

## MINUTES

### UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

July 14, 2016

The University of Southern Indiana Board of Trustees met in regular session on Thursday, July 14, 2016, in the Griffin Center on the University campus. Present were Chair Jeffrey L. Knight and Trustees John M. Dunn; Amy MacDonell; Ellis S. Redd, Ronald D. Romain '73; Kenneth L. Sendelweck '76; Evan K. Stieler '17; and Ted C. Ziemer, Jr. Trustee W. Harold Calloway was absent. Also in attendance were President Linda L. M. Bennett; Provost Ronald S. Rochon; Vice President for Finance and Administration Steven J. Bridges '89 M'95; Vice President for Government and University Relations Cynthia S. Brinker; Vice President for Enrollment Management Andrew W. Wright; Faculty Senate Chair Nicholas LaRowe; and Student Government Association President Ashley T. Wright '17.

Mr. Knight called the meeting to order at 1:09 p.m.

#### SECTION I – GENERAL AND ACADEMIC MATTERS

##### A. APPROVAL OF MINUTES OF APRIL 29, 2016, MEETING

On a motion by Mr. Ziemer, seconded by Mr. Stieler, the minutes of the April 29, 2016, meeting of the Board of Trustees were approved.

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

Mr. Knight called on Vice President Brinker, who reported the next meeting of the Board of Trustees is scheduled for Thursday, September 1, 2016, on campus, followed by the Fuquay Welcome Center Luncheon and Ribbon Cutting Ceremony.

##### C. PRESIDENT'S REPORT

President Bennett began her report by welcoming everyone to the first meeting of the Board of Trustees in the new Griffin Center and directed Trustees to a copy of *Evansville Business* magazine featuring the new building on the cover of the June/July issue.

Dr. Bennett congratulated Trustees Romain and Sendelweck on their reappointments. She noted that Trustee Sendelweck brings strong experience in higher education issues to the Board because of his prior service on the Indiana Commission for Higher Education. She thanked Trustee Romain for his service as the Campaign Cabinet Chair for the USI Foundation's *Elevating Excellence* Capital Campaign which met the \$50 million goal one year early and officially closed on June 30, 2016, with gift commitments of \$57.1 million.

The President welcomed Trustee Ellis Redd to his first meeting of the Board of Trustees. Mr. Redd, serves as Vice President of Human Resources and Administration for Vectren Corporation and has held previous leadership roles at Mead Johnson Nutritionals and Alcoa. He received a Master's of Business Administration degree from Washington University in St. Louis, Missouri.

In September, the Higher Learning Commission of the North Central Association will send a site visit team to campus to gather information in addition to the University's self-study data to affirm accreditation. Dr. Bennett discussed the reasons regional accreditation is important:

- The regional accreditation process represents the key cultural value of volunteerism in the American political and social systems; members of site visitation teams are volunteers.
- Accredited institutions cannot accept academic credits from non-accredited institutions without putting federal financial aid at risk.
- Regional accreditation is required for an institution to maintain federal student financial assistance.

- Accreditation reviews flag institutions faltering in business management practices. Warnings have increased to struggling institutions in recent years.
- Periodic review by a team of external consultants offers institutions the opportunity for continuous quality improvement.

Dr. Bennett called on Provost Rochon for the Academic Report. Provost Rochon introduced Philip Parker, director of Career Services and Internships to present the 2016 Graduate Survey Report. Mr. Parker shared results of the 2015 Class Survey, a six-month follow-up survey for which the response rate is 41percent. He reported that 1,942 degrees were awarded to 1,911 individuals between December 2014 and August 2015, and that among all 2015 graduates, the percentage working in their career field or in a field in which they are satisfied is 88 percent. Mr. Parker shared survey results related to salaries and continuing education among graduates.

In an overview of employer and community relations initiatives undertaken by the Office of Career Services and Internships, Mr. Parker described *CareerLINK*. Held once each semester, *CareerLINK* is a general job and internship fair that is targeted toward business, liberal arts, science, and engineering majors. His department offers students four career fairs at which over 200 employers participate. Mr. Parker explained the Intern Employer of the Year award to recognize internship employers who share the University's vision that experiential education is imperative to the success of students. In closing, Mr. Parker discussed new initiatives implemented this year by his department.

Dr. Bennett called on Vice President for Enrollment Management Andrew Wright for a report. Mr. Wright provided the Board with an admissions and enrollment update for fall 2016, noting that the teams in Undergraduate Admissions, Graduate Studies, and Student Financial Assistance continue to reach out to new students, while the advisors in University Division and the Advising Centers are reaching out to continuing students not yet enrolled.

President Bennett welcomed Dr. Nicholas LaRowe, Faculty Senate chair and asked him for a report. Dr. LaRowe is an associate professor of Political Science and Public Administration, and pre-law coordinator in the College of Liberal Arts. He holds a Ph.D. in Political Science from Arizona State University. Dr. LaRowe reported that the Faculty Senate Executive Council met with Executive Director of Human Resources Donna Evinger in late June and discussed changes to the Civil Rights and Sexual Misconduct Policy. The Executive Council endorsed the spirit of the policy and will present it to the full Senate in the fall. At the June meeting, Provost Rochon discussed the Promotion and Tenure process with the Council and advised that the Academic Integrity Policy is under review.

