

**AGENDA**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**July 8, 2010**

**SECTION I – GENERAL AND ACADEMIC MATTERS**

- A. APPROVAL OF MINUTES OF MAY 8, 2010, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT’S REPORT**
- D. APPROVAL OF STRATEGIC PLAN 2010-2015**

**SECTION II – FINANCIAL MATTERS**

- A. APPROVAL OF ANNUAL OPERATING BUDGETS**
- B. APPROVAL OF THE 2011-2013 CAPITAL IMPROVEMENT BUDGET REQUEST**
- C. DISCUSSION OF THE OPERATING BUDGET REQUEST FOR 2011-2013**
- D. APPROVAL OF MISCELLANEOUS FEES FOR 2010-2011**
- E. REPORT ON CONSTRUCTION CHANGE ORDERS APPROVED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS**
- F. UPDATE ON CURRENT CONSTRUCTION PROJECTS**
- G. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS**

**SECTION III – PERSONNEL MATTERS**

- A. APPROVAL OF PERSONNEL ACTIONS**

**AGENDA  
SUPPLEMENTAL INFORMATION  
UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**July 8, 2010**

**SECTION I – GENERAL AND ACADEMIC MATTERS**

- A. APPROVAL OF MINUTES OF MAY 8, 2010, MEETING**
- B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**
- C. PRESIDENT’S REPORT**
- D. APPROVAL OF STRATEGIC PLAN 2010-2015**

The University’s first strategic plan frames priorities for the next five years. An outline of the plan is in Exhibit I-A and will be discussed. If the plan is approved, its implementation will begin in Fall 2010.

Approval of the Strategic Plan outlined in Exhibit I-A is recommended.

## **SECTION II – FINANCIAL MATTERS**

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

The recommended Current Operating Budget for fiscal year 2010-2011 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.

**Note: Exhibit II-A is a summary of the current Operating Budget for 2010-2011. At the time this agenda was prepared, the Current Operating Budget was being finalized. Details will be shared at the meeting on July 8, 2010.**

### **B. APPROVAL OF THE 2011-2013 CAPITAL IMPROVEMENT BUDGET REQUEST**

At its meeting on May 8, 2010, the Board of Trustees approved the Ten-Year Capital Improvement Plan for 2011-2021. The *Capital Improvement Budget Request 2011-2013*, of which the Ten-Year Capital Improvement Plan is a part, will be submitted to the Indiana Commission for Higher Education and the State Budget Agency on July 12, 2010, for review. A summary of the *Capital Improvement Budget Request 2011-2013* is in Exhibit II-B.

The request proposes special repair and rehabilitation funding for classroom renovation and expansion.

Approval of the *Capital Improvement Budget Request for 2011-2013* (Exhibit II-B) is recommended.

### **C. DISCUSSION OF THE OPERATING BUDGET REQUEST FOR 2011-2013**

The Operating Budget Request for 2011-2013 will be reviewed. The request will be submitted to the Commission for Higher Education and the State Budget Agency in August, pending approval of the Board of Trustees at its meeting on September 2, 2010.

### **D. APPROVAL OF MISCELLANEOUS FEES FOR 2010-2011**

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 proposed Miscellaneous Fees for 2010-2011 in Exhibit II-C.

Approval of the proposed Miscellaneous Fees for 2010-2011 (Exhibit II-C) is recommended.

NOTE: IC 20-12-1-12, as added by P.L. 246-2005, SEC.123, passed by the 2005 Indiana General Assembly, requires state universities in Indiana to approve Mandatory Fees (“Tuition”), such as the Contingent, Academic Facilities, Student Services, and Technology Fees, for a two-year period. The Mandatory Fee rates for 2009-2010 and 2010-2011 were approved by the USI Board of Trustees at its meeting on August 6, 2009. Exhibit II-D details those rates and is included for reference.

### **E. REPORT ON CONSTRUCTION CHANGE ORDERS APPROVED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS**

A summary of construction change orders approved by the Vice President for Business Affairs (Exhibit II-E) will be reviewed.

**F. 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.

**G. 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 2010-2011 budgetary capabilities.

### SECTION III – PERSONNEL MATTERS

#### A. APPROVAL OF PERSONNEL ACTIONS

Approval of the following personnel actions is recommended.

