

MINUTES
JOINT MEETING
FINANCE/AUDIT AND CONSTRUCTION COMMITTEES
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

September 8, 2005

The Finance/Audit and Construction Committees of the University of Southern Indiana Board of Trustees met in joint session on Thursday, September 8, 2005, at the New Harmony Inn and Conference Center in New Harmony, Indiana. Present were Committee Chair Frank F. McDonald II '73 and Trustees Mark A. Day, G. Patrick Hoehn, J. David Huber, and James L. Will Sr. Also in attendance was Vice President for Business Affairs and Treasurer Mark Rozewski.

Mr. McDonald called the meeting to order at 2:00 p.m.

(FINANCE/AUDIT)

1. REVIEW OF RECOMMENDATION FOR 2006-07 HOUSING RATES

Mr. McDonald called on Vice President Rozewski to review the recommended housing rates for 2006-2007. Mr. Rozewski reported that the recommended increase, while modest, will allow the University to fund all required maintenance for student housing. He reported that student housing at USI is a sound operation and that the University will soon engage a consultant to oversee a review of its current housing and to look at future needs and options.

Vice President Rozewski recommended the following rate increases. On a motion by Mr. Huber, seconded by Mr. Will, a recommendation of the following housing rates for approval by the Board of Trustees was approved.

		<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>	<u>EFFECTIVE DATE</u>
<u>FALL OR SPRING SEMESTER</u>				
<u>McDONALD or O'DANIEL APARTMENT</u>				
Two Bedroom:	Two students per bedroom	\$1,585	\$1,617	7-01-06
	One student per bedroom	2,840	2,897	7-01-06
One Bedroom:	Two students	1,915	1,953	7-01-06
	One student	3,565	3,636	7-01-06
<u>GOVERNORS, NEWMAN, O'BANNON, or RUSTON HALL</u>				
One and Two Bedroom: Two students per bedroom		\$1,585	\$1,617	7-01-06

SUMMER SESSIONS

Summer session rates are indexed to semester rates. The rate for each five-week summer session is one-third of the academic year semester rate.

2. REVIEW OF RECOMMENDATION FOR 2006-07 MEAL PLAN RATES

Vice President Rozewski reported that students who live in the residence halls (Newman, Governors, O'Bannon, and Ruston) are required to purchase a Resident Meal Plan. He reviewed three plans that are available from which students can choose and noted that the proposed rates allow for normal increases in food and labor costs. He also noted that the Blue Plan has the largest increase because a meal will be added to the plan in 2006-2007.

On a motion by Mr. Huber, seconded by Mr. Will, a recommendation of the following meal plan rates for approval by the Board of Trustees was approved.

FALL OR SPRING SEMESTER

	CURRENT RATE	PROPOSED RATE	EFFECTIVE DATE
Red Eagle Plan	\$1,599	\$1,629	7-01-06
White Eagle Plan	1,499	1,519	7-01-06
Blue Eagle Plan	1,290	1,369	7-01-06

SUMMER SESSIONS

Meal plans are not offered during summer sessions.

3. APPROVAL OF YEAR-END BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR FISCAL YEAR 2004-2005

Mr. McDonald called on Vice President Rozewski to review the year-end budget appropriations, adjustments, and transfers for fiscal year 2004-2005. Mr. Rozewski noted that the transactions in Attachment A were housekeeping items and included no policy issues. He suggested that the committee, at its next meeting, discuss the value of and necessity for this report.

On a motion by Mr. Will, seconded by Mr. Day, the year-end budget appropriations, adjustments, and transfers for fiscal year 2004-2005 in Attachment A were approved.

4. DISCUSSION OF PROPOSED SALE OF VARIOUS NEW HARMONY PROPERTIES

Mr. McDonald asked Vice President Rozewski to discuss the proposed sale of various New Harmony properties. Mr. Rozewski reported that the University is considering the sale of five properties in New Harmony, including 505, 507, 508, and 509 Main Street and the vacant lot at the corner of Church and East Streets. Vice President Rozewski noted that the University has been in conversation with town officials in New Harmony regarding the potential sale. He will report to the committee on the progress of the sale at a future meeting.

(CONSTRUCTION)

5. REPORT OF CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS (Attachment B)

Mr. Rozewski reported on the change orders in Attachment B.

6. APPROVAL OF CHANGE ORDER

According to the *Procedures Related to Changes in Construction Contracts* adopted by the Board of Trustees on September 6, 2001, the change order described in Attachment C requires the approval of the Construction Committee.