President Bennett welcomed Ashley Wright, President of the Student Government Association (SGA). Ms. Wright is a senior Business Administration major from Martinsville, Indiana. Ms. Wright greeted the trustees and noted that she looks forward to bringing forth the SGA report during 2016-2017 academic year.

In closing, Dr. Bennett directed the Trustees to an invitation to the annual Cultural Diversity Welcome Reception, held in August, in their handout packet and discussed details of the event.

This concluded President Bennett's report.

#### **D. APPROVAL OF RECOMMENDATION TO RENAME THE ACADEMIC AFFAIRS COMMITTEE**

Mr. Knight called on President Bennett, who reported the Academic Affairs Committee is a standing committee of the USI Board of Trustees. The Committee engages in discussions and makes policy recommendations related to the academic mission of the University. The Committee monitors and makes recommendations to the Board regarding the institution's policies, plans, and initiatives for student recruitment, retention, and financial assistance. To more correctly describe the Committee, Dr. Bennett recommended the name be changed to the Academic Affairs and Enrollment Management Committee.

On a motion by Mr. Ziemer, seconded by Mr. Stieler, the change in the name of the Committee from Academic Affairs Committee to Academic Affairs and Enrollment Management Committee was approved.

## **E. RECOMMENDATION OF AMENDMENT TO BOARD OF TRUSTEES BYLAWS**

Mr. Knight reported that Article V Section 2 of the Bylaws of the University of Southern Indiana Board of Trustees ("Board") states, "These bylaws may be altered, amended, or repealed at any meeting of the Board of Trustees by a majority vote of the members of the Board of Trustees, provided that the Amendment was presented in writing at the previous meeting of the Board of Trustees." Mr. Knight called on Mr. Stieler to read the following amendment which will be presented to the Board for approval at its next meeting on September 1, 2016.

**BE IT RESOLVED**, that it is proposed that Article V of the Bylaws of the University of Southern Indiana Board of Trustees be amended to read:

Article V. Committees

**BE IT FURTHER RESOLVED**, that it is proposed that the Bylaws of the University of Southern Indiana Board of Trustees be amended to include Article VI.

Article VI. Amendments (formerly Article V).

**BE IT FURTHER RESOLVED**, that it is proposed that the Bylaws of the University of Southern Indiana Board of Trustees be amended to include Section 1 of Article V.

Section 1. Executive Committee. The Executive Committee consists of the officers of the Board of Trustees (Chair; First Vice Chair; Second Vice Chair; Secretary). The president of the University is an ex officio member of the Executive Committee; without vote.

**BE IT FURTHER RESOLVED**, that it is proposed that the Bylaws of the University of Southern Indiana Board of Trustees be amended to include Section 2 of Article V.

Section 2. Standing Committees

(a) Academic Affairs and Enrollment Management Committee (Exhibit I-A). The Academic Affairs and Enrollment Management Committee shall consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee Chair. The Chair of the Board of Trustees is an ex officio member of the Academic Affairs and Enrollment Management Committee with the privilege of voting. The President of the University is an ex officio member without vote. The Committee shall meet at least four times annually, with regular reports to the full Board. The Academic Affairs and Enrollment Management Committee is responsible for reviewing and making recommendations to the Board of Trustees regarding the institution's academic mission, as well as policies and resources needed to realize that mission, and to ensure the quality and integrity of each of the University of Southern Indiana's academic programs. The Committee also monitors and makes recommendations to the Board regarding the institution's policies, plans, and initiatives for student recruitment, retention, and financial assistance. The Committee shall provide governance oversight on such matters as academic program development, review, accreditation and discontinuance; faculty tenure; major academic initiatives; maintain an appropriate balance among teaching, research/scholarship and service; and recruitment and retention programs and plans.

(b) Finance/Audit Committee (Exhibit I-B). The Finance/Audit Committee will consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee chair. The Chair of the Board of Trustees is an ex officio member of the Finance/Audit Committee with the privilege of voting. The President of the University is an ex officio member of the Committee without vote. The Committee shall meet at least four times per year with regular reports to the Board. The Finance/Audit Committee is responsible for reviewing and making recommendations to the Board of Trustees regarding the institution's financial accounting and financial reporting, internal controls, risk management, proposed financial budgets and goals and to assist the Board in fulfilling its responsibilities to oversee the financial management of the University of Southern Indiana.

**BE IT FURTHER RESOLVED**, that it is proposed that the Bylaws of the University of Southern Indiana Board of Trustees be amended to include Section 3 of Article V.

Section 3. Nominating Committee. An ad hoc committee, the Nominating Committee is appointed by the Chair at the May meeting of the Board of Trustees. The committee prepares a slate of officers to be elected at the Annual Meeting of the Board. It also reviews and revises the policy statement on Board leadership, which has guided the Nominating Committee since the statement was adopted by the Trustees in 1986:

"It is the sense of the Nominating Committee that the leadership of the officers of the Board of Trustees should be balanced between the elements of continuity and change – continuity to provide a kind of stability in the leadership of the Board; change to take advantage of the talents of the several members of the Board."

