

## **AGENDA**

### **UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES**

July 5, 1990

#### **SECTION I - GENERAL AND ACADEMIC MATTERS**

- A. Annual Meeting of the Board
- B. Approval of Minutes of May 11, 1990, Meeting
- C. Establishment of Next Meeting Date, Time, Location
- D. President's Report
- E. Review of 1991-93 Performance Objectives

#### **SECTION II - FINANCIAL MATTERS**

- A. Donation of Science Center Annex
- B. Review of Legislative Operating Appropriation Request for 1991-93
- C. Approval of Legislative Capital Improvement Budget Request for 1991-93
- D. Purchase of Nuclear Magnetic Resonance Spectrometer
- E. Remodeling of Administration Wing
- F. Authorization to Request Approval to Construct Offices in Lower Level of Robert D. Orr Center
- G. Approval of Budget Appropriations, Adjustments, and Transfers
- H. Approval of Revised Fee Waiver Policies
- I. Authorization for Power of Attorney

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

July 5, 1990

**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 1989-90 Annual Meeting
4. Report of the Nominating Committee
5. Election of Officers
  - a. Chairman of the Board
  - b. Vice Chairmen 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 11, 1990, MEETING**

**C. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION**

**D. PRESIDENT'S REPORT**

**E. REVIEW OF 1991-93 PERFORMANCE OBJECTIVES**

The operating budget request for the 1991-93 biennium will include a set of performance objectives for Indiana's public higher education institutions. The three major goals are:

- 1) to improve access and participation in higher education
- 2) to improve the quality of Indiana's higher education system
- 3) to increase the success of individual students

Proposed strategies and measures for meeting these goals as they relate to the University of Southern Indiana will be reviewed.

## **SECTION II - FINANCIAL MATTERS**

### **A. DONATION OF SCIENCE CENTER ANNEX**

The Science Center Annex is a configuration of six (6) temporary, movable classrooms which were purchased in 1978 from the Evansville-Vanderburgh School Corporation. The request for the Robert D. Orr Center included an understanding that the University would declare these classrooms surplus and remove them from inventory when the Orr Center was completed.

The Pike County School Corporation is in urgent need of twenty-three temporary classrooms to replace an elementary school building recently damaged by a tornado in Petersburg, Indiana. Representatives from Pike County Schools have inspected the Science Center Annex and have expressed a willingness to receive the six classrooms.

Therefore, it is recommended that the three buildings, containing six classrooms, known as the Science Center Annex, be declared surplus and donated to the Pike County School Corporation with the condition that all costs involved with the removal and relocation be borne by Pike County School Corporation.

Approval of the preceding action is recommended.

### **B. REVIEW OF LEGISLATIVE OPERATING APPROPRIATION REQUEST FOR 1991-93**

The 1991-93 biennial legislative operating appropriation request for operating expenditures and fee replacement is to be submitted to State agencies in September, 1990. The request will be reviewed at this meeting, then presented to the Board for approval at the regular meeting in September.

### **C. APPROVAL OF LEGISLATIVE CAPITAL IMPROVEMENT BUDGET REQUEST FOR 1991-93**

The capital request will consist of one new construction project, the Health Professions Building, and General Repair and Rehabilitation funds. Architects are working on cost estimates for the Health Professions Building and these estimates will be included in the Capital Budget Request, Exhibit II-A, and will be presented in the addenda to the agenda at the meeting.

### **D. PURCHASE OF NUCLEAR MAGNETIC RESONANCE SPECTROMETER**

The General Electric Company has agreed to sell to the University of Southern Indiana a new, nuclear magnetic resonance spectrometer (NMR) at a discounted price to replace the present NMR purchased in 1969. The present instrument is outdated as well as beyond repair. Dr. Marie Hankins, associate professor of chemistry, worked with GE Plastics, Division of General Electric Company, personnel at Mt. Vernon to obtain this state-of-the-art scientific instrument. A transfer of \$150,000 from Reserve for Equipment Replacement Fund is included in Section II, Item G, to fund this purchase.