On a motion by Mr. Day, seconded by Mr. Will, the change order in Attachment C was approved.

There being no further business, the committee adjourned and joined the Long-Range Planning Committee in progress for a report on the campus master plan.

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS FOR 2004-05

1. Additional Appropriation of Income

From:	Unappropriated Current Operating Funds		
To:	10001-01040	College Achievement Program Personal Services Supplies and Expense	9,662 890
To:	10001-01180	Distance Education Capital Outlay	49,446
To:	10001-01200	Bachelor of General Studies Program Supplies and Expense	48
To:	10001-01230	Library Capital Outlay	18,998
To:	10001-01250	Honors Program Personal Services	66
To:	10001-01300	College of Business Personal Services Supplies and Expense	8,800 879
To:	10001-01341	Blair Chair Discretionary Fund Personal Services Supplies and Expense	114 488
To:	10001-01360	College of Education and Human Services Personal Services Supplies and Expense	16,800 1,407
To:	10001-01390	Teacher Education Supplies and Expense	3,233
To:	10001-01400	College of Liberal Arts Personal Services Supplies and Expense	15,900 4,913
To:	10001-01410	Arts Commission General Supplies and Expense	685
To:	10001-01450	USI Theatre Supplies and Expense	3,900
To:	10001-01660	College of Nursing and Health Professions Personal Services Supplies and Expense	113,475 7,461
To:	10001-01740	Dental Clinic Supplies and Expense	6,416
To:	10001-01760	Radiologic Technology Capital Outlay Supplies and Expense	4,400 1,558

To:	10001-01770	Respiratory Therapy Supplies and Expense	1,400
To:	10001-01780	College of Science and Engineering Personal Services Supplies and Expense	63,800 6,606
To:	10001-01810	Mathematics Personal Services	75
To:	10001-01820	Chemistry Supplies and Expense	8,296
To:	10001-02010	Alumni Services Supplies and Expense	300
To:	10001-02070	Photography Services Supplies and Expense	2,488
To:	10001-02090	Duplicating Services Supplies and Expense	152,609
To:	10001-02100	Copy Center Services Supplies and Expense	403,438
To:	10001-03120	Security Personal Services	28,507
To:	10001-05120	Admission Supplies and Expense	829
To:	10001-05130	Career Counseling Personal Services	21
To:	10001-06020	Physical Activities Center Supplies and Expense	2,531
From:	Unappropriated Designated Funds		
To:	15003-03769	University Services Fee Supplies and Expense	49,706
To:	16002-05130	Spring Festival Supplies and Expense	42,064
To:	16004-05030	Student Programs Supplies and Expense	32,304
To:	16011-05110	Activities Programming Board Supplies and Expense	8,180
To:	16012-05030	Student Government Association Supplies and Expense	797
To:	16013-05030	Safe Ride Program Supplies and Expense	351

To:	17004-01000	Research, Innovation, Scholarship, and Creativity (RISC) Travel Awards Services and Expense	2,501
To:	17016-01300	Faculty, Research, and Creative Works Award Professor Khayum and Professor Cashel-Cordo Personnel Services Services and Expense	1,030 690
To:	17017-01780	Faculty, Research, and Creative Works Award Professor Metscher Services and Expense	794
To:	17018-01780	Faculty, Research, and Creative Works Award Professor Metscher Services and Expense	375
To:	17019-01300	Faculty, Research, and Creative Works Award Professor Nunn Personnel Services Services and Expense	2,750 1,000
To:	17020-01300	Faculty, Research, and Creative Works Award Professor Peluchette Personnel Services Services and Expense	206 344
To:	17030-01400	Center for Teaching and Learning Excellence Professor P. Aakhus Services and Expense	309
To:	17034-01800	Science and Engineering Research Grant Professor L. Ruhala Services and Expense	684
To:	17040-01780	Science and Engineering Research Grant Professor King Services and Expense	500
To:	17054-01000	Research, Innovation, Scholarship, and Creativity Professor Hardcastle Services and Expense	375
To:	18004-01032	Tri State World Trade Council Supplies and Expense	1,698
To:	18004-01033	National Association of Purchasing Managers Supplies and Expense	120
To:	18004-01034	School Community Collaboration Conference Supplies and Expense	6,669
To:	18005-01160	Historic Southern Indiana Programs Supplies and Expense	3,687
To:	18006-01030	Extended Services Case Management Supplies and Expense	147