"To that end, without establishing maximum terms of office for any officer position of the Board, it is recommended that, at each annual election of officers, the Board consciously consider the values both of continuity and change for each officer position and of the development of new leadership among the Board and the University officers.

**BE IT FURTHER RESOLVED**, that these proposed amendments be voted upon for adoption at the next meeting of the University of Southern Indiana Board of Trustees.

## SECTION II – FINANCIAL MATTERS

### A. APPROVAL OF MISCELLANEOUS FEES FOR 2016-2017

Mr. Knight called on Vice President Bridges to review the recommendation for miscellaneous fees for 2016-2017. Mr. Bridges reported that miscellaneous, non-mandatory fees are paid by some, but not all, students based on the program, course, or activity they undertake. He noted that nine fees were increased for the 2016-2017 academic year and discussed two of the increased fees. The Student Government Association (SGA) requested the student activity fee be increased from \$50 to \$100 in order to increase student programming on campus. The matriculation fee is being increased to offset higher orientation costs.

On a motion by Ms. MacDonell, seconded by Mr. Romain, the Miscellaneous Fees for 2016-2017 in Exhibit II-A were approved.

### B. REVIEW OF SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES FOR 2016-2017

Mr. Knight called on Vice President Bridges to review the schedule of student fees and other mandatory fees for 2016-2017. Mr. Bridges reminded the Trustees of the law requiring all of Indiana's state universities to set tuition at the beginning of each legislative biennium for both years of the biennium. He explained that Exhibit II-B serves as a reminder to the student fees and other mandatory fees approved by the Board of Trustees at the July 9, 2015, meeting. The 2016-2017 total hourly rate was approved, but the specific allocations to the mandatory fee categories such as contingent, academic facilities, student services, and technology fees were developed as part of the basis for this year's budgeting process.

### C. APPROVAL OF ANNUAL OPERATING BUDGETS

Mr. Knight called on Vice President Bridges, who introduced Associate Vice President for Budget and Planning Mary Hupfer, for a report on the proposed operating budget for fiscal year 2016-2017. Ms. Hupfer began by describing the fund accounting structure used by the University, and described the four fund types into which annual operating funds are divided:

- The Current Operating Fund supports the core operations of the University. It is a large fund with many components.
- Designated Funds are those designated by the University for specific purposes. Examples of designated funds are student programs such as the Activities Programming Board and the Student Government Association, as well as academic programs (study abroad program) and outreach and engagement programs.
- Auxiliary Funds are intended to operate as self-sustaining enterprises. Auxiliary Funds include the Campus Store, student housing, food services, and athletics.
- Plant Funds include the physical assets of the institution. USI budgets for the retirement of the debt obligations on those assets and for selected budget reserves.

Within each fund type, items are divided into expense classifications, including personal services (salary and benefits); supplies and expense; repairs and maintenance; capital outlay; and transfers to other funds.

Associate Vice President Hupfer continued her report with focus on the Current Operating Fund. She described the functional classifications of: instruction; instruction related; student services; physical plant; administration and general; and institutional student aid.

She reviewed the major revenue classifications, including state appropriation (48.5 percent); student fees (46 percent); and other income (5.5 percent). She reported the total 2016-2017 state appropriation is approximately \$54.1 million. Available funding for new initiatives and expenses totals approximately \$1.6 million. Ms. Hupfer reported the following budget priorities established for 2016-2017:

- compensation increases for faculty and staff – cost of living, merit, promotions, and equity;
- expanded diversity initiatives;
- expanded compliance initiatives;
- annual software license increase;
- library reference resources; and
- engineering faculty positions funded through program fee revenue and internal reallocation for program expansion.

Ms. Hupfer discussed the reallocation of the following existing resources for 2016-2017:

- employee benefit provider contract negotiations;
- continued excellence in growing academic programs;
- academic and student services programmatic initiatives; and
- increased student support through graduate assistantships.

She referred the Trustees to page one of Exhibit II-C, and called attention to the major expense classification of Personal Services noting that Personal Services make up almost 72 percent of the current operating budget.

Ms. Hupfer concluded her report by recommending approval of the Current Operating Budget for 2016-2017 of \$111,841,822.

On a motion by Mr. Ziemer, seconded by Mr. Stieler, the annual operating budgets for 2016-2017 were approved.

#### **D. APPROVAL OF AUTHORIZATION OF FINANCIAL AID AWARDS**

Mr. Knight called on Vice President Wright to review the authorization of financial aid awards. Mr. Wright reported the University awarded over \$73 million in financial aid in 2015-2016, and 83 percent of USI students received either merit-based or need-based aid. A full report of USI's financial aid program will be presented at the November 3, 2016, meeting of the Board of Trustees.

On a motion by Mr. Stieler, seconded by Mr. Ziemer, the following authorization for financial aid awards was approved.