### **E. REMODELING OF ADMINISTRATION WING**

The opening of the Robert D. Orr Center will allow space in the Administration Wing to be reassigned. To accommodate the new occupants of this space, some remodeling will be necessary. A budget transfer from the Academic Building Facilities Fund, to fund this remodeling, will be presented in the addenda to the agenda at the meeting.

**F. AUTHORIZATION TO REQUEST APPROVAL TO CONSTRUCT OFFICES IN LOWER LEVEL OF ROBERT D. ORR CENTER**

The bids for the construction of the Robert D. Orr Center were sufficiently lower than architect's estimates to permit the excavation and partial finishing of the lower level of the building as part of the original construction. Schematic plans have been developed to complete approximately half of this space into work areas and offices for use by the Business Office and Computer Center.

It is recommended that President Rice be authorized to request the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana to approve the following actions:

- a. To engage Odle, McGuire & Shook Corporation as architects for the project;
- b. To enter into contracts to construct, equip, and otherwise provide for the construction of the offices; and
- c. To transfer \$750,000 from the Academic Building Facilities Fund to be used for construction and related costs.

Approval of the preceding actions is recommended.

**G. APPROVAL OF BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS**

Approval of the following budget appropriations, adjustments and transfers is recommended.

**1. ADDITIONAL APPROPRIATION OF FUNDS**

From: Unappropriated Current Operating Funds

To:	1-10200	School of Liberal Arts	
		Personal Services	\$3,400.00
		Supplies and Expenses	510.00
To:	1-10300	School of Science & Technology	
		Personal Services	17,000.00
		Supplies and Expenses	949.00
To:	1-10800	School of Education & Human Services	
		Personal Services	15,300.00
		Supplies and Expenses	1,037.00
To:	1-10920	University Division	
		Personal Services	3,000.00
		Supplies and Expenses	1,003.00
To:	1-10900	Extended Services	
		Capital Outlay	7,923.07

To:	1-10910	Continuing Education Capital Outlay	5,056.75
To:	1-10920	University Division Capital Outlay	7,700.97
To:	1-10120	Historic Southern Indiana Capital Outlay	2,847.00
To:	1-10700	School of Business Capital Outlay	2,030.00
To:	1-10120	Historic Southern Indiana Supplies & Expenses	2,071.00
To:	1-10160	Arts Commission Music Supplies & Expenses	1,000.00
To:	1-10170	Arts Commission Theatre Supplies & Expenses	440.00
To:	1-10175	New Harmony Theatre 1989 Season Supplies & Expenses	28,000.00
To:	1-10190	WSWI Personal Services Supplies & Expenses	400.00 1,063.23
To:	1-10300	School of Science & Technology Capital Outlay	13,412.00
To:	1-10320	Engineering Technology Supplies & Expenses	165.00
To:	1-10410	Nursing Supplies & Expenses	842.50
To:	1-10420	Health Professions Capital Outlay	430.00
To:	1-10840	Teacher Education Capital Outlay	100.00
To:	1-14004	Counseling Supplies & Expenses	339.62
To:	1-14005	Placement Supplies & Expenses	25.00
To:	1-14101	Intramurals Supplies & Expenses	600.00
To:	1-15000	Physical Plant Supplies & Expenses	539.19

From: Unappropriated Designated Funds		
To:	2-20500 Shield Supplies & Expenses	20.00
From: Unappropriated Restricted Funds		
To:	4-45801 Faculty Research - Professor D. Wolfe Supplies & Expenses	2,260.00
To:	4-45802 Faculty Research - Professor Waitman Supplies & Expenses	2,505.00
To:	4-45803 Faculty Research - Professor Wafa Supplies & Expenses	250.00
To:	4-45810 Faculty Research - Professor Graham Supplies & Expenses	4,985.00
To:	4-45975 Ropewalk Writers' Retreat 1989-90 Supplies & Expenses	2,750.00
To:	4-45999 Faculty/Student Research - Professor Shaw Personal Services	1,320.00
To:	4-45600 New Harmony Theatre 1990 Season Personal Services	3,000.00
To:	4-46001 Ropewalk Writers' Retreat 1990-91 Supplies & Expenses	3,250.00
To:	4-45955 1990 Small Business Administration Supplies & Expenses	3,200.00
From: Unappropriated Athletic Funds		
To:	3-30600 Athletics General Operating Supplies and Expenses	380.00
To:	3-30602 Athletics - Baseball Capital Outlay	1,647.50
To:	3-30613 Athletics - Sports Medicine Capital Outlay	995.00
From: Unappropriated New Harmony Funds		
To:	3-30900 New Harmony General Operating Supplies and Expenses	5,175.00

