

MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

MAY 25, 2001

The Indiana State University Board of Trustees met in regular session at 9:00 a.m. on Friday, May 25, 2001, in the State Room, Tirey Hall.

Trustees present: Dr. Benway, Mr. Bonds, Mr. Dooley, Mr. Fleetwood, Mrs. House, Mr. Shagley, Mr. Wooden and Dr. Zietlow. Trustee absent: Mr. Smith.

President Benjamin, Vice Presidents Schafer and Schultz and Interim Vice Presidents Elsey and Hopkins were present. Also attending were Mr. William Crichfield, Chief Financial Officer and Treasurer, Ms. Melony Sacopulos, University Counsel, Dr. Frank Bell, Chairperson, University Faculty Senate, Ms. Wandell Gabey, Chairperson, Support Staff Council and Ms. Kristin Garing, President of the Student Government Association. Mr. David Zaun attended representing Vice President Quatroche.

There being a quorum, Dr. Zietlow called the meeting to order at 9:05 a.m.

SECTION I

A. APPROVAL OF THE MINUTES (Dr. Zietlow)

On a motion by Mrs. House, seconded by Mr. Wooden, the minutes of the April 6, 2001 meeting were approved as presented.

B. DATE OF NEXT MEETING (Dr. Zietlow)

The dates for the next meeting are June 21 and 22, 2001.

C. REPORT OF THE BOARD PRESIDENT (Dr. Zietlow)

Commencement

Dr. Zietlow was pleased with the commencement ceremony on May 5. A record number of students participated and many doctoral degrees were awarded. She felt the student speaker was terrific, and an honorary degree was conferred on Governor Frank O'Bannon.

Nominating Committee

The meeting in July is the annual organizational meeting. Dr. Zietlow appointed the Nominating Committee to recommend a slate of officers. Mr. Dooley will serve as chairperson along with Dr. Benway and Dr. Zietlow

members of the Committee. The Committee will report at the July meeting. A luncheon meeting will be planned on Thursday prior to the June meeting.

Seminar

Dr. Zietlow reviewed discussions at the Thursday seminar on the budget and student fees. The two main revenue sources are state appropriations and student fees. A small per cent of the total budget is generated from grants and contracts and other sources. The budget must be considered in the context of what happened in the legislature. There was serious discussion as a Board to assess what is necessary in the budget to provide the best possible education for ISU students and to advance the goals set forth in the strategic plan. As the budget was reviewed it became apparent that the budget increase should reflect at least the cost of living increase. Following extended serious discussion on Thursday afternoon, it was determined by the Trustees that a five (5) per cent increase in student fees was more appropriate.

Japan Trip

Dr. Zietlow read a letter from Mayor Judy Anderson regarding her trip to Japan with members of the Music Department. Mayor Anderson said she was happy to be part of that group and she felt Dr. Boyd, Dr. O'Donnell, and Dr. Keiser were to be commended for their participation. She appreciated the opportunity to represent the City of Terre Haute.

China Trip

Dr. Zietlow noted that Dr. Benjamin, herself and others from ISU will be leaving shortly for a trip to China to ratify agreements with certain universities. A report of that trip will be made at the next meeting of the Board.

D. REPORT OF THE UNIVERSITY PRESIDENT (Dr. Benjamin)

President Philip Summers

President Benjamin thanked all those who attended the dinner on Thursday evening honoring Dr. Philip Summers who will retire soon as President of Vincennes University. Dr. Summers is very proud of his institution and ISU was pleased to be able to honor him. Dr. Summers is a distinguished alumnus and was awarded a Ph.D. degree from ISU in 1973.

Introductions

Dr. Benjamin introduced Dr. Steven K. Pontius, the new Provost and Vice President for Academic Affairs. Dr. Pontius will be providing continuity of vision in academic affairs and adding his own vision to assist the continued growth of ISU.

Dr. Pontius received a Ph.D. in Geography from the University of Minnesota and an A.M. and A.B. in Geography from Indiana University. He has been Vice President for Academic Affairs at Austin Peay State University, and Dean of the College of Arts and Sciences at Radford University. His major initiatives as Vice President for Academic Affairs include: academic reorganization, enrollment management, curriculum enhancement and review, external relations/partnerships, fund raising/grants, and scholarly publications and presentations.

Dr. Pontius expressed his pleasure at the opportunity to serve at ISU. It is an opportunity to move to a new level of excellence. He noted appreciation for the time and effort the members of the Board devote to the institution and is looking forward to working with the trustees.

Dr. Benjamin asked Athletics Director Andi Myers to introduce John McNichols, Men's Track/Cross Country Coach and John Gartland, Women's Track/Cross Country Coach.

Ms. Myers noted that year in and year out these two people have become the most successful part of Sycamore athletics. Between the two they have amassed 19 conference championships. As she travels to conference meetings, people always remark about the great success of the ISU track programs. The women's track team was recognized by the Track Coaches Association for the second highest GPA in all Division I track programs in the country.

Mr. Gartland noted he and John McNichols have worked together for 13 years. They especially like coaching and seeing their athletes graduate and come back to say nice things about ISU.

Mr. McNichols noted networking is important as well as relationships with the athletes. He thanked the Board and the administration for all the support they have received.

Dr. Benjamin noted John McNichols was named MVC Outdoor Track and Field Coach of the year for the sixth time during his 18 year tenure at ISU. John Gartland was named MVC Indoor Track and Field Coach of the Year for the fourth time. He has also had six outdoor honors. His squads have won a total of 12 MVC championships since 1991, and three times they have finished in the NCAA top ten.

Andi Myers also reported that Coach Brian Boland had another outstanding year with the Men's Tennis Team who hosted the NCAA regional. The team defeated IU in the first round but lost in the second round to Pepperdine.

E. REPORT OF THE UNIVERSITY FACULTY SENATE CHAIRPERSON
(Dr. Bell)

Dr. Bell welcomed Dr. Pontius. He noted the University Faculty Senate had met once since the last Board meeting. He reviewed the various curricular recommendations approved. Several Faculty Economic Benefits Committee proposals were also reported including a TIAA-CREF cash provision (tabled); faculty/staff spouse tuition award; dependent child fee award for part-time students; non-tenure track faculty parking fee; and compensation for temporary faculty. Other actions included summer session course continuance and parental notification and release of information regarding students.

Chairperson Bell then discussed a handout given to the trustees regarding a salary compression study worked on by Dr. Jerry Cerny and other faculty members. Dr. Cerny will be the University Faculty Senate Chairperson for the 2001-02 year.

Dr. Zietlow thanked Dr. Bell for the copy of the study and expressed appreciation for the hard work put in to the report.

Mr. Bonds thanked Dr. Bell for the information and for keeping the Board in front of the issue. The trustees are concerned about keeping competitive salaries but there is also a need to consider the total compensation package. Perhaps such a discussion can be scheduled in the future.

F. REPORT OF THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT
(Ms. Garing)

Ms. Garing noted a slow down in SGA activities during the summer. There is a representative from SGA on the search committee for a Director of Student Life Programs who will serve as the advisor to SGA.

During freshmen orientation throughout the summer, SGA will have an information table set up so new students can get information about the organization.

Kristin will serve on the Pipeline Action Team program for students which is similar to global e-mail for faculty and staff. It will be web based and will give a lot of information to students. It is hoped it will be up and running for the fall semester.

G. REPORT OF THE SUPPORT STAFF COUNCIL CHAIRPERSON
(Ms. Gabey)

Ms. Gabey introduced members of the Support Staff Council. Jack Boardman, a maintenance mechanic from District 1, is a certified scuba diver and his responsibilities include keeping the pools clean. Jack serves on the All University Athletics Committee and has been employed at ISU more than 14 years. Representatives from District 3 include Carl Compton who is a maintenance mechanic in Sandison Housing. Carl has been with the University almost six years. Don Wilson works as a maintenance mechanic in Maehling Terrace University Apartments. He has 11 years of service with ISU. Randy Brewer is also a maintenance mechanic at Maehling Terrace University Apartments and has worked at ISU for 16 years.

The Public Relations Committee held another very successful cookies and punch day for students during study week. Marriott donated the punch and support staff members provided the cookies.

The Council's Annual General Meeting was a great success. This year the meeting was held in the Mills/Rhoads Halls dining area and had the largest attendance ever. Mr. Bryan Wooden attended to represent the Board of Trustees. He and Vice President Schafer drew the tickets for the door prizes. Each of the Council committees gave a report on the activities of the past year. In addition, representatives on all-university committees gave a report of their work. With the increase in the Support Staff Scholarship Foundation Fund, the Council was able to award eight support staff scholarships to qualified, degree-

seeking employees. Goals of the Council for the coming year were enumerated and certificates of appreciation were presented to each Council representative.

Budget dollars continue to be of interest and the Support Staff Council continues to request that student expenses remain a priority of those dealing with budget issues. The work of the support staff is important to the overall success of the students and the Council is pleased that the administration is committed to raising the minimum salary to \$15,000. While this reduces individual increases in salary for many support staff, it should help with retention and recruitment of quality staff. Support staff should be compensated in a manner that allows them to live with respect and dignity.

Mr. Wooden commented that he attended the annual meeting and it was a lot of fun. He noted students do appreciate the work of the support staff and their positive attitudes. Dr. Zietlow thanked Ms. Gabey and all support staff for their hard work. Mr. Schafer noted there were approximately 350 support staff in attendance at the general meeting.

H. STUDENT ACADEMIC SEMESTER FEES FOR 2001-02 (Ms. Schultz)

Dr. Zietlow indicated that the academic semester fee schedule was revised to include a five per cent increase instead of a 3.5 per cent increase as originally proposed.

Mr. Bonds commented he did not want to repeat Thursday's discussion, but he would lend his support for a five per cent increase. He did challenge everyone to continue to search for ways to save and keep ISU an affordable institution for students while at the same time maintain high educational standards. He continues to have concerns about costs.

Dr. Benway noted for the past several years the administration has engaged in reallocation and only so much reallocation can be done before there are serious consequences. No one likes to pass on costs to students but we must consider what the other institutions across the state are doing in fee increases. If ISU continues to keep fees low it will get further and further behind. We want to be sure ISU students get the best education possible. There comes a point when additional funds must be generated and this is the way to do it. This comes after much thought and consideration, but he felt it is the right thing to do.

Mr. Shagley said this was a difficult year for the legislature and it reflects on how difficult it was for the trustees to raise fees, but he felt the trustees have to look to the future to be able to continue to provide a quality education for the students.

Dr. Benjamin felt the legislature did all it could to help higher education in light of the current condition of the State's economy.

Recommendation: Approval of the academic student fee schedule beginning with Fall, 2001 through Summer II, 2002, presented in Exhibit A.

On a motion by Dr. Benway, seconded by Mr. Shagley, the recommendation was approved.

I. ACADEMIC LABORATORY FEES (Ms. Schultz)

Assistant Dean Mary Bennett reviewed the School of Nursing laboratory fees.

Mr. Dooley asked if the associate degree in nursing still remains. Mrs. House also noted that at a meeting in Indianapolis two years ago the Board discussed the associate degree and felt strongly the degree should be kept. Dr. Bennett assured the Board the associate degree is still being offered. Dr. Hopkins added that it has been made clear the two year program will remain in place.

Recommendation: Approval of the proposed changes in academic laboratory fees effective Fall 2001, as presented in Exhibit B.

On a motion by Mrs. House, seconded by Mr. Wooden, the recommendation was approved.

J. EARLY CHILDHOOD EDUCATION CENTER FEES, 2001-02
(Dr. Hopkins)

Recommendation: Approval of the proposed fee increases for 2001-02 for the Early Childhood Education Center as presented in Exhibit C.

On a motion by Mr. Fleetwood, seconded by Mrs. House, the recommendation was approved.

K. CENTER FOR HEALTH EDUCATION (Ms. Sacopulos, Mr. Crichfield,
Mr. Schafer)

Approval of the plans for the Center for Health Education which involves the Indiana State University Board of Trustees, Trustees of Indiana University and Union Hospital, Inc. is recommended. The plans encompass a new joint center for health education which will be planned, financed, constructed and operated on the campus of Union Hospital and will house the Indiana University Terre

Haute Center for Medical Education, the Indiana State University Clinical Nursing Program and Union Hospital's Midwest Center for Rural Health. To obtain \$3 million associated with the project (\$1.3M for construction and \$1.7M to be endowed) the new facility must be named the Landsbaum Center for Health Education.

Indiana State University will share ownership of the facility, but will serve as its sole fiscal manager, both during construction and on a continuing basis. ISU will also serve as co-applicant on the federal grant request, together with Union Hospital and Indiana University. The architect's design plans for the joint project have progressed sufficiently to necessitate review by the ISU Board of Trustees before proceeding to obtain state agency approval. The building description is presented in Exhibit D.

Dr. Benjamin mentioned the Thursday seminar concerning the medical education building. This is a collaborative project between Indiana University, Union Hospital, and Indiana State University. It has involved a long process of negotiations and he thanked Vice President Schafer and his staff and Melony Sacopulos for all their work on the project.

Mr. Dooley asked if the agreements the Trustees received earlier were part of the approval item. Mrs. Sacopulos replied the agreements are still in draft form. ISU will be the fiscal manager and that is what is being authorized.

Mr. Schafer noted the trustees are being asked to approve the specific items enumerated in the recommendation at this time.

Recommendation: Authorization for the new facility to be named the Landsbaum Center for Health Education and for the Indiana State University President and/or Treasurer to request approval from the Indiana Commission for Higher Education, the State Budget Agency, the State Budget Committee, and the Governor of the State of Indiana to expend up to \$6,700,000 for the construction and equipping of the Landsbaum Center for Health Education, while allowing for alternates to be added later from funds to be raised from outside private donations and further authorization of the Treasurer of the Indiana State University Board of Trustees to take the following actions:

- a. To initially submit and request state agency approval of the design, calendar, and jointly agreed upon financing plans which will all be governed by the resources listed in the project's description;
- b. To engage the BSA Design architectural and engineering firm for this project;

- c. To enter into contractual agreements to acquire, construct and equip the joint project following an open bidding process which will be governed by both the internal and state policies required of Indiana State University;
- d. To carry out the (IC 20-12-56-4) responsibility for fiscal oversight on the project and approve any financial changes prior to modification in contractual terms and make interim billings needed to obtain the various sources of funding and make any interim payments relating to the contractual agreements following the approval by the construction oversight group;
- e. To expend for the benefit of the project, any Indiana State University interest earnings derived from the resources listed in the project's description;
- f. To reimburse the joint project parties for any appropriate expenses which were incurred during the project's design, planning and construction phase;
- g. To execute and deliver any legal documents which may be necessary or appropriate to effectuate the financing plan, including the sale and lease back of the current Indiana State University Nursing Clinical Education facility;
- h. To invoice, receive and disburse funds relating to the responsibility of conducting business as the ongoing fiscal manager of the Landsbaum Center.

On a motion by Mr. Bonds, seconded by Mr. Wooden, the recommendation was approved.

L. UNIVERSITY CALENDAR, 2003-04 (Mr. Schafer)

The proposed University Calendar for 2003-04 is presented in Exhibit E.

Recommendation: Approval of the 2003-04 University Calendar as presented in Exhibit E.

On a motion by Dr. Benway, seconded by Mr. Bonds, the recommendation was approved.

M. GROUP LIFE INSURANCE MASTER CONTRACT (Mr. Schafer)

The group life insurance contract with Ohio National Life Insurance Company will expire on June 30, 2001. The contract covers group life insurance for employees and retirees of Indiana State University.

Ohio National is being purchased by Canada Life and will cease business on June 30, 2001. The University's benefits consultant (AON Consulting) was asked to seek proposals.

John Hancock has proposed a competitive rate of \$.385 per thousand with a three-year contract. The current rate is \$.355 per thousand for life insurance.

Accidental death and dismemberment (AD&D) coverage has been underwritten by CIGNA since July 1, 1999, under a two-year contract. The current rate for AD&D is \$.015 per thousand dollars of coverage. This rate was the most competitive from the companies who quoted. CIGNA has not requested an increase in rates for 2001-02.

The total rates proposal from John Hancock for group life insurance and CIGNA for AD&D coverage will be \$.40 per thousand.

John Hancock is rated A++ (Superior) with A.M. Best Rating and AA+ (Excellent) with Standard & Poor's Rating. CIGNA is rated A+ (Superior) with A.M. Best Rating but does not subscribe to Standard & Poor's rating system.

The University will continue to pay the full premium cost of the life insurance and AD&D coverage program for the three-year period beginning July 1, 2001.

The University's Voluntary Life Insurance Policy with Standard Insurance will remain in force, paid in full by the employee, as it is currently. Future opportunities for voluntary life insurance will continue to be reviewed for improved benefits and/or rates.

Recommendation: Approval of the group life insurance master contract with John Hancock for employees and retirees and continuation of the CIGNA AD&D contract for employees of Indiana State University for a three-year period as outlined above effective July 1, 2001.

On a motion by Mrs. House, seconded by Mr. Fleetwood, the recommendation was approved.

N. PURCHASES OVER \$250,000 (Mr. Schafer)

Under the University purchasing guidelines, during any calendar year a single purchase of more than \$250,000 or vendors with accumulated purchases in excess of \$250,000 are to be approved by the Board. The following purchase orders require Board approval:

Associated Roofing, P0033929, \$288,863.00 (low bid) reroof Health and Human Performance Building.

Wabash Valley Asphalt Co., Inc., P0034292, \$608,707.00 (lowest bid that met specifications) Stadium Turf Replacement

Recommendation: Approval of the purchases over \$250,000.

On a motion by Mr. Fleetwood, seconded by Mr. Shagley, the recommendation was approved.

O. IN MEMORIAM (Mr. Schafer)

James H. Ringer; Associate Dean Emeritus of Student Administrative Services and International Student Advisor, died on April 30, 2001. A resolution is presented in Exhibit F.

Margaret L. Rowe; Director Emerita, Speech and Hearing Clinic and Professor Emerita of Special Education died on March 31, 2001. A resolution is presented in Exhibit G.

Dennis Sapp; Professor Emeritus of Construction Technology, died on May 2, 2001. A resolution is presented in Exhibit H.

Recommendation: Approval of the resolutions and acknowledgment of service.

On a motion by Mrs. House, seconded by Mr. Bonds, the recommendation was approved.

SECTION II

May 25, 2001

A. UNIVERSITY INVESTMENTS (Mr. Crichfield)

At the October 23, 1998, Board of Trustee meeting a resolution was adopted modifying the investment policy and giving the Treasurer authority to manage the short and long-term investments of the University.

The following comparative presentation has been modified to a year to date reporting basis for month ending March 31, 2001:

	Year to date FY2001 July-March Average Invest	Year to date FY2001 July-March Net Earnings	Return on Investment Annualized
<u>Internal Invested Funds</u>			
1. Cash (Sweep)	\$8,704,056	\$281,100	4.31%
2. Short Term Invest (1 month to 2 years)	\$21,331,903	\$908,223	5.68%
3. Common Fund	\$14,199,640	\$200,153	5.64%
Comparative Index Avg Yield on 3 Month T-Bill			4.56%
<u>External Invested Funds</u>			
1. Medium Term exceeds two years	\$43,650,358	\$1,999,261	5.93%
Comparative Index Avg Yield on 2 year T-Bill			5.50%

B. ACCOUNTS RECEIVABLE WRITE-OFF PROCEDURES (Mr. Crichfield)

The purpose of the accounts receivable write-off procedures is to ensure that non-collectible monies are written-off when the account is determined to be inactive.

Receivable accounts are subject to rigorous action and review from inception through collection. When initially established, a receivable account is subject to a coordinated collection effort beginning with normal periodic systems billing and aging of the account for all students. As an unpaid account ages, bills carry warning notices informing the debtors that their records will be held and their obligation to ISU will be turned over to a collection process. Continuing inactivity results in moving the unpaid accounts to the Indiana State University collection staff for a more focused one on one collection effort.

If this internal collection effort is not successful, the account is then turned over to an external collection agency for further letter writing and one on one telephoning action. When external agencies complete their collection efforts and determine that the account is not collectible, the account is then turned back to ISU and recommended for write-off. The collections process is over an approximate one-year period.

All amounts owed to the Indiana State University Board of Trustees and Indiana State University which are determined to be non-collectible are to be submitted to the Treasurer of the Board of Trustees annually for review and subsequent write-off. Historically, the write off is less than 1% of gross student fees and room and board charges.

Recommendation: Approval of the Accounts Payable Write-Off Procedures.

On a motion by Mr. Dooley, seconded by Mrs. House, the recommendation was approved.

C. CAPITALIZATION GUIDELINES (Mr. Crichfield)

Implementation of new guidelines increasing the threshold for capitalization of purchases will take place July 1, 2001. The changes will increase the minimum dollar value for recording building improvements and moveable equipment as assets.

Building Improvements – Currently building improvements which exceed \$25,000, add value, and extend the life of the building are recorded as capital assets on the accounting records and subject to depreciation. The new guidelines will increase the minimum for capitalization to \$50,000.

Moveable Equipment - Currently equipment with costs exceeding \$500 is capitalized and subject to depreciation. Under the new guidelines, only equipment with costs greater than \$2,500 is subject to capitalization.

The changes in capitalization minimums will reduce the number of items maintained in the accounting records and more closely align the University with federal government guidelines and other educational institutions in Indiana.

The detail capital records are now being reconciled monthly with the general ledger. The historical capital records are now in balance.

Recommendation: Approval of the Capitalization Guidelines.

On a motion by Dr. Benway, seconded by Mr. Dooley, the recommendation was approved.

D. PROCUREMENT CARD PROCEDURES (Mr. Crichfield)

In March of 1995, the Board of Trustees approved the use of a procurement card (procard) for small dollar purchases. The University implemented a voluntary program issuing 16 cards and since that time the program has grown to 110 cards.

The procard allows departments to charge small dollar amounts without the need for a University Purchase Order. Use of the card is an efficient way to process routine small dollar purchases, payments and significantly reduce the amount of paper, document handling, system transactions, and check writing that is involved in using traditional purchase orders. To take full advantage of savings realized with use of the card, the program is expanding beginning July 1, 2001 to the following areas:

Petty Cash Funds - The University will discontinue the use of petty cash for small dollar purchases. This change will increase efficiency, reduce idle cash, decrease paper flow, and remove security issues associated with cash in offices.

Standing Blanket Purchase Orders to Office Depot – The University currently has a purchasing agreement with Office Depot, with deep discounts, and the capability to purchase office supplies online. In the past, departments submitted purchase orders to take advantage of the relationship. However, departments will now be able to order supplies online using the procard. This will save time by eliminating the need to enter requisitions, approve payments, and adjust encumbrances throughout the year.

Purchase Orders Under \$500 – The procard will replace purchase orders for expenditures under \$500. This will save time by eliminating the need to enter requisitions, approve payments, and adjust encumbrances throughout the year.

At the time the procard program was implemented, dollar limits were set at a maximum of \$800 per transaction and monthly total transactions of \$2,500. Each card issued has specific limiting codes for daily and month dollar limits and types of purchases based on users needs. With the expansion of the program, it will be necessary to increase maximum dollar limits to \$1,000 per transaction and \$5,000 per month. Additionally, some departments' maximums will exceed both the per-transaction and monthly amount due to the purchase volume and activity. Examples of departments with special needs include Facilities Management, Residential Life, Hulman Memorial Student Union, Hulman Center as well as others. These departments will receive individual attention to their needs.

All participating departments and their staffs will receive continuous training and monitoring for compliance with operating policies.

Mr. Dooley expressed concerns about the use of the procurement card. He asked if this has been approved by the State Board of Accounts. Mr. Crichfield responded they have approved the purchasing card process. Mr. Dooley asked if the internal auditor has signed off on this also. Mr. Crichfield responded Sally Hunter is the internal auditor and she will be signing off on it. Mr. Dooley felt this process involves a major control issue. Several other trustees had concerns about controls. Mr. Crichfield assured the trustees there are checks and balances built into the process. Dr. Zietlow asked about a report each month on such purchases made.

Recommendation: Approval of the Procurement Card Procedures.

On a motion by Mr. Wooden, seconded by Mr. Bonds, the recommendation was approved. Mr. Dooley voted no.

E. OPERATING EXPENDITURES REPORT (Mr. Crichfield)

The statement of operating expenditures is presented in Exhibit A.

F. YEAR END CLOSINGS (Mr. Crichfield)

The State Board of Accounts has asked that the Treasurer of Indiana State University obtain approval from the ISU Board of Trustees to make year end closing entries. These entries normally consist of making transfers and additional appropriations/adjustments necessary to insure the elimination of minor overdrafts. The funding for these transfers and overdrafts comes initially

from within the same department and if sufficient funds are not available, then from other departments within the same vice presidential area. The closing of the financial records is normally conducted over a June and July time period and is guided by GASB accounting and reporting standards and best business practice.

Recommendation: Authorization of the Treasurer or designee to make all necessary year end closing entries and distributions in consultation with the University President.

On a motion by Mr. Bonds, seconded by Mr. Fleetwood, the recommendation was approved.

G. REAL ESTATE (Mr. Schafer)

Recommendation: Approval of the following purchases of real estate:

1. Owner: CSX Transportation, Inc.

Description:

Lot 21 in Chauncey Rose's Subdivision of 84 65/100 acres
(Northwest Corner of 8th and Tippecanoe Streets)

Lot Size: 168' 8" x 83' 8"

Appraisal Price: \$5,000

Purchase Price: \$5,000

Lot was originally leased from Conrail over ten years ago. The University was finally able to persuade CSX Transportation, Inc. (who purchased Conrail) to sell the lot to ISU.

2. Owner: Indiana – American Water Company, Inc.

Description:

Lot 1 of King's Subdivision Outlot 61 of the original town of Terre Haute
(902 N. 1st Street)

Lot Size: 132' x 60'

Appraisal Price: \$12,600

Purchase Price: \$12,600

Description:

Lots 21, 22, 23, 24, 35, 36, 37 and 38 in O'Mara's Unrecorded
Subdivision

(West side of Water Street between vacated First and Second Avenues)

Total Area: 0.5 acres
Appraisal Price: \$2,600
Purchase Price: \$2,600

The above properties border the new ISU competition soccer field.

3. Property Sale

Recommendation: Approval of the following sale of real estate:

The Indiana State University Board of Trustees, at its April 30, 1999 meeting, approved a resolution declaring certain real estate as no longer needed and that it would be advantageous to sell and convey the property at its full-appraised value. The property is described as:

36.77 acres lying adjacent to The Wabash River and South of 8th Avenue, as platted, being Tax Parcels 06-16-301-001 and 06-16-352-001 otherwise described as:

Lots 81, 82, 91, 92, 93 and 94 in subdivision of Section 16, Township 12 North, Range 9 West.

EXCEPT

That portion of the above-described real estate heretofore conveyed by INDIANA STATE UNIVERSITY BOARD OF TRUSTEES TO INDIANA-AMERICAN WATER CO., INC. by deed dated May 31, 1990.

The Board further resolved to request the Governor of the State of Indiana to appoint three disinterested appraisers to appraise the property for the purpose of its sale.

The appraisal has been received and the property is appraised at \$7,400.

The Indiana-American Water Company (as part of their Wellhead Protection Program) has offered to purchase the property for \$8,600.

On a motion by Mr. Bonds, seconded by Mr. Fleetwood, the recommendations were approved.

SECTION III

MAY 25, 2001

PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

On a motion by Mr. Bonds, seconded by Mr. Fleetwood, the recommendation was approved.

A. FACULTY

1. Appointments

Full-time Appointments (effective August 15, 2001)

Bradley V. Balch; Assistant Professor, Department of Educational Leadership, Administration, and Foundations; Ph.D., Indiana State University; salary \$45,000.

Laura R. Bates; Assistant Professor, Department of English; Ph.D., University of Chicago; salary \$39,000.

Joe R. Busby; Assistant Professor, Department of Industrial Technology Education; Ed.D., North Carolina State University; salary \$51,000.

Aruna Chandrasekaran; Assistant Professor of Management, Organizational Department; Ph.D., Kent State University; salary \$67,500.

Dorothy Y. Chang; Assistant Professor, Department of Music; D.M., Indiana University; salary \$40,000.

Barbara A. Clauss; Assistant Professor, Department of Family and Consumer Sciences; Ph.D., Purdue University; salary \$43,000.

William W. Clyburn; Assistant Professor, Department of Electronics and Computer Technology; Ed.D., Mississippi State University; salary \$55,000.

Lucian Gideon Conway, III; Assistant Professor, Department of Psychology; M.A., University of British Columbia; salary \$40,800.

Timothy J. Demchak; Assistant Professor, Department of Athletic Training; M.S., Ball State University; salary \$42,800.

Melanie R. Fagert; Assistant Professor, Department of Industrial Technology Education; Ed.D., North Carolina State University; salary \$51,000.

Arthur Feinsod; Chairperson and Professor, Department of Theater; Ph.D., New York University; salary \$70,000.

Junichiro Fukuyama; Assistant Professor, Department of Mathematics and Computer Science; M.S., University of Tokyo; salary \$58,800.

James E. Genova; Assistant Professor, Department of History; Ph.D., State University of New York (Stonybrook); salary \$40,000.

Eric C. Girard; Assistant Professor of Finance, Analytical Department; M.B.A., National University, San Diego; salary \$80,000.

Kevin Gray; Assistant Professor, Department of Criminology; M.S., University of Alabama; salary \$39,300.

Moderick C. Greenfield; Associate Professor, Department of Electronics and Computer Technology; M.S.E.E., University of Missouri; salary \$59,000.

Debra Israel; Assistant Professor, Department of Economics; Ph.D., University of Wisconsin; salary \$47,000.

Mary Ann McLean; Assistant Professor, Department of Life Sciences; Ph.D., University of Calgary; salary \$47,000.

Melissa Holder Nail; Assistant Professor, Department of Elementary and Early Childhood Education; M.A., Mississippi State University; salary \$38,800.

Thomas W. Noyes; Assistant Professor, Department of English; Ph.D., Ohio University; salary \$39,000.

Anthony Rathburn; Assistant Professor, Department of Geography, Geology, and Anthropology; Ph.D., Duke University; salary \$45,000.

Ravic P. Ringlaben; Chairperson and Professor, Department of Communication Disorders and Special Education; Ed.D., University of Northern Colorado; salary \$65,000.

Gregory L. Schwab; Assistant Professor, Department of Aerospace Technology; M.B.A., Embry-Riddle University; salary \$46,250.

Richard C. Vincent; Chairperson and Professor, Department of Communication; Ph.D., University of Massachusetts; salary \$73,500.

Peggy C. Weber; Assistant Professor, Department of Social Work; M.S.W., Indiana University; salary \$43,000.

Temporary Part-time Appointments, 2001 Spring Semester
(effective January 4, 2001)

John P. Shireman; Lecturer I, Department of Physical Education; B.S., Indiana State University; four hours; salary \$2,000.

One-Year Appointments
(effective August 16, 2001)

Jody B. Brucker; Instructor, Department of Athletic Training; M.S., Ohio University; salary \$40,000.

Temporary Part-time Appointments, 2001 Fall Semester
(effective August 16, 2001)

Tatiana Jajcayova; Visiting Assistant Professor, Department of Mathematics and Computer Science; Ph.D., University of Nebraska, Lincoln; 12 hours; salary \$15,000.

2. Changes of Status and/or Rate

John M. Jakaitis; from Associate Professor in the Department of English to Interim General Education Coordinator and Associate Professor of English; salary \$67,600 per fiscal year; effective July 1, 2001, through December 31, 2001, and to General Education Coordinator and Associate Professor of English; effective January 1, 2002, through June 30, 2004.

Gregory R. Ulm; from Chairperson of the Department of Educational Leadership, Administration, and Foundations and Associate Professor of Educational Administration to Associate Professor of Educational Administration in the Department of Educational Leadership, Administration, and Foundations; effective May 5, 2001.

3. Tenure
(effective August 15, 2002)

Michael W. Bahr, Department of Educational and School Psychology

Mary Bennett, Baccalaureate and Higher Degree Nursing Department

Eliezer Bermudez, Department of Health and Safety

H. Kathleen Dannelly, Department of Life Sciences

Lisa Decker, Department of Criminology

Julia Fine, Associate Degree Nursing Department

Rocco Gennaro, Department of Philosophy

Eric Glendening, Department of Chemistry

Jeffrey Harper, Organizational Department

Diana K. Hews, Department of Life Sciences

Susan Powers, Department of Curriculum, Instruction, and Media Technology

Diana J. Quatroche, Department of Elementary and Early Childhood Education

Nancy B. Rogers, Department of Recreation and Sport Management

Ernest Sheldon, Department of Health and Safety

Cheng Zhao, Department of Mathematics and Computer Science

Ming Zhou, Department of Industrial and Mechanical Technology

4. Retirements

Judith C. Byrne; Department of Family and Consumer Sciences; retirement leave during the spring semester of the 2001-02 academic year; retirement effective May 4, 2002.

Norval W. Castner; Department of Industrial and Mechanical Technology; retirement leave during the spring semester of the 2001-02 academic year; retirement effective May 4, 2002.

Richard J. Easton; Department of Mathematics and Computer Science; retirement leave during the fall semester of the 2002-03 academic year; retirement effective December 14, 2002.

David H. Erickson; Department of Art; retirement leave during the fall semester of the 2002-03 academic year; retirement effective December 14, 2002.

S. Joseph Freeze; Department of Manufacturing and Construction Technology; retirement leave during the fall semester of the 2001-02 academic year; retirement effective December 15, 2001.

Daniel B. Horton; Department of Curriculum, Instruction, and Media Technology; retirement leave during the spring semester of the 2001-02 academic year; retirement effective May 4, 2002.

John E. Oliver; Department of Geography, Geology, and Anthropology; retirement leave during the spring semester of the 2001-02 academic year; retirement effective May 4, 2002.

James A. Schellenberg; Department of Sociology; retirement leave during the fall semester of the 2001-02 academic year; retirement effective December 15, 2001.

Jerry A. Summers; Department of Curriculum, Instruction, and Media Technology; retirement leave during the fall semester of the 2001-02 academic year; retirement effective December 15, 2001.

Mary Carol Turner; Department of Elementary and Early Childhood Education; retirement leave during the spring semester of the 2001-02 academic year; retirement effective May 4, 2002.

5. Leaving University Employment

Julie Knapp; Department of Recreation and Sport Management; effective May 5, 2001.

Terry Nicoletti; Department of Industrial and Mechanical Technology; effective May 4, 2002.

James O'Donnell; Department of Music; effective May 5, 2001.

Lee Richard; Baccalaureate and Higher Degree Nursing Department; effective May 5, 2001.

Elaine P. Schatzline-Behr; Department of Theater; effective May 4, 2002.

David Vesper; Department of Physics; effective May 4, 2002.

6. Faculty Promotions
(effective August 16, 2001)

To Associate Professor

Mary Bennett, Baccalaureate and Higher Degree Nursing Department

Eliezer Bermudez, Department of Health and Safety

Mitchell Cordova, Department of Athletic Training

Lisa Decker, Department of Criminology

Glenn Dunlap, Department of Art

Julia Fine, Associate Degree Nursing Department

Eric Glendening, Department of Chemistry

Jeffrey Harper, Organizational Department

Diana Hews, Department of Life Sciences

Charles Hoffman, Department of English

Nancy Lawrence, Department of Health and Safety

Diana Quatroche, Department of Elementary and Early Childhood Education

Nancy Rogers, Department of Recreation and Sport Management

Della Thacker, Department of Curriculum, Instruction, and Media Technology

Wilson Warren, Department of History

To Professor

Sandra Allen, Department of Chemistry

Michael Bahr, Department of Educational and School Psychology

Peggy Balensuela, Department of Music

William Croft, Department of Electronics and Computer Technology

Basil Gomez, Department of Geography, Geology, and Anthropology

dele jegede, Department of Art

Craig McDaniel, Department of Art

June Sprock, Department of Psychology

Thomas Steiger, Department of Sociology

Todd Whitaker, Department of Educational Leadership, Administration, and Foundations

B. ADMINISTRATION

1. Appointments

Stacey Hammond; Financial Systems Accountant, Office of the Controller, Office of Planning and Budgets; B.A., Illinois Wesleyan University; salary \$37,000 per fiscal year, prorated from the effective date of April 9, 2001.

Jack Maynard; Dean of the School of Education and Professor of Educational Leadership, Administration, and Foundations; Ed.D.; West Virginia University; salary \$119,000 per fiscal year; effective July 1, 2001; moving expenses reimbursable up 8% of your beginning salary.

Clinton Neuguth; Instrument Repair Technician, Department of Music; M.A., University of Nebraska; salary \$30,000 per fiscal year, prorated from the effective date of May 1, 2001.

Steven K. Pontius; Provost and Vice President for Academic Affairs and Professor in the Department of Geography, Geology and Anthropology; Ph.D., University of Minnesota; salary \$145,000 per fiscal year, effective July 1, 2001; moving expenses reimbursable up to \$10,500.

Duff T. Ridgeway; Director of Planned Giving, University Development; B.A., Wartburg College; salary \$65,000 per fiscal year, prorated from the effective date of June 1, 2001; moving expenses reimbursable up to 7% of base salary (\$4,550.00). (This position is fully reimbursed by the ISU Foundation).

Michele M. Welkener; Assistant Director of the Center for Teaching and Learning; Ph.D., Miami University; salary \$38,000 per fiscal year, prorated from the effective date of May 21, 2001.

Temporary Appointments

Mark E. Cantin; Assistant Director of the Anthropology Laboratory in the Department of Geography, Geology, and Anthropology; M.A., Indiana State University; salary \$33,000 per fiscal year, prorated for the period of April 2, 2001, through June 30, 2001.

Supriya M. Ganguli; Principal Investigator, Department of Chemistry; Ph.D., Kansas State University; salary \$20,000 per fiscal year, prorated for the period of February 1, 2001, through June 30, 2001.

Amy K. Gunter; Admissions Counselor, Office of Admissions; B.S., Indiana State University; salary \$25,000 per fiscal year, prorated for the period of April 9, 2001, through June 30, 2001.

Lisa M. Holmes-Chullino; Admissions Counselor, Office of Admissions; M.S., Indiana State University; salary \$25,000 per fiscal year, prorated for the period of March 26, 2001, through June 30, 2001.

2. Changes of Status and/or Rate

Tony Brewer; from Academic Coordinator of the Ronald McNair Project to Director of the Ronald McNair Project; salary \$37,000 per fiscal year, prorated for the period of January 16, 2001, through September 30, 2001.

Cathleen McGregor Foster; Assistant Director, Career Center; from a 12 month continuing appointment to a 10 month continuing appointment effective June 1, 2001. Next fiscal year dates of employment will be August 1, 2001 through May 31, 2002. Current fiscal year salary of \$32,447 will be prorated from the effective date.

Xiaoru Guan; from Manager of Instructional Design and Interim Manager of the Faculty Computing Resource Center in the Office of Distance Education to Instructional Design Specialist; Office of Distance Education; effective June 1, 2001.

Thomas G. Sauer; from Associate Dean of the College of Arts and Sciences and Associate Professor of English to Interim Dean of the College of Arts and Sciences and Associate Professor of English; salary \$104,500 per fiscal year; effective July 1, 2001, through June 30, 2002.

Nina Storey; from a temporary appointment as Career Counselor in the Career Center to a full time continuing appointment as Assistant Director in the Career Center; effective July 1, 2001.

3. Leaving University Employment

Brynn Alysun; Office of Distance Education; effective April 12, 2001.

Troy Barkmeier; Information Technology; effective April 30, 2001.

Martha Bridges; Public Affairs; effective February 16, 2001.

Sylvia Cruz Link; School of Nursing; effective April 11, 2001.

Michelle L. Fitzgerald; Office of Admissions; effective April 20, 2001.

Nancy Franklin; Lifelong Learning; effective May 4, 2001.

Timothy Franklin; Office of Planning and Budgets; effective May 4, 2001.

Supriya M. Ganguli; Department of Chemistry; effective April 30, 2001.

Kimberly Hayes; Student Counseling Center; effective May 31, 2001.

Quincy Martin; Student Life Programs; effective May 7, 2001.

Shawn Stewart; Student Counseling Center; effective May 11, 2001.

Joseph N. Weixlmann; College of Arts and Sciences; effective June 30, 2001.

4. Retirements

Linda L. Harbour; School of Nursing; change in retirement leave from July 1, 2001, through December 31, 2001, to September 1, 2001, through February 28, 2002; retirement effective February 28, 2002.

William R. Littlejohn; Blumberg Center; retirement leave from July 1, 2002, through December 31, 2002; retirement effective December 31, 2002.

Becca Parks; Assistant Director, Career Center; effective April 5, 2001.

C. COACHES AND ATHLETICS

1. Appointments

Stacey Brewer; Assistant Women's Basketball Coach; B.A., Penn State; salary \$30,100 for the employment period of April 1, 2001 through March 31, 2002, prorated from the effective date of May 7, 2001.

Rozanne Domineguez; Assistant Women's Soccer Coach; B.S., California State University-San Bernardino; salary \$20,500 for the employment period of January 1, 2001 through December 31, 2001 prorated from the effective date of July 1, 2001.

Kara Wile; Restricted Assistant Women's Basketball Coach; B.A., St. Louis University; salary \$15,000 for the employment period of April 1, 2001 through March 31, 2002 prorated from the effective date of June 1, 2001.

2. Leaving University Employment

Eugene Boley; Football; effective May 15, 2001.

Kris Kamann; Athletics Media Relations; effective April 24, 2001.

Erin Weaver; Volleyball; effective June 8, 2001.

D. SUPPORT STAFF REPORT

The Support Staff Personnel Report ending May 11, 2001 is presented in Exhibit A.

SECTION IV

MAY 25, 2001

INFORMATION/DISCUSSION ITEMS

1. Agreements – Information Only (Dr. Hopkins)

APA Internships

Agreements have been reached with the following agencies to provide practicum, experiences in counseling, counseling psychology and/or marriage and family therapy for students in the Agency/School/Marriage and Family Therapy/Counseling Psychology graduate program of the Department of Counseling. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Carl T. Hayden VA Medical Center, Phoenix, AZ
Department of Veterans Affairs, Central Arkansas Veterans Affairs,
Little Rock, AR
Department of Veterans Affairs Medical Center, Houston, TX
Hamilton Center, Inc., Brazil, IN
Hamilton Center, Terre Haute, IN
The Ohio State University Counseling and Consultation Services,
Columbus, Ohio
Texas A&M University Student Counseling Service, College Station, TX
The University of Oklahoma Health Services Center, Oklahoma City, OK
Wichita Collaborative Psychology Internship Program Consortium,
Wichita, KS

American Humanics, Kansas City, MO

The purpose of this agreement is to establish an affiliation with organizations that support and certify programs that prepare graduates for not for profit management positions. A copy of the standard agreement form is on file in the Office of the Secretary of the University.

Athletic Training Internships

Agreements have been reached with the following agencies to provide athletic training internships. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Aurora Health Care/Sports Medicine Institute, St. Francis, WI
HealthSouth Physical Therapy and Sports Medicine, Newington, CT

St. Vincent Hospital Health Care Center, Inc., Indianapolis, IN

The purpose of this agreement is to provide community health internships for students enrolled in the Department of Health and Safety. A copy of the standard agreement form is on file in the Office of the Secretary of the University.

Capital Health System, Inc., Trenton, NJ

The purpose of this agreement is to provide internships for majors in Sports Studies/Exercise Science Fitness. A copy of the standard agreement form is on file in the Office of the Secretary of the University.

2. Grants – Information Only (Attachment 1) (Dr. Hopkins)
3. Purchasing Report – Information Only (Mr. Schafer)

Purchases Over \$25,000 – Low Bid

Sports Health, P0034069, \$35,975.000, Medtronic Physio-Control, Difibrillators
Spence Banks, Inc, P0034625, \$74,662.50, Diesel Fuel Power Plant
Associated Roofing, P0034605, \$77,903.00, Roof for Family and Consumer Science Building
Neff Construction, Inc., P0034484, \$84,248.35, Science ADA Restrooms
Robbins Sports Surfaces, P0034291, \$96,067.20, Portable Basketball Floor, Hulman Center

Purchases Over \$25,000 – Only One Bid Received (multiple bids sent)

DXR Development Group, Inc., P0034247, \$42,000.00, Web software license, School of Nursing

Purchases Over \$25,000 – Sole Source

Sun Microsystems, Inc., P0034005, \$27,720.00, Sun Ultra 80 Computer Systems, Information Technology
WebCT, P0034655, \$48,000.00, Student Internet Software

Purchases Over \$100,000 And Less Than \$250,000 – Low Bid

Dell Marketing LP, P0034461, \$100,684.80, Information Tech Lab Computers
Hannig Construction, Inc., P0034387, \$153,455.00, Classroom Renovation Phase III
Allied Wholesale Electrical Suply, P0033915, \$209,095.00, Electrical Power Substation, Holmstedt Hall.

4. Vendors Report – Information Only (Attachment 2) (Mr. Crichfield)

Dr. Zietlow adjourned the meeting at 11:10 a.m.