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 2016-2017 budgetary capabilities.

#### **E. APPROVAL OF RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS**

Mr. Knight called on Vice President Bridges to review a Resolution Regarding Bank Depositories and Wire Transfer Authorizations. Mr. Bridges reported that at its meeting on July 9, 2015, the Board of Trustees approved a resolution regarding bank depositories and wire transfer authorizations. The following resolution is unchanged this year, but provides the necessary Board authorization for the Finance and Administration staff to execute transactions for the University throughout the upcoming year.

On a motion by Mr. Sendelweck, seconded by Ms. MacDonell, and abstention by Mr. Knight and Mr. Dunn, the Resolution Regarding Bank Depositories and Wire Transfer Authorizations was approved.

#### **RESOLUTION REGARDING BANK DEPOSITORIES AND WIRE TRANSFER AUTHORIZATIONS**

WHEREAS, the University wishes to update the list of banks designated as depositories in which funds may be deposited and to update the authorizations required for transactions with the depositories;

THEREFORE BE IT RESOLVED the Banterra Bank, Boonville Federal Savings Bank, Evansville Commerce Bank, Fifth Third Bank, First Federal Savings Bank, First Financial Bank, First Security Bank,

German American Bancorp, JP Morgan Chase Bank, Legence Bank, Lynnville National Bank, Old National Bank of Evansville, PNC Bank, Regions Bank, United Fidelity Bank, and U.S. Bank be and hereby are designated as depositories in which funds of this Corporation may be deposited by its officers, agents, and employees; and

FURTHER RESOLVED that the Treasurer is authorized to sign (including using electronic and facsimile signatures) any and all checks, drafts, and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Corporation with said Bank, and that the said Bank hereby is authorized to honor any and all checks, drafts, and orders so signed, including those drawn to the individual order of such officer without further inquiry or regard to the authority of said officer or the use of said checks, drafts, and orders, or proceeds thereof; and

FURTHER RESOLVED that the Treasurer or Assistant Treasurer of the University of Southern Indiana are authorized to enter into a Funds Transfer Agreement with the aforementioned Banks; and

FURTHER RESOLVED that the Treasurer, the Assistant Treasurer, the Controller, the Assistant Controller, and the Payroll Manager be designated as the officers of the University authorized to make wire transfers; and

FURTHER RESOLVED that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank, but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that the said Bank shall be saved harmless from any loss suffered or liability incurred without such notice.

#### **F. APPROVAL OF CONSTRUCTION CHANGE ORDER**

Mr. Knight asked Vice President Bridges to review the construction change orders in Exhibit II-D.

On a motion by Mr. Ziemer, seconded by Mr. Stieler, a recommendation to the Board of Trustees to approve the projects in Exhibit II-D was approved.

#### **G. REVIEW OF CONSTRUCTION CHANGE ORDERS APPROVED BY VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

Mr. Knight called on Vice President Bridges, who reviewed the construction change orders in Exhibit II-E.

#### **H. UPDATE ON CURRENT CONSTRUCTION PROJECTS**

Mr. Knight called on Vice President Bridges, who introduced Director of Facility Operations and Planning Jim Wolfe for a report on current construction projects. Exhibit II-F is a summary of the cost and funding sources for each project.

Mr. Wolfe began by reporting the roof replacement projects for the Physical Plant and the Atheneum were completed in early summer. He discussed projects currently underway, starting with progress on the Multi Institutional Academic Health and Research Center in downtown Evansville. He noted that the renovation projects of the Saletta, Welsh, and Marshall apartment buildings are well underway and on schedule to be ready for students in fall 2016. The Chick-Fil-A and Steak 'N Shake construction projects in the University Center West are on schedule to open at the start of the fall semester and the rejuvenation of parking lots A and B is nearing completion.

Mr. Wolfe reported on several projects in design, beginning with renovation of the third floor of the Health Professions Center and noted that construction is scheduled to begin in January 2017. He discussed the status of the Physical Activities Center (PAC) renovation project and provided an architect's rendering of what the PAC exterior could look like. In closing, he advised that construction of the Fuquay Welcome Center is expected to begin in late fall with completion in late 2017.

## **I. REVIEW OF THE TEN-YEAR 2017-2027 CAPITAL IMPROVEMENT PLAN AND 2017-2019 BIENNIAL OPERATING BUDGET REQUEST.**

Mr. Knight called on Vice President Brinker to review the ten-year 2017-2027 Capital Improvement Plan and the 2017-2019 Biennial Operating Budget Request.

Ms. Brinker reported the Capital Improvement Budget Request, of which the ten-year capital plan is a part will be submitted to the Indiana Commission for Higher Education and the State Budget Agency on September 5, 2016, pending approval of the Board of Trustees at its meeting on September 1, 2016.

She reviewed a draft of the University's Ten-Year Capital Improvement Plan for 2017-2027 and discussed the following near-term projects:

### Near Term (2017-2019)

1. Phase II Physical Activities Center Classroom Expansion and Renovation
2. Student Resident Building Renovation/Replacement

Ms. Brinker reported the 2017-2019 Capital Improvement Budget Request also will include a request for General Repair and Rehabilitation (R&R) and Infrastructure Funding. She noted that historically, the R&R formula has been funded at varying levels without consistency, and in 2015-2017 was funded at 50 percent of the investment target for University Facilities.

Vice President Brinker discussed the Operating Budget Request for 2017-2019. She shared the following regarding the budget request:

- This will be the fifth biennium that university budgets are completely funded using outcome based performance incentive formulas.
- For several years, the universities have requested consistency in the funding formulas and the Indiana Commission for Higher Education agreed that consistency is necessary to accurately measure progress.

Ms. Brinker reviewed the performance-based funding formulas developed by the Indiana Commission for Higher Education and reported USI is eligible to participate in four of the six formulas: 1) Overall Degree Completion metric; 2) At-Risk Degree Completion metric; 3) On-Time Graduation metric; 4) Student Persistence Incentive. She noted that the University would like to participate in the metric for High Impact Degree Completion, but is not eligible. This metric measures completion of degrees in STEM disciplines. Only those institutions defined as Research Institutions are eligible for the metric. The sixth metric only applies to the two-year institutions.

Ms. Brinker stated the 2017-2019 Operating and Capital Budget will be presented for approval by the Board of Trustees at its meeting on September 1, 2016.



### SECTION III – PERSONNEL MATTERS

#### A. REPORT ON FACULTY AND ADMINISTRATIVE RETIREMENTS

Mr. Knight called on Provost Rochon, who reviewed the following retirements.

Assistant Professor of Occupational Therapy Janet R. Kilbane, in accordance with the revised retirement policy, will retire effective July 1, 2017, after 22 years of service, including leave with pay from January 1, 2017, to June 30, 2017.

Professor of Accounting Mehmet C. Kocakulah, in accordance with the revised retirement policy, will retire effective July 1, 2017, after 30 years of service, including leave with pay from January 4, 2017, to May 3, 2017.

Professor of Sociology Anne A. Statham, in accordance with the regular retirement policy, will retire effective December 19, 2017, after 10.5 years of service.

#### B. APPROVAL OF EMERITUS STATUS

Mr. Knight called on Provost Rochon, who recommended approval of emeritus titles. On a motion by Mr. Stieler, seconded by Mr. Sendelweck, the following titles were approved.

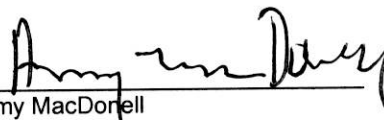
Assistant Professor Emerita of Occupational Therapy Janet R. Kilbane

Professor Emeritus of Accounting Mehmet C. Kocakulah

Professor Emerita of Sociology Anne A. Statham

There being no further business, the meeting was adjourned at 2:17 p.m.

Respectfully submitted,



Amy MacDorell  
Secretary

## **University of Southern Indiana Academic Affairs & Enrollment Management Committee Charter**

### **Purpose:**

The Academic Affairs and Enrollment Management Committee (“Committee”) is responsible for reviewing and making recommendations to the Board of Trustees (“Board”) regarding the institution’s academic mission, as well as policies and resources needed to realize that mission, and ensure the quality and integrity of each of University of Southern Indiana’s academic programs. The Committee also monitors and makes recommendations to the Board regarding the institution’s policies, plans and initiatives for student recruitment, retention, and financial assistance. The Committee shall provide governance oversight on such matters as academic program development, review, accreditation and discontinuance; faculty tenure; major academic initiatives; maintain an appropriate balance among teaching, research/scholarship and service; and recruitment and retention programs and plans.

### **Membership**

The Academic Affairs and Enrollment Management Committee will consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee Chair. The trustees should endeavor to be knowledgeable about University academics at the governance level.

The University’s Provost and the Vice President for Enrollment Management will serve as staff and primary liaisons to the Committee.

### **Meetings**

The Academic Affairs and Enrollment Management Committee shall meet at least four times annually, with regular reports to the full Board. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public, and the Committee will invite members of the administration, faculty or others to attend meetings and provide pertinent information.

### **Committee Authority and Responsibilities**

The Committee should have the power and authority to perform the following duties and fulfill the following responsibilities:

#### **Primary Governance Role in Academic Affairs:**

- Regularly review pertinent academic program data and policies to ensure that they reflect the University’s mission, priorities and strategies.
- Review proposals for new academic programs, information from periodic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
- Ensure appropriate alignment between the University’s mission and strategic plan, and ensure that programs are appropriate to respond to student interest and professional workforce needs.
- Ensure that the academic budget reflects the institution’s academic mission and priorities.
- Ensure that the institution assesses the effectiveness of its academic programs.

- Ensure that University of Southern Indiana's strategic plan is built upon a comprehensive academic plan.
- Monitor the integration of information and technology into University of Southern Indiana teaching and learning.
- Review University of Southern Indiana data and peer institution data regarding educational status, performance, quality and value, and ensure that performance standards are appropriately set and met.
- Review findings from regional [Higher Learning Commission] and program accreditation reviews and monitor the progress of institutional responses to any recommendations from those reviews.
- Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and policies.

**Primary Governance Role in Enrollment Management:**

- Ensure that the University's policies, plans, goals and objectives for student recruitment, retention, and financial aid support the University's institutional mission;
- Ensure student recruitment, retention and financial aid policies and practices comply with state and federal regulations and guidelines;
- Ensure that resources dedicated to the areas within enrollment management are appropriate to support the University's strategic policies, plans and goals.
- Review and monitor progress on the institution's enrollment management plan.
- Monitor the performance of the University's student recruitment, financial aid, and retention functions, taking into consideration the goals approved by the Board, the University's past performance and the performance of peer institutions.

Because this Committee has a broad range of duties, a minimum of two meetings each year should focus solely on Academic Affairs, and a minimum of two meetings each year should focus solely on Enrollment Management.

## **University of Southern Indiana Finance/Audit Committee Charter**

### **Purpose:**

The Finance/Audit Committee (“Committee”) is responsible for reviewing and making recommendations to the Board of Trustees (“Board”) regarding the institution’s financial accounting and financial reporting, internal controls, risk management, proposed financial budgets and goals and to assist the Board in fulfilling its responsibilities to oversee the financial management of the University of Southern Indiana.

### **Membership**

The Finance/Audit Committee will consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee chair. Each Committee member must be independent of management of the University and free of any relationship that would impair such independence. Members may not receive consulting, advising or other fees from the University or any affiliated foundation or entity related to the University.

The majority of the Committee members should have working knowledge of basic financial statements.

The University’s Chief Financial Officer and Internal Auditor serve as staff to the committee.

### **Meetings**

The Finance/Audit Committee shall meet at least four times per year with regular reports to the Board. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public, and the Committee will invite members of the administration, faculty or others to attend meetings and provide pertinent information. The Committee may, from time to time, schedule joint meetings with other standing committees of the Board.

### **Committee Authority and Responsibilities**

The Committee should have the power and authority to perform the following duties and fulfill the following responsibilities:

#### Internal Controls and Audit

- Review the University’s accounting and financial-reporting controls with senior management.
- Make certain that the internal auditors keep the Committee informed about deficiencies in internal controls, as well as any instances of fraud, unlawful acts and other audit-related matters.
- Ensure that internal-control recommendations made by internal and State of Indiana auditors have been implemented by the University.
- Approve which aspects of internal-controls and compliance procedures should be tested annually by internal and external auditors.
- Understand the nature of significant deficiencies and material weaknesses reported to the Committee.

### Financial Statements and Risk Management

- Receive and review the University's annual financial reports and recommend the reports to the full Board. These reports shall include, but not be limited to, the annual external auditor's report on financial statements and the adequacy of internal control.
- Monitor the financial performance of the Institution against the approved budget.
- Establish and monitor formal risk-management programs for finance, compliance and reputational risks, and report major financial risks and the University's risk management activities.

### Compliance

- Review the effectiveness of the University's system for monitoring compliance with laws and regulations.
- Review the effectiveness of and any issues arising from the University's annual reporting on conflict-of-interest disclosures for faculty, staff and members of the Board.
- Review the University's ethics and conflict-of-interest policies on an annual basis and make recommendations to the Board for changes as appropriate.
- Establish and maintain whistleblower policies and practices.
- Review and re-assess the adequacy of this charter annually and propose changes to the Board for approval.