From: Unappropriated Young Abe Lincoln Funds  
To: 3-32010 Young Abe Lincoln Outdoor Drama '90  
Repairs and Maintenance 1,600.00  
Capital Outlay 8,100.00

From: Unappropriated Plant Funds  
To: 6-60312 Kemmerling Barn Renovation  
Capital Outlay 73,000.00

2. TRANSFER AND APPROPRIATION OF FUNDS

From: 1-19999 Current Operations Transfers Out  
(Reserve for Equipment Replacement Fund)  
To: 6-60780 Instructional Equipment  
Capital Outlay 150,000.00

H. APPROVAL OF REVISED FEE WAIVER POLICIES

The Board of Trustees, at the July 7, 1988 meeting, approved a fee waiver policy for eligible employees, spouses of employees, and dependent children of employees pursuing baccalaureate and associate degrees.

After reviewing these policies, it is recommended that these benefits also be extended to eligible employees, spouses of employees, and dependent children of employees pursuing master's degree programs, pre-master's degree requirements, and teacher certification courses.

It is further recommended that the maximum number of hours for employees be increased during the summer sessions from three semester hours per summer to three semester hours per summer term, which, when added to the six hours allowed per academic year, would take the maximum number of hours per year from 9 to 15.

Approval of the revised fee waiver policies, detailed in Exhibit II-B, effective Fall Semester 1990, is recommended.

I. AUTHORIZATION FOR POWER OF ATTORNEY

The Alumni Affairs Office and Carleton Publishing Company wish to appeal a ruling by the United States Postal Service for revenue deficiencies (\$466.46) on a cooperative mailing of the Association's alumni directory. Carleton Publishing has retained counsel to represent all its clients similarly affected by the ruling. To join the appeal, the University must give Carleton a power of attorney, Exhibit II-C. The University will not bear expense of Carleton's counsel. This is a request to authorize the Chairman of the Board of Trustees to sign the power of attorney form, enjoining the University in the consolidated appeal.

Approval of this authorization is recommended.

## UNIVERSITY OF SOUTHERN INDIANA

### Employee Fee Waiver Policy

#### A. PROGRAM OPTIONS for full-time employees

1. Baccalaureate or Associate Degree - A waiver of full fees will be granted for a maximum of 124 attempted semester credit hours for pursuit of a baccalaureate or associate degree at USI.
2. Master's Degree - A waiver of full fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree at USI. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a USI graduate program are covered by a waiver of full fees.
3. Teacher Certification - A waiver of full fees will be granted for the number of semester credit hours required for a baccalaureate degree holder to obtain teacher certification at USI.

#### B. POLICY DEFINITION AND GUIDELINES

1. A full-time employee is defined as an employee eligible for the university employee benefit program.
2. Full fees are defined as total contingent, student service, academic facilities, and campus service fees.
3. Eligibility will be determined by an employee's status on the first day of classes in any term. A student whose eligibility has not been determined at the time of registration will be required to pay full fees upon receipt of billing. The student will receive a refund if eligible within the term. No refunds will be provided for prior enrollments.
4. This fee waiver shall apply to not more than six (6) semester credit hours per academic year (fall and spring combined) and three (3) semester credit hours during each summer session. Maximum eligibility will be limited according to the student's degree or program as follows:
  - a. Baccalaureate or Associate Degree - 124 attempted credit hours or until a baccalaureate degree is earned at USI, whichever comes first.
  - b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.
  - c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.
5. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".



