 | 08/27/01 |
| Studio Fee | 30.00 | 35.00 | 08/27/01 |
| Traffic Violation Fines | | | |
| Reckless Driving | 35.00 | 35.00 | 07/02/01 |
| Speeding | 35.00 | 35.00 | 07/02/01 |
| Parking Handicapped Zone | 50.00 | 50.00 | 07/02/01 |
| Improper Registration (First Occurrence) | 5.00 | 10.00 | 07/02/01 |
| Improper Registration (Subsequent Occurrences) | 5.00 | 25.00 | 07/02/01 |
| All Other Violations | 10.00 | 10.00 | 07/02/01 |
| All Other Violations (Subsequent Occurrences) | 10.00 | 25.00 | 07/02/01 |

2. ADMISSION PRICES FOR ATHLETICS EVENTS

| | <u>Current</u> | <u>Proposed</u> |
|--|----------------|-----------------|
| BASKETBALL, MEN AND WOMEN | | |
| SEASON TICKET | | |
| Reserved Chairback | \$100.00 | \$110.00 |
| General Admission Bench, Adult | 75.00 | 75.00 |
| General Admission Bench, Student (non-USI) | 35.00 | 35.00 |
| SINGLE GAME | | |
| Reserved Chairback | 8.00 | 9.00 |
| 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 |

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.

3. CHILDREN'S CENTER FEES

| | <u>Current</u> | <u>Proposed</u> |
|---|----------------|-----------------|
| <u>Full-time Attendance</u> (Per-Day Fee) * | | |
| One Child (USI) | \$16.00 | \$16.00 |
| One Child (off-campus parents) | 20.00 | 20.00 |
| <u>Hourly Attendance</u> (Per-Hour Fee) ** | | |
| One hour | 2.75 | 2.75 |
| Two hours | 4.50 | 4.50 |
| Three hours | 6.25 | 6.25 |
| Four hours | 8.00 | 8.00 |
| Five hours | 9.75 | 9.75 |
| <u>Evening</u> | | |
| 5:00 p.m. - 9:00 p.m. (includes evening meal) | 10.00 | 10.00 |
| 5:30 p.m. - 9:00 p.m. (excludes evening meal) | 8.00 | 8.00 |
| 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.

In the event that a child is not picked up by closing (5:00 p.m. if enrolled in day care or 9:10 p.m. if enrolled in evening care) a late fee of \$0.20 per minute per child will be assessed for the first 10 minutes and \$1.00 per minute per child for each minute thereafter.

CURRENT OPERATING BUDGET SUMMARY

| | Actual 1999-00 | Appropriation 2000-01 | Appropriation Recommended 2001-02 |
|------------------------|---------------------------|----------------------------------|--|
| Fund Balance Allocated | | 465,000 | 465,000 |
| INCOME | | | |
| State Appropriation | 31,093,992 | 32,497,534 | 34,461,948 |
| Student Fees | 16,187,745 | 16,949,349 | 18,963,317 |
| Other Income | 3,818,886 | 2,483,701 | 1,910,527 |
| Total Income | 51,100,623 | 51,930,584 | 55,335,792 |
| TOTAL AVAILABLE | 51,100,623 | 52,395,584 | 55,800,792 |

MAJOR EXPENSE CLASSIFICATION

| | | | |
|-------------------------|------------|------------|------------|
| Personal Services | 34,447,872 | 39,326,881 | 41,813,466 |
| Supplies and Expense | 12,585,670 | 10,218,522 | 10,939,801 |
| Repairs and Maintenance | 1,716,547 | 1,706,775 | 1,834,007 |
| Capital Outlay | 2,370,364 | 1,143,406 | 1,213,518 |
| Total | 51,120,453 | 52,395,584 | 55,800,792 |

FUNCTIONAL EXPENDITURE CLASSIFICATION

| | | | |
|----------------------------|------------|------------|------------|
| Instruction | 26,533,344 | 28,721,897 | 31,152,852 |
| Instruction Related | 1,852,976 | 2,014,860 | 2,194,622 |
| Student Services | 3,837,334 | 4,457,954 | 4,741,634 |
| Physical Plant | 7,384,676 | 7,250,833 | 6,827,609 |
| Administration and General | 11,512,123 | 9,950,040 | 10,884,075 |
| Total | 51,120,453 | 52,395,584 | 55,800,792 |

| | <u>Actual 1999-00</u> | <u>Appropriation 2000-01</u> | <u>Appropriation Recommended 2001-02</u> |
|---|---------------------------|----------------------------------|--|
| FUNCTION BY MAJOR EXPENSE CLASSIFICATION | | | |
| Instruction | | | |
| Personal Services | 22,390,526 | 25,315,846 | 27,387,305 |
| Supplies and Expense | 2,778,254 | 2,385,671 | 2,636,937 |
| Repairs and Maintenance | 428,824 | 568,409 | 658,065 |
| Capital Outlay | <u>935,740</u> | <u>451,971</u> | <u>470,545</u> |
| Total Instruction | 26,533,344 | 28,721,897 | 31,152,852 |
| Instruction Related | | | |
| Personal Services | 1,131,403 | 1,301,041 | 1,425,997 |
| Supplies and Expense | 124,097 | 186,212 | 192,015 |
| Repairs and Maintenance | 83,794 | 83,251 | 87,056 |
| Capital Outlay | <u>513,682</u> | <u>444,356</u> | <u>489,554</u> |
| Total Instruction Related | 1,852,976 | 2,014,860 | 2,194,622 |
| Student Services | | | |
| Personal Services | 3,036,193 | 3,583,004 | 3,856,015 |
| Supplies and Expense | 698,785 | 782,044 | 791,010 |
| Repairs and Maintenance | 54,586 | 65,519 | 66,754 |
| Capital Outlay | <u>47,770</u> | <u>27,387</u> | <u>27,855</u> |
| Total Student Services | 3,837,334 | 4,457,954 | 4,741,634 |
| Physical Plant | | | |
| Personal Services | 2,934,473 | 3,681,018 | 2,912,844 |
| Supplies and Expense | 3,080,113 | 2,853,113 | 3,170,307 |
| Repairs and Maintenance | 852,741 | 611,477 | 637,339 |
| Capital Outlay | <u>517,349</u> | <u>105,225</u> | <u>107,119</u> |
| Total Physical Plant | 7,384,676 | 7,250,833 | 6,827,609 |
| Administration and General | | | |
| Personal Services | 4,955,277 | 5,445,972 | 6,231,305 |
| Supplies and Expense | 5,904,421 | 4,011,482 | 4,149,532 |
| Repairs and Maintenance | 296,602 | 378,119 | 384,793 |
| Capital Outlay | <u>355,823</u> | <u>114,467</u> | <u>118,445</u> |
| Total Administration and General | 11,512,123 | 9,950,040 | 10,884,075 |
| Total Budget | 51,120,453 | 52,395,584 | 55,800,792 |