**MISCELLANEOUS FEES FOR 2016-2017**

**1. Laboratory and Miscellaneous Fees**

<u>Fee Name</u>	<u>2015-2016 Fee</u>	<u>2016-2017 Fee</u>	<u>Effective Date</u>	<u>Last Changed</u>
Application Fee	40.00	40.00	08/22/16	08/20/12
Assessment Fee	125.00	125.00	08/22/16	08/24/15
Audit Fee (plus applicable lab fee)	35.00	50.00	08/22/16	08/30/93
Counseling Service Fee	25.00	25.00	08/22/16	08/25/14
Departmental Exams Fee	15.00	25.00	08/22/16	08/29/95
Distance Learning Fees:				
Learning Center Fee **	25.00	25.00	08/22/16	08/30/99
Delivery Fee **	10.00	10.00	08/22/16	08/30/99
Non-Resident Delivery Fee **	30.00	30.00	08/22/16	08/24/15
Supply Fee	100.00	100.00	08/22/16	07/01/94
Engineering Undergraduate Program Fee **	75.00	75.00	08/22/16	08/24/15
Enrollment Fee	100.00	150.00	08/22/16	08/22/11
Health Professions Insurance	20.00	20.00	08/22/16	08/20/12
Health Center Services Fee	47.00	47.00	08/22/16	08/31/98
Housing Living Learning Community Fee	10.00	10.00	08/22/16	08/20/12
Housing Student Activity Fee	25.00	25.00	08/22/16	08/20/12
International Student Fee	150.00	150.00	08/22/16	08/25/14
Laboratory Fee (College of Science and Engineering)	75.00	75.00	08/22/16	08/24/15
Laboratory Fee (all other colleges)	50.00	50.00	08/22/16	08/20/12
Late Registration Fee Week 1	35.00	50.00	08/22/16	08/20/12
Late Registration Fee Beginning Week 2	125.00	150.00	08/22/16	07/01/06
Matriculation Fee (all new and transfer students)	150.00	175.00	08/22/16	08/24/15
Nursing DNP Program Fee **	150.00	150.00	08/22/16	07/01/14
Nursing Program Fee (BSN) *	500.00	500.00	08/22/16	07/01/14
Nursing Program Fee (MSN) **	100.00	100.00	08/22/16	07/01/14
Nursing RN Completion Program Fee **	50.00	50.00	08/22/16	07/01/14
Occupational Therapy Clinical Fee	75.00	75.00	08/22/16	08/20/12
Occupational Therapy Program Fee (MSOT) **	100.00	100.00	08/22/16	07/01/14
Payment Plan Fee	30.00	35.00	08/22/16	07/01/95
Payment Plan Late Fee	25.00	25.00	08/22/16	08/30/99
Respiratory Therapy Advanced Life Support Fee	100.00	100.00	08/22/16	09/02/97
Special Course Fee (varies by course; maximum amount)	300.00	300.00	08/22/16	08/07/01
Student Activity Fee	50.00	100.00	08/22/16	08/20/12
Studio Fee	50.00	50.00	08/22/16	08/20/12
Study Abroad Fee	100.00	300.00	08/22/16	08/29/05
Transcript Fee	20.00	50.00	08/22/16	08/20/12
Transportation Fee:				
8 or more credit hours per semester	115.00	125.00	08/22/16	08/24/15
>3 and <8 credit hours per semester	92.00	100.00	08/22/16	08/24/15
3 or fewer credit hours	69.00	75.00	08/22/16	08/24/15

\* per semester / semesters three (3) through completion

\*\* per credit hour

**SCHEDULE OF STUDENT FEES AND OTHER MANDATORY FEES**  
**2016-2017 and 2015-2016**

**STUDENT FEES 2016-2017**  
**(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	\$168.87	\$168.87	\$285.58	\$285.58
Academic Facilities	37.10	37.10	37.10	37.10
Student Services	23.85	23.85	23.85	23.85
Technology	5.00	5.00	5.00	5.00
Non-Resident		341.40		341.42
	_____	_____	_____	_____
Total	\$234.82	\$576.22	\$351.53	\$692.95

Prior Year Student Fees for Comparison

**STUDENT FEES 2015-2016**  
**(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	\$155.62	\$155.62	\$265.62	\$265.62
Academic Facilities	43.80	43.80	43.80	43.80
Student Services	23.50	23.50	23.50	23.50
Technology	5.00	5.00	5.00	5.00
Non-Resident		326.04		328.27
	_____	_____	_____	_____
Total	\$227.92	\$553.96	\$337.92	\$666.19

**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

The University Services Fee amounts shown above are for 2016-17 and 2015-16

## CURRENT OPERATING BUDGET SUMMARY

	<b>Approved Budget 2015-16</b>	<b>Budget Change</b>	<b>Approved Budget 2016-17</b>
<b>INCOME</b>			
State Appropriation - Operating	44,393,481	465,078	44,858,559
State Appropriation - Line Items	320,450	0	320,450
State Appropriation - Fee Replacement	10,041,357	(1,066,825)	8,974,532
Student Fees	47,468,263	4,025,094	51,493,357
Other Income	5,872,453	322,471	6,194,924
<b>TOTAL</b>	108,096,004	3,745,818	111,841,822

### MAJOR EXPENSE CLASSIFICATION

Personal Services	78,833,875	1,108,175	79,942,050
Supplies and Expense	24,744,358	2,228,854	26,973,212
Repairs and Maintenance	2,690,912	381,629	3,072,541
Capital Outlay	1,826,859	27,160	1,854,019
<b>TOTAL</b>	108,096,004	3,745,818	111,841,822

### FUNCTIONAL EXPENDITURE CLASSIFICATION

Instruction	55,541,968	1,042,297	56,584,265
Instruction Related	5,589,002	345,682	5,934,684
Student Services	8,766,821	205,696	8,972,517
Physical Plant	15,249,365	(345,029)	14,904,336
Administration and General	16,148,252	439,174	16,587,426
Institutional Student Aid	6,800,596	2,057,998	8,858,594
<b>TOTAL</b>	108,096,004	3,745,818	111,841,822