6. Refunds for classes dropped or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits.

**C. PROCEDURES FOR OBTAINING THE EMPLOYEE FEE WAIVER**

1. The employee should complete an Application for Fee Waiver for Employee prior to the beginning of each academic year. These applications are available in both the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
  - a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
  - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the employee's eligibility and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the student's eligibility, enter the waiver on the student's financial aid record, and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account for the amount waived.
5. The Office of Student Financial Assistance will inform the Payroll Office of the amount of each employee's graduate fee waiver at the end of each term.

**D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.**

## UNIVERSITY OF SOUTHERN INDIANA

### Spouse of Employee Fee Waiver Policy

#### A. PROGRAM OPTIONS for spouses of full-time USI employees

1. Baccalaureate or Associate Degree - A waiver of one-half fees will be granted for a maximum of 124 attempted semester credit hours for pursuit of a baccalaureate or associate degree at USI.
2. Master's Degree - A waiver of one-half fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree at USI. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a USI graduate program are covered by a one-half fee waiver.
3. Teacher Certification - A waiver of one-half fees will be granted for the number of semester credit hours required for a baccalaureate degree holder to obtain teacher certification at USI.

#### B. POLICY DEFINITION AND GUIDELINES

1. A full-time employee is defined as an employee eligible for the university employee benefit program.
2. Fees are defined as total contingent, student service, and academic facilities fees.
3. An eligible spouse is a person legally married to a full-time employee of the university.
4. Eligibility is extended to the spouse of an employee who has retired under University retirement policy and to a spouse of an employee receiving long-term disability benefits. Eligibility also is extended to a spouse of a deceased employee if the spouse was enrolled at the time of the employee's death. The fee waiver will continue until one hundred twenty-four (124) credit hours have been attempted.
5. Eligibility will be determined by both the employee's and the spouse's status on the first day of classes in any term. If eligibility has not been determined at the time of registration, the student will be required to pay full fees upon receipt of billing. The student will receive a refund if eligible within the term. No refunds will be provided for prior enrollments.
6. This fee waiver will be limited according to the student's degree or program of study as follows:
  - a. Baccalaureate or Associate Degree - 124 attempted credit hours or until a baccalaureate degree is earned at USI, whichever comes first.
  - b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.

- c. **Teacher Certification** - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.

7. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".
8. Refunds for classes dropped or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits.

**C. PROCEDURES FOR OBTAINING THE SPOUSE OF EMPLOYEE FEE WAIVER**

1. The employee should complete an Application for Fee Waiver for Employee Spouse prior to the beginning of each academic year. These applications are available in both the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
  - a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
  - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the employee's eligibility and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the student's eligibility, enter the waiver on the student's financial aid record, and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account for the amount waived.

**D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.**

## UNIVERSITY OF SOUTHERN INDIANA

### Dependent Children of Employee Fee Waiver Policy

#### A. PROGRAM OPTIONS for dependent children of full-time USI employees

1. Baccalaureate or Associate Degree - A waiver of one-half fees will be granted for a maximum of 124 attempted semester credit hours for pursuit of a baccalaureate or associate degree at USI.
2. Master's Degree - A waiver of one-half fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree at USI. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a USI graduate program are covered by a one-half fee waiver.
3. Teacher Certification - A waiver of one-half fees will be granted for the number of semester credit hours required for a baccalaureate degree holder to obtain teacher certification at USI.

#### B. POLICY DEFINITION AND GUIDELINES

1. A full-time employee is defined as an employee eligible for the university employee benefit program.
2. Fees are defined as total contingent, student service, and academic facilities fees.
3. Dependent children are defined as children of employees who meet the dependency definition as required by the federal income tax laws including stepchildren and children who are legally adopted.
4. Eligibility is extended to dependent children of employees who have retired under University retirement policy and to dependent children of employees receiving long-term disability benefits. Eligibility is also extended to children of a deceased employee if the dependent children were enrolled at the time of the employee's death, and the fee waiver will continue until 124 semester credit hours have been attempted.
5. Guest students, who are eligible dependents, may receive the option 1 (undergraduate) fee waiver at USI if they are undergraduate, degree-seeking students at another university or college.
6. Eligibility will be determined by the employee's status and the student's status on the first day of classes in any term. Students whose eligibility has not been determined at the time of registration will be required to pay full fees upon receipt of billing. Students will receive a refund if they are eligible. Eligibility must be determined within the term. No refunds will be provided for prior enrollments.
7. This waiver will be limited according to the student's degree or program of study as follows:
  - a. Baccalaureate or Associate Degree - 124 attempted credit hours or until a baccalaureate degree is earned at USI, whichever comes first.

