

AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

July 7, 2005

SECTION I - GENERAL AND ACADEMIC MATTERS

- A. ANNUAL MEETING OF THE BOARD**
- B. APPROVAL OF MINUTES OF MAY 7, 2005, MEETING**
- C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- D. REPORT OF THE LONG-RANGE PLANNING COMMITTEE**
- E. PRESIDENT'S REPORT**
- F. APPROVAL OF CONFLICT OF INTEREST STATEMENTS**
- G. APPROVAL OF RESOLUTION OF APPRECIATION TO J. DAVID HUBER**

SECTION II - FINANCIAL MATTERS

- A. REPORT OF THE FINANCE/AUDIT COMMITTEE**
- B. APPROVAL OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2005-2006 AND 2006-2007**
- C. APPROVAL OF MISCELLANEOUS FEES FOR 2005-2006**
- D. APPROVAL OF REQUEST FOR GENERAL REPAIR AND REHABILITATION FUNDS**
- E. APPROVAL OF ANNUAL OPERATING BUDGETS**
- F. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS**
- G. REPORT OF THE CONSTRUCTION COMMITTEE**
- H. UPDATE ON CURRENT CONSTRUCTION PROJECTS**

SECTION III - PERSONNEL MATTERS

- A. APPROVAL OF PERSONNEL ACTIONS**

SUPPLEMENTAL INFORMATION
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

July 7, 2005

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 2004-2005 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 7, 2005, MEETING

C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

D. REPORT OF THE LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee will meet prior to the Board of Trustees meeting on July 7, 2005. A report will be presented.

E. PRESIDENT'S REPORT

F. APPROVAL OF CONFLICT OF INTEREST STATEMENTS

At its meeting on November 4, 2004, the Board of Trustees reviewed the Possible Conflict of Interest Disclosure Statements submitted by University employees and trustees in 2004. In December 2004, for calendar year 2005, the University requested statements of all trustees and senior staff, even those with no potential conflicts of interest to disclose, and reminded all University employees of their obligation to submit a statement if required. The Board of Trustees previously approved disclosure statements submitted by employees and trustees at its meetings on January 13, 2005, and May 7, 2005.

In 1983, the Indiana General Assembly enacted amendments to the Indiana "conflicts of interest" law, which provides that "The public servant who knowingly or intentionally: (1) has a pecuniary interest in; or (2) derives a profit from a contract or purchase connected with an action by the government entity that he serves, commits a conflict of interest, a Class D felony."

I.C. 35-41-1-2 defines "public servant" as a person who (1) is authorized to perform any official function on behalf of, and is paid by, a governmental agency; or (2) is elected or appointed to office to discharge a public duty for a governmental entity.

The 1983 amendment provides a method by which public servants can avoid the criminal aspects of the conflicts of interest law by filing a disclosure statement with the Board of Trustees. The Board of Trustees must approve such disclosures, and must forward all disclosure statements to the State Board of Accounts. A list of individuals who have submitted a Possible Conflict of Interest Disclosure Statement since January 2005, is in Exhibit I-A.

Approval of the Possible Conflict of Interest Disclosure Statements in Exhibit I-A is recommended.

G. APPROVAL OF RESOLUTION OF APPRECIATION TO J. DAVID HUBER

SECTION II – FINANCIAL MATTERS

A. REPORT OF THE FINANCE/AUDIT COMMITTEE

The Finance/Audit Committee will meet prior to the Board of Trustees meeting on July 7, 2005. A report will be presented.

B. APPROVAL OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2005-2006 AND 2006-2007

It is recommended that in 2005-2006, the per-semester credit-hour fee be increased to \$141.45 for Indiana resident undergraduate students; \$205.40 for Indiana resident graduate students; \$337.25 for non-resident undergraduate students; and \$405.65 for non-resident graduate students.

It is recommended that in 2006-2007, the per-semester credit-hour fee be increased to \$148.65 for Indiana resident undergraduate students; \$215.85 for Indiana resident graduate students; \$354.35 for non-resident undergraduate students; and \$426.15 for non-resident graduate students.

Approval of the Student Fees and Other Mandatory Fees for 2005-2006 and 2006-2007 in Exhibit II-A is recommended.

C. APPROVAL OF MISCELLANEOUS FEES FOR 2005-2006

Approval of the proposed Laboratory and Miscellaneous Fees for 2005-2006 in Exhibit II-B is recommended.

D. APPROVAL OF REQUEST FOR GENERAL REPAIR AND REHABILITATION FUNDS

This request, a recommendation of the Finance/Audit Committee, authorizes President Hoops to request approval of the Indiana Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana for appropriation of \$400,414 for general repair and rehabilitation funds for the following projects:

Replace ceiling system in Technology Center lower and upper level corridors	\$165,000
Upgrade fire alarm system in Science Center and Wright Administration Building	100,000
Replace exposed lighting lamps and install on/off controls for lighting in utility tunnels	45,000
Repair or replace high temperature and chilled water valves and replace insulation on piping on distribution system	35,000
Repair walkways throughout campus	55,414
Total	\$400,414

Approval of the funding authorization request for repair and rehabilitation funds is recommended.

E. APPROVAL OF ANNUAL OPERATING BUDGETS

The recommended Current Operating Budget for fiscal year 2005-2006 (Exhibit II-C) will be presented. The recommendation is for a balanced budget based upon estimates of fee revenue, State appropriations, and other available sources.

Approval of the Annual Operating Budgets is recommended.

F. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS

Approval of the following Authorization for Financial Aid Awards is recommended.

Pursuant to Indiana Code 20-12-1-2 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 2005-2006 budgetary capabilities.

G. REPORT OF THE CONSTRUCTION COMMITTEE

The Construction Committee will meet prior to the Board of Trustees meeting on July 7, 2005. A report will be presented.

H. UPDATE ON CURRENT CONSTRUCTION PROJECTS

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

SECTION III – PERSONNEL MATTERS

A. APPROVAL OF PERSONNEL ACTIONS

Approval of the following personnel actions is recommended.

1. Retirement

Instructor in Mathematics Jerry L. Williams has requested retirement effective May 8, 2005.

2. Early Retirement

Assistant Librarian Ruth N. Hahn has requested early retirement effective June 30, 2007, including leave with pay for the period January 1, 2007 through June 30, 2007. Severance pay based on 34.5 years of service to the University will be paid as of June 30, 2007.

3. Emeritus/Emerita Status

It is recommended that the following faculty members be retired officially with the effective dates shown and that the appropriate emeritus/emera title, as indicated, be conferred:

Instructor Emeritus in Mathematics Jerry L. Williams
11 years at USI, effective May 8, 2005

Assistant Librarian Emerita Ruth N. Hahn
34.5 years at USI, effective June 30, 2007

**Possible Conflict of Interest Disclosure Statement
Filed for 2005**

DATE	NAME/ TITLE	VENDOR/ CONTRACTOR	DESCRIPTION OF FINANCIAL INTEREST
6-07-05	Kathleen French Assistant Professor of Occupational Therapy	Medical General Corporation	Spouse of sales representative

SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES
2005-2006 and 2006-2007

STUDENT FEES 2005-2006

	<u>UNDERGRADUATE*</u>		<u>GRADUATE*</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Contingent	\$ 97.70	\$ 97.70	\$ 161.65	\$ 161.65
Academic Facilities	25.00	25.00	25.00	25.00
Student Services	13.75	13.75	13.75	13.75
Technology	5.00	5.00	5.00	5.00
Non-Resident		195.80		200.25
Total	\$ 141.45	\$ 337.25	\$ 205.40	\$ 405.65

STUDENT FEES 2006-2007

	<u>UNDERGRADUATE**</u>		<u>GRADUATE**</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Total	\$148.65	\$354.35	\$215.85	\$426.15

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

* Per semester credit hour. Effective fall semester 2005.
 ** Per semester credit hour. Effective fall semester 2006.
 *** Effective fall semester 2005.