	<u>Approved Budget 2015-16</u>	<u>Budget Change</u>	<u>Approved Budget 2016-17</u>
<b>FUNCTION BY MAJOR EXPENSE CLASSIFICATION</b>			
<b>INSTRUCTION</b>			
Personal Services	49,477,458	956,249	50,433,707
Supplies and Expense	4,945,371	54,588	4,999,959
Repairs and Maintenance	507,423	400	507,823
Capital Outlay	611,716	31,060	642,776
<b>TOTAL INSTRUCTION</b>	<b>55,541,968</b>	<b>1,042,297</b>	<b>56,584,265</b>
<b>INSTRUCTION RELATED</b>			
Personal Services	3,276,596	(2,014)	3,274,582
Supplies and Expense	959,595	2,470	962,065
Repairs and Maintenance	433,682	345,226	778,908
Capital Outlay	919,129	0	919,129
<b>TOTAL INSTRUCTION RELATED</b>	<b>5,589,002</b>	<b>345,682</b>	<b>5,934,684</b>
<b>STUDENT SERVICES</b>			
Personal Services	7,449,611	136,953	7,586,564
Supplies and Expense	1,132,528	37,841	1,170,369
Repairs and Maintenance	158,037	37,802	195,839
Capital Outlay	26,645	(6,900)	19,745
<b>TOTAL STUDENT SERVICES</b>	<b>8,766,821</b>	<b>205,696</b>	<b>8,972,517</b>
<b>PHYSICAL PLANT</b>			
Personal Services	6,790,653	(343,129)	6,447,524
Supplies and Expense	7,446,611	(1,900)	7,444,711
Repairs and Maintenance	858,076	0	858,076
Capital Outlay	154,025	0	154,025
<b>TOTAL PHYSICAL PLANT</b>	<b>15,249,365</b>	<b>(345,029)</b>	<b>14,904,336</b>
<b>ADMINISTRATION AND GENERAL</b>			
Personal Services	11,839,557	360,116	12,199,673
Supplies and Expense	3,459,657	77,857	3,537,514
Repairs and Maintenance	733,694	(1,799)	731,895
Capital Outlay	115,344	3,000	118,344
<b>TOTAL ADMINISTRATION AND GENERAL</b>	<b>16,148,252</b>	<b>439,174</b>	<b>16,587,426</b>
<b>INSTITUTIONAL STUDENT AID</b>			
Supplies and Expense	6,800,596	2,057,998	8,858,594
<b>TOTAL INSTITUTIONAL STUDENT AID</b>	<b>6,800,596</b>	<b>2,057,998</b>	<b>8,858,594</b>
<b>TOTAL BUDGET</b>	<b>108,096,004</b>	<b>3,745,818</b>	<b>111,841,822</b>

## Summary of Construction Change Order Recommended for Authorization

### GRIFFIN CENTER

#### Empire Contractors, Inc. - General Contractor

CO-014	Changed landscape plans to improve aesthetics and safety for maintaining the area.	\$107,716
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**Summary of Construction Change Orders  
Authorized by the Vice President for Finance and Administration**

**GRIFFIN CENTER**

**Empire Contractors**

CO-015	Insulation of geothermal pump	\$ 1,205
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**ARTS CENTER SKYLIGHT REPLACEMENT**

**Deig Bros. Lumber and Construction Co, Inc.**

CO-003	Drainage repairs at north end of building	\$ 7,450
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CO-004	Patio concrete replacement	\$12,750
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**Summary  
Construction Projects  
July 14, 2016**

**Projects Recently Completed**

**Physical Plant Roof Replacement**

**Project Cost** \$ 132,000

Funding Source: General Repair and Rehabilitation Appropriation

**Atheneum Roof Replacement**

**Project Cost** \$ 117,000

Funding Source: Special Projects Reserves

**Projects Under Construction**

**Multi-Institutional Academic Health and Science Research Center**

**Project Cost** \$ 6,000,000

Funding Source: Legislative Appropriation - 2015

**Housing Renovation of Saletta, Welsh and Marshall Buildings**

**Project Cost** \$ 1,700,000

Funding Source: Housing Reserves

**University Center Renovation: Chic-fil-A and Steak 'n Shake**

**Project Cost** \$ 800,000

Funding Source: Food Services Reserves

**Parking Lots A & B Landscaping Replacement**

**Project Cost** \$ 600,000

Funding Source: Landscape Reserves

**Orr Center Roof Replacement/Repair**

**Project Cost** \$ 405,000

Funding Source: General Repair and Rehabilitation Appropriation

**UC 205/206 University Suite Renovation**

**Project Cost** \$ 300,000

Funding Source: Special Projects

**Projects Under Construction (cont'd)**

**Install Additional Drainage Pipes for Parking Lot K**

**Project Cost** \$ 126,000

Funding Source: Parking and Transportation Reserves

**Housing Exterior Steps Replacement**

**Project Cost** \$ 170,000

Funding Source: Housing Reserves

**Projects in Design**

**Physical Activities Center (PAC) Renovation**

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

Funding Source: Legislative Appropriation - 2013

**Health Professions Center: Classroom Renovation/Expansion**

**Project Cost** \$ 8,000,000

Funding Source: Legislative Appropriation - 2015

**Fuquay Welcome Center**

**Project Cost** \$ 2,500,000

Funding Sources:

Private Gifts \$ 2,000,000

Special Projects Reserves \$ 500,000

**Energy Management System Upgrade:**

**Health Professions Center, Science and Education Center, and Physical Plant**

**Project Cost** \$ 180,000

Funding Source: General Repair and Rehabilitation Appropriation