To:	18008-01216	Tri-State Safety Council Supplies and Expense	82,790
To:	18011-01030	Corporate Training Program Supplies and Expense	25,092
To:	18013-01400	Ropewalk Reading Series Services and Expense	485
To:	18018-01400	Faculty Enhancement – Liberal Arts Personal Services Supplies and Expense Capital Outlay	592 12,502 9,756
To:	18019-01780	Faculty Enhancement – Science and Engineering Personal Services Supplies and Expense	7,719 18,788
To:	18020-01660	Faculty Enhancement – Nursing and Health Professions Supplies and Expense	2,423
To:	18021-01300	Faculty Enhancement – Business Supplies and Expense	25,993
To:	18022-01360	Faculty Enhancement – Education Personal Services Supplies and Expense Capital Outlay	360 6,713 52
To:	18025-01660	Anticoagulant Practice Unit Supplies and Expense	8,345
To:	18026-01660	Congestive Heart Failure Certificate Program Supplies and Expense	2,977
To:	18027-01740	Dental Practice Unit Supplies and Expense	1,413
To:	18028-01660	Case Management Practice Unit Supplies and Expense	8,393
To:	18029-01660	Lipid Management Practice Unit Supplies and Expense	6,951
To:	18030-01660	Pain Management Practice Unit Supplies and Expense	3,028
To:	18031-01660	Complementary and Alternative Therapy Practice Unit Supplies and Expense	1,070
To:	18032-01400	Video Production Practice Unit Supplies and Expense	624
To:	18034-01300	Center for Business and Economic Research Supplies and Expense	3,919
To:	18035-01310	Accounting Department Programs Supplies and Expense	120

To:	18037-03090	Procurement Chargebacks Supplies and Expense	2,936
To:	18042-03170	Telecommunication Services Supplies and Expense	31,449
To:	18045-01660	Anticoagulation Billing Certificate Program Supplies and Expense	1,818
To:	18046-01300	College of Business Programs Supplies and Expense	1,115
To:	18048-02020	Parents and Families Association Supplies and Expense	66

From: Unappropriated Restricted Funds

To:	20001-03050	Title IV Control Fund Supplies and Expense	6,422,546
To:	20101-03050	Pell Grant 2003-2004 Supplies and Expense	38,022
To:	20102-03050	Pell Grant 2004-2005 Supplies and Expense	5,924,960
To:	20201-03050	Supplemental Educational Opportunity Grant (SEOG) Supplies and Expense	258,293
To:	20301-03050	Federal Work Study Grant Personnel Services Supplies and Expense	164,914 8,246
To:	20302-03050	Federal Job Locator Grant Personnel Services Supplies and Expense	51,461 2,553
To:	20303-03050	Federal Community Service Grant Personnel Services Supplies and Expense	97,454 1,743
To:	20304-03050	Federal America Reads Grant Personnel Services Supplies and Expense	1,181 59
To:	20305-03050	Federal Contractor Agreement Personnel Services Supplies and Expense	625 31
To:	22002-01030	Advance Indiana Grant Supplies and Expense	93,053
To:	22203-01660	Vanderburgh Correctional Facility Grant Personnel Services Supplies and Expense	151,634 27,737
To:	22303-01030	Economic Development Agency Federal Grant Supplies and Expense	50,000

To:	23001-03050	Indiana Minority Teaching Scholarship Supplies and Expense	9,000
To:	23002-03050	Part-Time Indiana Higher Education Award Supplies and Expense	106,822
To:	23003-03050	Hoosier State Scholarship Supplies and Expense	9,000
To:	23004-03050	Robert Byrd Scholarship Supplies and Expense	6,000
To:	23005-03050	State Nursing Scholarship Supplies and Expense	14,000
To:	23006-03050	21 st Century Scholarship Supplies and Expense	785,931
To:	23007-03050	Child of Disabled Veteran Scholarship Supplies and Expense	482,543
To:	23008-03050	National Guard Scholarship Supplies and Expense	86,291
To:	23012-03050	Full-Time Indiana Higher Education Award Supplies and Expense	3,368,625
To:	24002-01300	Economic Education Grant Supplies and Expense	7,978
To:	24124-07000	IU School of Medicine Research Grant – Professor Wojcik Personnel Services Supplies and Expense	90,000 28,448
To:	24124-07000	IU School of Medicine Research Grant – Professor Seetharamaiah Personnel Services Supplies and Expense	17,026 2,974
To:	24125-07000	IU School of Medicine Research Grant – Professor Wojcik Personnel Services Supplies and Expense	22,144 17,856
To:	24126-07000	IU School of Medicine Research Grant – Professor Aldrich Personnel Services Supplies and Expense	73,056 26,944
To:	24303-01660	IHETS Grant - Assessment of Alzheimer's – Professor Spark Personnel Services Supplies and Expense	15,012 3,200
To:	24304-01660	IHETS Grant - Ethics and Society – Professor Valadares Personnel Services Supplies and Expense	13,622 6,378