##### 1. Retirement

Associate Vice President for Student Affairs and Assistant Professor of Accounting John L. Deem, in accordance with the revised retirement policy, has requested retirement effective July 1, 2011, including leave with pay for the period January 1, 2011, through June 30, 2011. Retirement service pay based on 44 years of service to the University will be paid as of June 30, 2011.

Assistant Professor of Engineering Jack F. Naghdi, in accordance with the revised retirement policy, has requested retirement effective July 1, 2011, including leave with pay for the period January 3, 2011, through May 8, 2011. Retirement service pay based on 34 years of service to the University will be paid as of June 30, 2011.

##### 2. Emeritus Status

It is recommended the following administrative staff member and faculty members be retired officially with the effective dates shown and the appropriate emeritus titles, as indicated, be conferred:

Associate Vice President Emeritus for Student Affairs and Assistant Professor Emeritus of Accounting John L. Deem, 44 years at USI, effective July 1, 2011.

Assistant Professor Emeritus of Engineering Jack F. Naghdi, 34 years at USI, effective July 1, 2011.



## **Proposed USI Strategic Plan 2010-2015**

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### **Vision**

Shaping the future through learning and innovation.

### **Mission Statement**

USI is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness, and fostering partnerships through comprehensive outreach programs. We prepare individuals to live wisely in a diverse and global community.

### **Goals**

- Increase experiential learning opportunities by increasing internships, coop, study abroad, and community engagement
- Increase the graduation rate
- Become a "24 x 7" campus
- Provide leadership in the region
- Increase the diversity of faculty, staff, and student body
- Preserve and nurture our campus community

[www.usi.edu/president/strategicplan/](http://www.usi.edu/president/strategicplan/)

## CURRENT OPERATING BUDGET SUMMARY

	<u>Approved Budget 2009-10</u>	<u>Budget Change</u>	<u>Approved Budget 2010-11</u>
<b>INCOME</b>			
State Appropriation - Operating	39,044,222	128,143	39,172,365
State Appropriation - Fee Replacement	11,920,469	(800,950)	11,119,519
Student Fees	31,813,031	4,050,880	35,863,911
Other Income	<u>2,726,450</u>	<u>105,095</u>	<u>2,831,545</u>
<b>TOTAL</b>	<b>85,504,172</b>	<b>3,483,168</b>	<b>88,987,340</b>

### MAJOR EXPENSE CLASSIFICATION

Personal Services	63,641,848	2,208,940	65,850,788
Supplies and Expense	17,590,904	1,224,743	18,815,647
Repairs and Maintenance	2,330,492	47,038	2,377,530
Capital Outlay	<u>1,940,928</u>	<u>2,447</u>	<u>1,943,375</u>
<b>TOTAL</b>	<b>85,504,172</b>	<b>3,483,168</b>	<b>88,987,340</b>

### FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	46,916,744	1,022,773	47,939,517
Instruction Related	3,107,867	75,345	3,183,212
Student Services	6,439,439	231,375	6,670,814
Physical Plant	11,917,909	663,793	12,581,702
Administration and General	<u>17,122,213</u>	<u>1,489,882</u>	<u>18,612,095</u>
<b>TOTAL</b>	<b>85,504,172</b>	<b>3,483,168</b>	<b>88,987,340</b>