- b. Master's Degree - attempted hours not to exceed the number of graduate semester credit hours required for a master's degree plus all required undergraduate preparatory courses or until a master's degree is earned at USI, whichever comes first.
  - c. Teacher Certification - attempted hours not to exceed the number of semester credit hours required to achieve teacher certification as documented by a USI teacher education advisor.
8. The fee waiver is not applicable for courses in which a student enrolls as an "auditor".
9. Refunds for dropped classes or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits.

**C. PROCEDURES FOR OBTAINING EMPLOYEE DEPENDENT CHILDREN FEE WAIVER**

1. The employee should complete an Application for Fee Waiver for Dependent Children prior to the beginning of each academic year. These applications are available in the Personnel Office and the Office of Student Financial Assistance. The completed application must be returned to the Personnel Office.
- a) Graduate students must attach a copy of their approved course list signed by their graduate program advisor.
  - b) Students pursuing teacher certification must attach a copy of their approved course list signed by their teacher education advisor.
2. The Personnel Office will verify the eligibility of the employee and forward the application to the Office of Student Financial Assistance.
3. The Office of Student Financial Assistance will verify the eligibility of the student and enter the waiver on the student's financial aid record and transmit the waiver to the Business Office. A copy of the approved application will be returned to the student.
4. The Business Office will credit the student's account, audit the records, and account the same amount of fees waived.

**D. EFFECTIVE DATE OF THIS POLICY WILL BE FALL SEMESTER, 1990.**

STATE OF Indiana :  
 : SPECIAL POWER OF ATTORNEY  
COUNTY OF Vanderburgh :

KNOW ALL MEN BY THESE PRESENT that I/we Board of Trustees,  
University of Southern Indiana of Evansville, Indiana  
do hereby make, constitute and  
appoint Carleton Financial Computations, D.B.A. Carleton  
Graphics, 1801 Commerce Drive, South Bend, Indiana 46624, for  
my/our benefit and in my/our name, please and stead, my/our true  
and lawful attorney in fact, with full power and authority:

To represent and defend me/us in connection with the U.S.  
Postal Service's nationwide investigation of cooperative mailings  
by nonprofit entities at the special bulk mailing rate and  
revenue deficiencies claimed in connection therewith to the  
extent that I/we may have engaged in any such mailings with  
Carleton Graphics prior to the date of this power-of-attorney;

To adjust, compromise, settle, arbitrate or litigate all  
claims, demands, accounts or other controversies on account  
arising out of or relating to the aforementioned U.S. Postal  
service investigation and claimed revenue deficiencies;

To do any act that may be required for the full and complete  
settlement of any such claim, demand, account or controversy;

To hire, discharge and compensate any attorney, accountant,  
expert witness or other assistant whenever my/our attorney-in-  
fact deems such action to be desirable for the proper execution  
of any power described herein.

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In general, and in addition to all the specific acts enumerated above, to do and perform all other acts and things which the undersigned could do through an agent in connection with the U.S. Postal Service investigation and proceedings described above which my/our attorney-in-fact deems desirable or necessary to protect my/our interests.

Organization: University of Southern Indjana

By \_\_\_\_\_

Signature Joseph E. O'Daniel

Title: Chairman

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 1990, then personally appeared before me the said \_\_\_\_\_, to me known to be the person described herein and who executed the foregoing instrument, and acknowledged that he/she executed the same, with full power and binding authority to do so.

\_\_\_\_\_  
Notary Public

My commission expires: