

AGENDA
JOINT MEETING
FINANCE/AUDIT AND CONSTRUCTION COMMITTEES

UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES

November 2, 2005

(CONSTRUCTION)

- 1. REPORT OF CHANGE ORDERS ISSUED BY THE VICE PRESIDENT FOR BUSINESS AFFAIRS (Attachment A)**
- 2. RECOMMENDATION TO SELECT ARCHITECT FOR DESIGN OF PHASE II OF THE RECREATION AND FITNESS CENTER**

In September 1998, the Construction Committee selected the Merci-Kinkel Collaborative to provide architectural and engineering services for the Recreation and Fitness Center. The firm of Jack R. Kinkel and Sons prepared a schematic design for the center to be constructed in three phases. Phase I was completed in 2001.

Approval of a recommendation to the Board of Trustees to engage the firm of Jack R. Kinkel and Sons to provide architectural and engineering services for Phase II of the Recreation and Fitness Center is recommended.

(FINANCE/AUDIT)

- 3. APPROVAL OF BUDGET ADJUSTMENTS, APPROPRIATIONS, AND TRANSFERS (Attachment B)**
- 4. DISCUSSION OF BUDGET REPORTING POLICY (Attachment C)**
- 5. REPORT ON PROPOSED SALE OF VARIOUS NEW HARMONY PROPERTIES**

At its meeting on September 8, 2005, the Finance/Audit Committee discussed the proposed sale of several properties in New Harmony. A report on the status of the sale will be presented.

- 6. REVIEW OF 2005 AUDITED FINANCIAL STATEMENTS**

A report will be presented on the 2005 audited financial statements.

**Report to University of Southern Indiana Board of Trustees
 November 2, 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 02</u>	<u>Description</u>	<u>Contractor</u>	<u>Amount</u>
	Delete temperature controls for FCU-8 which has been deleted	Johnson Controls, Inc.	(\$800.00)
<u>CO- EC 27</u>	Electrical work to add panic buttons in restrooms on all floors	The State Group	23,977.00
<u>CO- EC 17</u>	Electrical installation for anti-theft system for library materials	The State Group	6,574.00
<u>CO- GC 20</u>	Add panic buttons in public restrooms on all floors	Deig Bros. Construction Co.	23,845.00
<u>CO- GC 21</u>	Make changes to accommodate window treatments	Deig Bros. Construction Co.	8,345.00
<u>CO- VDC 07</u>	Data installation for anti-theft system for library materials	Mel-Kay Electric Co.	1,648.91

BUDGET APPROPRIATIONS, ADJUSTMENTS, AND TRANSFERS

1. Transfer of Funds

From:	90160-03000	Academic Building Facilities Fee Interest	
To:	91070-03140	Forum III Renovations	57,702

2. Transfer and Appropriation of Funds

From:	10001-05030	Career Counseling	
To:	16017-05110	Orientation Programs Supplies and Expense	14
From:	16011-05110	Activities Programming Board	
To:	16017-05110	Orientation Programs Supplies and Expense	1,000
From:	16017-05110	Orientation Programs	
To:	30105-05050	Recreation and Fitness Center Programs Supplies and Expense	100
From:	31010-05190	Residence Life Resident Assistants	
To:	16017-05110	Orientation Programs Supplies and Expense	303
From:	33105-01100	New Harmony Operations	
To:	10001-01090	Continuing Education Supplies and Expense	300

**University of Southern Indiana
Board of Trustees
Budget Approval and Reporting Process**

Under existing practice, the Board of Trustees is responsible for approving original budgets and all subsequent adjustments to original budgets, regardless of amount. Adjustments generally fall into two basic categories:

- 1) additional appropriations resulting from revenue generation or other sources; and
- 2) movement of previously approved amounts in one function to another function.

This practice frequently results in a high volume of reportable transactions that have no material effect on the financial position of the University and result in no material change in the support directed to the various funds, functions, and programs in the original, Board-approved budget. Therefore, to focus reporting on material transactions, staff recommends the following budget approval and reporting process:

- Movement of all approved budgets or appropriation of revenue shall be approved by the Treasurer or his designee.
- Any new appropriation to an existing operating budget greater than \$50,000 (or more than 10 percent of the original budget for the fund involved) shall be submitted to the Finance/Audit Committee for approval.
- It is understood that the Board of Trustees approves grant budgets by authorizing the institution to accept grants.