MISCELLANEOUS FEES FOR 2005-2006

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>
Application Fee	25.00	25.00	07/01/05
Audit Fee (Plus Applicable Lab Fee)	35.00	35.00	08/29/05
Bad Check Penalty First Check	10.00	10.00	07/01/05
Bad Check Penalty Subsequent	20.00	20.00	07/01/05
Change of Schedule	15.00	15.00	08/29/05
Computer Lab Fee	35.00	35.00	08/29/05
Departmental Exams	15.00	15.00	08/29/05
Distance Education Fee (Learning Center Fee, per credit hour)	25.00	25.00	08/29/05
Distance Education Delivery Fee	10.00	10.00	08/29/05
Distance Education Supply Fee	100.00	100.00	08/29/05
Health Professions Insurance	15.00	15.00	07/01/05
Health Services Fee	40.00	40.00	08/29/05
ID Card Replacement Fee	10.00	10.00	08/29/05
Laboratory Fee (College of Science and Engineering)	35.00	45.00	08/29/05
Laboratory Fee (All Other Colleges)	35.00	35.00	08/29/05
Late Registration Fee	25.00	25.00	08/29/05
Matriculation Fee (All Students)	62.00	65.00	07/01/05
Matriculation Fee (Fewer than 7 credit hours per semester)	31.00	00.00	07/01/05
Nursing Test Fee	30.00	30.00	08/29/05
Occupational Therapy Clinical Fee	50.00	50.00	08/29/05
Payment Plan Fee	30.00	30.00	07/01/05
Payment Plan Late Fee	25.00	25.00	08/29/05
Transportation & Parking Fee (8 or more credit hours per semester)	35.00	40.00	08/29/05
Transportation & Parking Fee (More than 3 and fewer than 8 credit hours per semester)	28.00	32.00	08/29/05
Transportation & Parking Fee (3 or fewer credit hours)	21.00	24.00	08/29/05
Transportation & Parking Fee (Per summer session)	14.00	16.00	08/29/05
Transportation & Parking Fee (Temporary)	5.00	5.00	08/29/05
Transportation & Parking Tag Replacement Penalty	10.00	10.00	08/29/05
Physical Education Fee	20.00	20.00	08/29/05
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/29/05
Special Course Fee (Varies by course; maximum amount)	200.00	200.00	08/29/05
Student Activity Fee (Non-mandatory)	25.00	25.00	08/29/05
Student Resident/Housing Conduct Program Fees			
Level I	25.00	25.00	08/29/05
Level II	50.00	50.00	08/29/05
Level III	100.00	100.00	08/29/05
Studio Fee	35.00	35.00	08/29/05
Study Abroad Fee	00.00	100.00	08/29/05
Traffic Violation Fines			
Reckless Driving	35.00	35.00	07/01/05
Speeding	35.00	35.00	07/01/05
Parking Handicapped Zone	50.00	50.00	07/01/05
Improper Registration (First occurrence)	10.00	10.00	07/01/05
Improper Registration (Subsequent occurrences)	25.00	25.00	07/01/05
All Other Violations	10.00	10.00	07/01/05
All Other Violations (Subsequent occurrences)	25.00	25.00	07/01/05

CURRENT OPERATING BUDGET SUMMARY

	Actual 2003-04	Appropriation 2004-05	Appropriation Recommended 2005-06
Fund Balance Allocated		40,000	40,000
INCOME			
State Appropriation	38,429,023	39,555,600	39,944,987
Student Fees	25,319,639	25,967,178	28,129,927
Other Income	2,865,490	1,790,034	1,904,879
Total Income	66,614,152	67,312,812	69,979,793
TOTAL AVAILABLE	66,614,152	67,352,812	70,019,793

MAJOR EXPENSE CLASSIFICATION

Personal Services	44,006,097	49,811,224	51,978,608
Supplies and Expense	15,354,605	13,905,560	14,366,665
Repairs and Maintenance	2,235,236	1,879,260	1,861,426
Capital Outlay	3,626,879	1,756,768	1,813,094
TOTAL	65,222,817	67,352,812	70,019,793

FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	33,957,464	37,043,455	38,588,146
Instruction Related	2,351,220	2,556,372	2,710,016
Student Services	4,776,850	5,411,164	5,576,749
Physical Plant	9,276,787	9,272,344	9,635,187
Administration and General	14,860,496	13,069,477	13,509,695
TOTAL	65,222,817	67,352,812	70,019,793

	<u>Actual 2003-04</u>	<u>Appropriation 2004-05</u>	<u>Appropriation Recommended 2005-06</u>
FUNCTION BY MAJOR EXPENSE CLASSIFICATION			
Instruction			
Personal Services	29,245,033	32,404,577	33,905,866
Supplies and Expense	3,262,657	3,163,812	3,244,005
Repairs and Maintenance	449,460	650,383	634,158
Capital Outlay	1,000,314	824,683	804,117
Total Instruction	33,957,464	37,043,455	38,588,146
Instruction Related			
Personal Services	1,462,286	1,625,513	1,706,413
Supplies and Expense	187,170	192,725	187,805
Repairs and Maintenance	50,210	73,480	73,603
Capital Outlay	651,554	664,654	742,195
Total Instruction Related	2,351,220	2,556,372	2,710,016
Student Services			
Personal Services	3,861,186	4,454,592	4,616,766
Supplies and Expense	783,194	874,776	878,249
Repairs and Maintenance	47,009	53,582	53,588
Capital Outlay	85,461	28,214	28,146
Total Student Services	4,776,850	5,411,164	5,576,749
Physical Plant			
Personal Services	3,185,320	3,634,760	3,760,470
Supplies and Expense	4,737,518	4,807,830	5,046,985
Repairs and Maintenance	904,856	711,021	709,288
Capital Outlay	449,093	118,733	118,444
Total Physical Plant	9,276,787	9,272,344	9,635,187
Administration and General			
Personal Services	6,252,272	7,691,782	7,989,093
Supplies and Expense	6,384,066	4,866,417	5,009,621
Repairs and Maintenance	783,701	390,794	390,789
Capital Outlay	1,440,457	120,484	120,192
Total Administration and General	14,860,496	13,069,477	13,509,695
TOTAL BUDGET	65,222,817	67,352,812	70,019,793