	<u>Approved Budget 2009-10</u>	<u>Budget Change</u>	<u>Approved Budget 2010-11</u>
<b>FUNCTION BY MAJOR EXPENSE CLASSIFICATION</b>			
<b>INSTRUCTION</b>			
Personal Services	41,474,175	1,027,622	42,501,797
Supplies and Expense	3,923,501	(6,184)	3,917,317
Repairs and Maintenance	665,090	635	665,725
Capital Outlay	853,978	700	854,678
<b>TOTAL INSTRUCTION</b>	<b>46,916,744</b>	<b>1,022,773</b>	<b>47,939,517</b>
<b>INSTRUCTION RELATED</b>			
Personal Services	1,988,856	36,824	2,025,680
Supplies and Expense	212,531	(1,227)	211,304
Repairs and Maintenance	104,736	38,001	142,737
Capital Outlay	801,744	1,747	803,491
<b>TOTAL INSTRUCTION RELATED</b>	<b>3,107,867</b>	<b>75,345</b>	<b>3,183,212</b>
<b>STUDENT SERVICES</b>			
Personal Services	5,435,378	218,500	5,653,878
Supplies and Expense	916,756	14,915	931,671
Repairs and Maintenance	59,258	(2,040)	57,218
Capital Outlay	28,047	0	28,047
<b>TOTAL STUDENT SERVICES</b>	<b>6,439,439</b>	<b>231,375</b>	<b>6,670,814</b>
<b>PHYSICAL PLANT</b>			
Personal Services	4,773,337	196,685	4,970,022
Supplies and Expense	6,192,510	464,463	6,656,973
Repairs and Maintenance	814,037	2,645	816,682
Capital Outlay	138,025	0	138,025
<b>TOTAL PHYSICAL PLANT</b>	<b>11,917,909</b>	<b>663,793</b>	<b>12,581,702</b>
<b>ADMINISTRATION AND GENERAL</b>			
Personal Services	9,970,102	729,309	10,699,411
Supplies and Expense	6,345,606	752,776	7,098,382
Repairs and Maintenance	687,371	7,797	695,168
Capital Outlay	119,134	0	119,134
<b>TOTAL ADMINISTRATION AND GENERAL</b>	<b>17,122,213</b>	<b>1,489,882</b>	<b>18,612,095</b>
<b>TOTAL BUDGET</b>	<b>85,504,172</b>	<b>3,483,168</b>	<b>88,987,340</b>



# **UNIVERSITY OF SOUTHERN INDIANA**

## **2011-2013 CAPITAL IMPROVEMENT PLAN**

The Capital Improvement Budget Request for 2011-2013 is detailed on Schedule A and asks approval and funding for the following projects:

### **SPECIAL REPAIR AND REHABILITATION**

Request for Classroom Renovation/Expansion for 2011-2013

### **NEW CONSTRUCTION**

No requests for New Construction for 2011-2013

### **ACQUISITIONS**

No requests for Acquisitions for 2011- 2013

### **MAJOR EQUIPMENT**

No requests for Major Equipment for 2011-2013

### **GENERAL REPAIR AND REHABILITATION AND INFRASTRUCTURE**

The 2011-2013 Capital Improvement Budget Request asks for funding and approval of several general repair and rehabilitation projects totaling \$2,425,000. The repair and rehabilitation projects planned for completion in the 2011-2013 biennium include the following:

- Renovate Science Center offices, classrooms, and laboratories, Phase V
- Replace Atheneum Visitors Center HVAC systems
- Replace Atheneum Visitors Center emergency generator
- Upgrade Energy Management Systems in Health Professions Center, Technology Center, Liberal Arts Center, Physical Plant, Science Center, and Orr Center
- Repair or replace walkways where damaged
- Upgrade and improve exterior site lighting where needed
- Upgrade fire alarm system in Technology Center
- Repair sub-grade and replace asphalt paving on north section of University Boulevard

**UNIVERSITY OF SOUTHERN INDIANA  
SCHEDULE A  
SUMMARY OF CAPITAL BUDGET REQUEST FOR 2011-2013**

<u>Capital Budget Item</u>	<u>Budget Agency Number (1)</u>	<u>Institutional System-wide Priority</u>	<u>State Funding</u>			<u>Non-State Funding</u>	<u>Total Budget Request</u>	<u>Annual Debt Service (2)</u>	
			<u>Cash</u>	<u>Bonding Authority</u>	<u>Lease-Purchase</u>			<u>Fee Replacement</u>	<u>Non-State Debt Service</u>
I. R & R Formula Facilities Infrastructure/Utilities	G-0-11-2-02		\$ 1,535,000 \$ 890,000				\$ 1,535,000 \$ 890,000		
II. Special R & R Classroom Renovation/Expansion	G-0-11-2-01	1		\$ 15,000,000					
III. Technology (None)									
IV. New Construction (None)									
V. Acquisition (Facility, Land, or Lease) (None)									
VI. Other (None)									
VII. Grand Total			\$ 2,425,000	\$ 15,000,000			\$ 2,425,000		