To:	24605-01390	Indiana Campus Compact Grant - Professor Stiler Supplies and Expense	3,000
To:	24801-01160	Indiana Humanities Council Grant - Lincoln Institute for Teachers Supplies and Expense	2,000
To:	25010-01300	SBC Foundation Excelerator Personnel Services Supplies and Expense	1,750 3,250
To:	26010-01000	Lilly Endowment Excellence Through Engagement Sabbaticals Personnel Services	40,000
To:	26011-01000	Lilly Endowment Excellence Through Engagement Regional Leadership Personnel Services Supplies and Expense	32,000 7,500
To:	26013-01000	Lilly Endowment Excellence Through Engagement Graduate Student Research Supplies and Expense	4,000
To:	26014-01000	Lilly Endowment Excellence Through Engagement Honors Retention Supplies and Expense	10,000
To:	26015-01000	Lilly Endowment Excellence Through Engagement Summer Stipends Personnel Services	49,000
To:	26016-01000	Lilly Endowment Excellence Through Engagement Faculty Development Director Personnel Services	12,000
To:	26017-01000	Lilly Endowment Excellence Through Engagement Department Chair Supplies and Expense	5,000
To:	26018-01000	Lilly Endowment Excellence Through Engagement Retention Task Force Supplies and Expense	17,500
To:	26019-01000	Freshman Interest Group Academic Communities Personnel Services	4,800
To:	26020-01000	Freshman Interest Group Planning and Development Personnel Services	10,500
To:	26021-01000	Freshman Interest Group Student Community Building Supplies and Expense	10,500
To:	26022-01000	Freshman Interest Group Bonding Through Books Supplies and Expense	1,500

From:	Unappropriated Auxiliary Funds		
To:	30005-06000	Athletics Operations Supplies and Expense	50,593
To:	30005-06040	Softball Supplies and Expense	2,865
To:	30005-06050	Men's Basketball Supplies and Expense	1,608
To:	30005-06070	Men's Cross Country Supplies and Expense	4,624
To:	30005-06080	Women's Cross Country Supplies and Expense	1,400
To:	30005-06090	Men's Golf Supplies and Expense	4,991
To:	30005-06100	Women's Golf Supplies and Expense	4,601
To:	30005-06120	Women's Soccer Supplies and Expense	592
To:	30005-06130	Men's Tennis Supplies and Expense	4,902
To:	30005-06140	Women's Tennis Supplies and Expense	1,400
To:	30005-06150	Volleyball Supplies and Expense	2,363
To:	30015-06030	Baseball Grant-in-Aid Supplies and Expense	495
To:	30015-06070	Men's Cross Country Grant-in-Aid Supplies and Expense	53
To:	30115-05070	Student Wellness Supplies and Expense	12,873
To:	30120-05060	Intramural Operations Supplies and Expense	2,851
To:	30120-05061	Intramural Programs Supplies and Expense	6,413
To:	30125-05060	Athletic Fields Supplies and Expense	15,414
To:	31010-05170	Residence Life Operations Supplies and Expense	10,752
To:	31015-05170	Residence Life Activity Fund Supplies and Expense	4,909

To:	31025-05170	Miscellaneous Furnishings Supplies and Expense	71,809
To:	31030-03140	Housing Capital Improvements Supplies and Expense	33,860
To:	32105-02120	University Center Supplies and Expense	157
To:	32105-03000	University Center Supplies and Expense	1,775
To:	33105-01100	New Harmony Operations Supplies and Expense	5,325
To:	33105-01110	New Harmony Gallery Supplies and Expense	3,100
To:	34004-01650	Lincoln Amphitheatre 2004 Supplies and Expense	25,866
To:	34104-01650	New Harmony Theatre 2004 Supplies and Expense	16,028
To:	34205-01650	Theatre Management Supplies and Expense	114,360
To:	35025-01100	New Harmony Guest House Supplies and Expense	2,555
To:	35205-01050	Children's Center Supplies and Expense	46,652

2. Additional Appropriation of Reserve Funds

From: Unappropriated Current Operating Reserves

To:	10001-01450	USI Theatre Supplies and Expense	1,114
To:	10001-05140	Career Services Capital Outlay	500

From: Unappropriated Designated Funds

To:	18004-01031	School Social Work Institute Supplies and Expense	6,371
To:	18013-01400	Ropewalk Reading Series Supplies and Expense	491
To:	18015-01000	Community of Scholars Supplies and Expense	3,866
To:	18025-01660	Anticoagulant Practice Unit Supplies and Expense	31,888
To:	18027-01740	Dental Practice Unit Supplies and Expense	1,839

To:	18032-01400	Video Production Practice Unit Supplies and Expense	4,530
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3. Transfer of Funds

From:	10001-01300	College of Business	
To:	18046-01300	College of Business Programs	553

From:	10001-03018	General Instruction	
To:	34004-01650	Lincoln Amphitheatre 2004 Supplies and Expense	31,528

From:	10001-03020	Current Operating – General Administration	
To:	18044-03000	Employee Benefit Revolving Fund	400,000

From:	10001-03030	General Physical Plant	
To:	90130-03000	New Harmony Projects Reserve	35,500

From:	10001-03140	Current Operating – Physical Plant	
To:	90120-03000	Automobile Amortization Reserve	511,586

	To:	90150-03000 Energy Management Controls Reserve	276,152
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	To:	91005-03000 Special Projects	1,750,000
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	To:	91050-03000 Campus Landscaping	200,000
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From:	15001-03769	Student Services Fee	
To:	32105-03000	University Center	11,727

	To:	90135-03000 Recreation and Fitness Center Expansion Reserve	3,518
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	To:	92205-03140 University Center Expansion	3,518
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From:	18025-01660	Anticoagulant Practice Unit	
To:	18045-01660	Anticoagulation Billing Certificate Program	1,450

From:	31010-05220	Residence Life Services	
To:	90005-03000	Housing Reserve	560,327
To:	90015-03000	Housing Debt Reserve	565,315

From:	32005-03100	Bookstore	
To:	11012-03000	Reserve for University Initiatives	400,000

	To:	90125-03000 Bookstore Reserve	450,000
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From:	33105-01100	New Harmony Operations	
To:	35025-03000	New Harmony Guest House	1,569

From:	90010-03000	Housing Furnishings Reserve	
To:	31025-05170	Miscellaneous Furnishings	205,742

From:	90105-03000	Parking Reserve	
To:	91015-03000	Broadway Concession Building	43,262

	To:	92015-03140 Varsity Softball Field	39,656
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4. Transfer and Appropriation of Funds

From:	10001-01410	Arts Commission General	
To:	18015-01000	Community of Scholars Supplies and Expense	500
From:	10001-02000	Advancement	
To:	18048-02020	Parents and Families Association Supplies and Expense	95
From:	10001-03018	General Instruction	
To:	33105-01100	New Harmony Operations Personal Services	2,582
From:	10001-05120	Admissions	
To:	16016-05120	Southern Hospitality Days Supplies and Expense	1,991
From:	10001-06000	Athletics Administration	
To:	30005-06040	Softball Supplies and Expense	1,866
From:	15001-03769	Student Service Fees	
To:	30015-06130	Men's Tennis Grant-in-Aid Supplies and Expense	7,500
From:	15005-03769	Technology Fee	
To:	10001-03180	Academic Computer Services Capital Outlay	80,500
From:	16001-05000	Student Services Operations	
To:	10001-01360	School of Education and Human Services Supplies and Expense	800
To:	10001-01390	Teacher Education Supplies and Expense	200
To:	10001-01620	Political Science and Philosophy Supplies and Expense	100
To:	10001-04000	Governmental Relations Supplies and Expense	500
To:	16004-05030	Student Programs Supplies and Expense	2,174
To:	16020-05150	International Programs and Services Supplies and Expense	2,224
To:	18016-01000	Speaker Series Supplies and Expense	1,500
From:	16007-05080	Multicultural Center	
To:	16020-05150	International Programs and Services Supplies and Expense	455
From:	16014-05100	Student Publications Reserve	
To:	16015-05100	The Shield Supplies and Expense	84

From:	16010-05110	First Year Initiatives Program	
To:	16020-05150	International Programs and Services Supplies and Expense	228
From:	16011-05110	Activities Programming Board	
To:	10001-01400	School of Liberal Arts Personal Services	414
From:	18012-01030	Ropewalk Writers Retreat	
To:	10001-01490	Southern Indiana Review Supplies and Expense	1,000
From:	18015-01000	Community of Scholars	
To:	16020-05150	International Programs and Services Supplies and Expense	121
To:	18006-01000	Speaker Series Supplies and Expense	1,500
From:	85004-01810	Problem Solving Contest	
To:	10001-01820	Mathematics Supplies and Expense	226

**Report to University of Southern Indiana Board of Trustees
 September 8, 2005**

Change Orders Issued by the Vice President for Business Affairs

On September 6, 2001, the Board of Trustees adopted a procedure related to changes in construction contracts which included the following: "Change orders up to \$25,000 may be issued by the Vice President for Business Affairs and reported to the Board of Trustees at its next meeting." Consistent with that policy, the following change orders have been issued.

PROJECT: David L. Rice Library

<u>CO- CC 01</u>	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
	Make changes to temperature controls for change in size of relief damper, PR-20	Johnson Controls, Inc.	(\$1,800.00)
<u>CO- EC 17</u>	Reroute two conduits around relocated door, Room 0022	The State Group	1,844.00
<u>CO- EC 18</u>	Interconnect access control system to Elevator No. 3 control system	The State Group	887.00
<u>CO- EC 19</u>	Change power and data installation to computer storage location	The State Group	(463.50)
<u>CO- EC 20</u>	Add voice and data outlets in Room 1019	The State Group	277.00
<u>CO- EC 21</u>	Add lighting in Elevator No. 3 and remove power circuits in shafts	The State Group	531.00
<u>CO- EC 22</u>	Add lighting fixtures and wiring in auditorium, Room 0017	The State Group	1,692.00
<u>CO- EC 23</u>	Add voice and data outlets to for furniture in Room 3024	The State Group	392.00
<u>CO- EC 25</u>	Provide emergency phone and change outlet locations	The State Group	6,700.00
<u>CO- EC 26</u>	Revise price for up-sizing emergency generator in Change Order EC 16 previously approved on May 7, 2005	The State Group	(13,467.00)
<u>CO- GC 15</u>	Change wall construction on stairs and mechanical shafts to 8-inch masonry from studs and gypsum	Deig Bros. Construction Co.	0

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- GC 16</u>	Adjust marker board and light sizes and add boards for five study rooms	Deig Bros. Construction Co.	4,291.00
<u>CO- GC 17</u>	Add door to duct chase	Deig Bros. Construction Co.	1,510.00
<u>CO- GC 18</u>	Delete drywall at exterior walls in chase areas and above ceilings	Deig Bros. Construction Co.	(8,896.00)
<u>CO- GC 19</u>	Provide and install cornerstone and copper weather-tight box	Deig Bros. Construction Co.	0
<u>CO- MC 07</u>	Change size of relief damper and add sheet metal	Goebel Mechanical, Inc.	9,525.00
<u>CO- MC 08</u>	Add 3-inch shut-off valve on domestic water line on exterior	Goebel Mechanical, Inc.	999.00
<u>CO- VDC 03</u>	Add data outlets and panels to Room 1009 for computer storage	Mel-Kay Electric Co.	3,351.25
<u>CO- VDC 04</u>	Add voice and data outlets in Room 1019	Mel-Kay Electric Co.	853.17
<u>CO- VDC 05</u>	Add voice and data outlets in Circulation Room 1009 and work Room 3024	Mel-Kay Electric Co.	1,188.00
<u>CO- VDC 06</u>	Add data cabling for video surveillance system	Mel-Kay Electric Co.	421.00

Recommendation for Approval of Change Order

Procedures Related to Changes in Construction Contracts **(Approved by Board of Trustees September 6, 2001)**

1. Change orders up to \$25,000 may be issued by the Vice President for Business Affairs and reported to the Board of Trustees at its next meeting.
2. Change orders over \$25,000 that require immediate action will be described to all Construction Committee members (generally by email). After any concerns have been resolved, the Vice President for Business Affairs will issue the change order and report to the Board of Trustees at its next meeting.
3. **All other change orders will be reviewed with the Construction Committee at its next meeting. Following approval of the committee, the change order will be issued and reported to the Board of Trustees at its next meeting.**

Consistent with this policy, the following change order is recommended for approval.

PROJECT: David L. Rice Library

	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
<u>CO- EC 24</u>	Install 19 security cameras, two recorders, and associated equipment and cabling for complete video monitoring system	The State Group	\$29,528.00