**NOTES:**

- (1) See Appendix A
- (2) Assume 20 years at 6%

## MISCELLANEOUS FEES FOR 2010-2011

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Effective Date</u>
Application Fee	25.00	25.00	08/30/10
Audit Fee (Plus applicable lab fee)	35.00	35.00	08/30/10
Computer Lab Fee	35.00	35.00	08/30/10
Departmental Exams Fee	15.00	15.00	08/30/10
Distance Education Fee (Learning Center Fee, per credit hour)	25.00	25.00	08/30/10
Distance Education Delivery Fee (Per credit hour)	10.00	10.00	08/30/10
Distance Education Supply Fee	100.00	100.00	08/30/10
Health Professions Insurance	15.00	15.00	08/30/10
Health Services Fee	47.00	47.00	08/30/10
Laboratory Fee (College of Science and Engineering)	45.00	45.00	08/30/10
Laboratory Fee (All other colleges)	35.00	35.00	08/30/10
Late Registration Fee Week 1	30.00	30.00	08/30/10
Late Registration Fee Beginning Week 2	125.00	125.00	08/30/10
Matriculation Fee (All students)	65.00	65.00	08/30/10
Nursing Test Fee	30.00	30.00	08/30/10
Occupational Therapy Clinical Fee	50.00	50.00	08/30/10
Payment Plan Fee	30.00	30.00	08/30/10
Payment Plan Late Fee	25.00	25.00	08/30/10
Physical Education Fee	25.00	25.00	08/30/10
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/30/10
Special Course Fee (Varies by course; maximum amount)	200.00	200.00	08/30/10
Student Activity Fee (Non-mandatory)	25.00	25.00	08/30/10
Studio Fee	35.00	35.00	08/30/10
Study Abroad Fee	100.00	100.00	08/30/10
Transportation & Parking Fee (8 or more credit hours per semester)	50.00	65.00	08/30/10
Transportation & Parking Fee (More than 3 and fewer than 8 credit hours per semester)	40.00	52.00	08/30/10
Transportation & Parking Fee (3 or fewer credit hours)	30.00	39.00	08/30/10

**SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES  
2010-2011 and 2009-2010**

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**STUDENT FEES 2010-2011**  
**(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	\$115.67	\$115.67	\$198.95	\$198.95
Academic Facilities	44.35	44.35	44.35	44.35
Student Services	19.65	19.65	19.65	19.65
Technology	5.00	5.00	5.00	5.00
Non-Resident		254.86		260.67
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Total	\$184.67	\$439.53	\$267.95	\$528.62

**STUDENT FEES 2009-2010**  
**(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	\$103.30	\$103.30	\$182.60	\$182.60
Academic Facilities	48.10	48.10	48.10	48.10
Student Services	19.40	19.40	19.40	19.40
Technology	5.00	5.00	5.00	5.00
Non-Resident		242.70		248.25
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Total	\$175.80	\$418.50	\$255.10	\$503.35

**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

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## Summary of Construction Change Orders Authorized by the Vice President for Business Affairs

### 1. BUSINESS AND ENGINEERING CENTER PROJECT

#### **Weddle Brothers Building Group, LLC - General Contractor**

GC-020	Modify access controls to exterior doors, raise existing area drain, install bulkhead at window to enclose structural steel, add yard drain at south-east corner of site, and remove insect screens from outside air louvers	\$14,297.00
GC-021	Relocate wall and doors in Office 2017 and modify Screen Booth Room 2012A for shielded enclosure	\$10,436.00
GC-022	Make changes to drywall, add blocking in the walls, remove existing casework, and perform other miscellaneous work to accommodate the Engineering laboratory casework	\$17,025.00

#### **Alva Electrical, Inc. - Electrical Contractor**

EC-013	Perform additional electrical work necessary to add access control system to 32 doors	\$3,829.00
EC-014	Perform additional electrical work necessary to provide service to Media Scape units purchased with furnishings	\$3,159.00
EC-015	Perform electrical work associated with moving wall in Office 2017	\$7,085.00
EC-016	Perform electrical work associated with modifying Screen Booth Room 2012A for shielded enclosure	\$19,535.00
EC-017	Install Wiremold base in Rooms 2009, 2013, and 2012 associated with redesign of Engineering laboratory casework	\$24,663.71
EC-018	Install Wiremold base in Rooms 0018, 0017, and 0025	\$8,221.23
EC-019	Provide and install cord reels as required in the Engineering laboratories	\$24,887.34
EC-020	Perform miscellaneous electrical work, including rework of receptacles, rough-in of data lines, adding lights and switches, and modifying circuitry as required by the redesign of Engineering laboratory casework	\$24,864.00

#### **Mel-Kay Electrical Co. - Data and Communications Contractor**

CC-006	Perform data work associated with modifications to Office 2017, make modifications to Screen Booth Room 2012A, and perform data work for the redesign of the Engineering laboratories	\$15,833.00
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**Ray Haase Heating & Air Conditioning, Inc. - Mechanical Contractor**

MC-006	Rework sprinkler lines in Housekeeping 0024 and add a wet sprinkler system in IT Storage 0008 in lieu of pre-action system	\$2,122.00
MC-007	Perform mechanical work necessary for modifying Office 2017 and to accommodate shielded enclosure in Screen Booth Room 2012A	\$1,850.00
MC-008	Perform mechanical work required for the changes to Environmental Laboratory 0018	\$24,800.00
MC-009	Perform mechanical work to accommodate the redesign of the Engineering laboratories	\$18,296.00

**2. UNIVERSITY CENTER EXPANSION PROJECT**

**Deig Brothers Lumber and Construction Co. - Mechanical Contractor**

MC-012	Install new floor drains on balconies	\$872.00
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**Summary  
Current Construction Projects  
July 8, 2010**

**Projects Recently Completed**

**Central Heating and Cooling Plant Expansion**

**Construction Cost** **\$ 4,890,839**

Funding Sources:

Business and Engineering Center Bond Issue	\$ 3,150,000
General Repair and Rehabilitation Appropriation	340,000
Transportation System Reserve	278,600
Energy Management Reserve	1,000,000
Special Projects Reserve	122,239

**Campus Entrance and Loop Road Landscape Improvements**

**Construction Cost** **\$ 502,478**

Funding Source: Special Projects Reserve

**Children's Learning Center Storage Building Construction**

**Construction Cost** **\$ 156,827**

Funding Source: Special Projects Reserve

**O'Daniel South Housing Office Renovation**

**Construction Cost** **\$ 346,678**

Funding Source: Student Housing Reserve

**Recycling and Waste Enclosures - Student Housing**

**Construction Cost** **\$ 294,280**

Funding Source: Student Housing Reserve

**Emergency Power Generator for Community**

**Center and Support Services Building**

**Construction Cost** **\$ 207,539**

Funding Sources:

Special Projects Reserve	\$ 107,539
Student Housing Reserve	100,000

## Projects Under Construction

### Business and Engineering Center

**Project Cost** **\$ 31,946,069**

Funding Source: Bond Issue (Repaid with Fee Replacement Appropriation)

### University Center Expansion

**Project Cost** **\$ 18,400,000**

Funding Sources:

Bond Issue (Repaid with Student Fees)	\$ 13,750,000
Academic Funding Series I	800,000
Academic Funding Reserve	650,000
Bookstore Reserve	1,000,000
University Center Reserve	2,200,000

### Science Center and Physical Activities Center Roof Replacement

**Project Cost** **\$ 404,000**

Funding Source: General Repair and Rehabilitation Appropriation

### Varsity Soccer and Baseball Field Improvements

**Project Cost** **\$ 1,250,000**

Funding Source: Special Projects Reserve

### Practice Soccer Field Construction

**Project Cost** **\$ 750,000**

Funding Source: Special Projects Reserve

### Campus Road Repairs and Resurfacing

**Project Cost** **\$ 475,000**

Funding Source: Transportation System Reserve

### Parking Lot Construction and Expansion

**Project Cost** **\$ 700,000**

Funding Sources:

Student Housing Reserve	\$ 350,000
Transportation System Reserve	\$ 350,000



## Projects in Design

### Teaching Theatre Construction

**Project Cost** **\$ 16,500,000**

Funding Sources:

Bond Issue (Repaid with Student Fees) \$ 13,000,000

Special Projects Reserve \$ 1,500,000

USI Foundation \$ 2,000,000

**Project Cost** **\$ 350,000**

Funding Source: Transportation System Reserve

### Advanced Manufacturing Teaching Facility

**Project Cost** **\$ 1,850,000**

Funding Source: Special Projects Reserve

### Science Center Renovation - Lower Level

**Project Cost** **\$ 950,000**

Funding Source: General Repair and Rehabilitation Appropriation

### Innovation Pointe Renovation

**Project Cost** **\$ 345,000**

Funding Source: Extended Services Reserve

### Orr Center Renovation - Third Level East Wing

**Project Cost** **\$ 400,000**

Funding Source: Special Projects Reserve