

MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

APRIL 23, 2004

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MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

APRIL 23, 2004

The Indiana State University Board of Trustees met in regular session at 9:00 a.m. on Friday, April 23, 2004 in the State Room, Tirey Hall.

Trustees Present: Mr. Alley, Mr. Bonds, Mr. Carpenter, Mr. Fleetwood, Mrs. House, Ms. Robertson, Mr. Shagley, Mr. Smith and Dr. Zietlow.

President Benjamin, Vice Presidents Bouse, Floyd, Ramey and Schafer and Interim Vice President Maynard were present. Also attending were Ms. Melony Sacopulos, General University Counsel, Dr. Harriet Hudson, Chairperson, University Faculty Senate, Ms. Trina Langley, Chairperson, Support Staff Council and Mr. Douglas Huntsinger representing the Student Government Association.

There being a quorum present, Mrs. House called the meeting to order at 9:10 a.m.

SECTION I

A. APPROVAL OF THE MINUTES (Mrs. House)

On a motion by Dr. Zietlow, seconded by Mr. Bonds, the minutes of the February 27, 2004 meeting were approved as presented.

B. DATES OF NEXT MEETING (Mrs. House)

The dates for the next meeting are June 17-18. The June meeting will be held in Indianapolis.

Commencement is on Saturday, May 8.

C. REPORT OF THE BOARD PRESIDENT (Mrs. House)

Mrs. House appointed the Nominating Committee for the election of officers for 2004-05. Members of the nominating committee are Charlotte Zietlow, Chairperson, George Fleetwood and Jessica Robertson.

In accordance with a request by Governor Kernan, the Trustees held an open forum on student tuition for the 2004-05 academic year on Thursday afternoon in the State Room. Mrs. House thanked Vice President Floyd and Diann McKee for their presentation and for the remarks by the Student Government Association.

Mrs. House noted she recently attended the retirement tea for faculty and staff. She thanked and acknowledged the years of service of the retiring faculty and staff.

On Thursday evening the Trustees attended the faculty recognition banquet. Mrs. House felt the design of the program was tastefully done. She was pleased to see Mr. Boulet, President of the ISU Foundation, in attendance.

Mrs. House asked Dr. Zietlow to report on her April trip to Morocco with the group from ISU.

Dr. Zietlow commented that ISU is involved in a top level training program of higher education administrators in Morocco as the result of a USAID contract between ISU and Hassan II-Mohammedia University in Morocco. Hassan II-Mohammedia is the lead Moroccan university involved, but the work includes representatives from most of the 14 public universities in that country. The purpose is to have the ISU team train the Moroccan Fellows in the transition from a basically French system of higher education to one resembling an American system. This is the result of a reform initiative by King Mohammed VI to bring the entire country into the twenty first century, to make the educational system more accessible, more accountable, and more responsive to the social, economic and political needs of the country.

Last summer 17 Fellows spent three weeks in the United States, mainly at ISU in Terre Haute. Dr. Zietlow spoke with them at that time about the very foreign concept of Trustees, and they invited her to follow up this spring so she went and spent a full day in discussions about the role of Trustees.

Morocco is an Islamic country but it has Berber origins, and a long history of very peaceful relations with its Jewish citizens. Nearly 50 per cent of the University students are women; 75 per cent of the students at the Hassan II-Casablanca Medical School are women! Many of the Moroccans wear the long robes called djellabahs (with peaked hoods for the men and covering headscarves for the women). A very large number also wear western clothes. It is a country of contrasts. The country has few natural resources, but is a major agricultural and tourism center, and values, tolerance, education and the skills of its craftspeople. The present king is committed to economic development and sees education, health care and the eradication of poverty as central to this goal.

Dr. Zietlow felt that the Fellows involved in the program, led by a formidable and very engaging woman, Rahma Bourquia, the President of Hassan II-Mohammedia, are well-educated, intelligent, focused, committed to change in a part of the world that values tradition and values the fine points of life. They are

working very hard to make the tremendous shifts needed and are sophisticated and open-minded.

The main thrust of the program with Hassan II is leadership development for higher education officials, but ISU is also working with the Moroccan Soccer Federation to train the trainers in their soccer programs, and the ISU sports management program will bring 12-14 soccer professionals to Terre Haute this summer for a leadership training program which will be followed by a site visit by ISU faculty to build a training program there. ISU has also proposed a pilot leadership program in the delivery of rural health care between the Midwest Rural Health Clinic at the Landsbaum Center and the Hassan-II Casablanca School of Medicine and possibly the medical school at Marrakech.

Dr. Zietlow commended El-Houcin Chaqra, a native of Morocco and member of the ISU administration; Gaston Fernandez, Director of the International Center Programs, and President Benjamin for their support of this initiative.

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

Student Financial Aid

A professional standards team from NASFAA was on campus for an operations review. While the report to be received in a couple of weeks will have some recommendations. Some very encouraging things about progress in this important area were noted.

Controller's Office

Controller and Assistant Treasurer Bob Sackett has left ISU for a medical college in Augusta, Georgia. His responsibilities are being covered by Assistant Controllers Dom Nepote, Bursar Operations, and Jeff Jacso, Director of Financial Accounting. These two individuals have long and productive tenure with ISU's financial operations.

Compensation Study Update

In compliance with the Board's request at its last meeting, we have briefed the campus community on the full process and current status of the compensation study. The Compensation Study Committee has been meeting frequently and will be ready to have a report for the Trustees at the June meeting.

Representative William Crawford Visits ISU

State Representative William Crawford, Chairperson of the House Ways and Means Committee, visited the campus. His schedule included a facilities tour and meetings with administrators and faculty. He also gave a lecture to a political science class and closed his visit with a social gathering at the African American Cultural Center.

Recognitions

President Benjamin acknowledged several groups and individuals as the academic year draws to a close:

- 21st Century Scholars
Richey Adderley, Assistant Coordinator, Brennen Bogle, Terrance Fort, Sierra Sibley
- Alternative Spring Break
Al Perone, Student Life Programs, students: Jessica Bush, Derrick Thatcher
- Memphis Civil Rights Trip
Marshall Jones, Assistant Director, Student Life Programs, student: Rodney Freeman
- Concert Choir at Carnegie Hall
Dr. Scott Buchanan, Director of Choral Activities
- Professor Sarah Hawkins, 2004 American Association of Family and Consumer Sciences Leadership Award
- Jeff Jacso, Assistant Controller, and Chip Rogers, Director of Payroll, assistance to international students in completing individual tax returns

Sycamore Showcase At Noon

The second Sycamore Showcase at Noon box lunch event sponsored by the Center for Public Service and Community Engagement will be held on Friday, April 30, in Dede I of the Hulman Memorial Student Union. The topic will be "INmigration," the economic development effort based on education and investment strategy designed to identify and attract successful client companies and unique talents back to Terre Haute and Indiana.

The monthly Sycamore Showcase at Noon forum is designed to foster University-community engagement. Through the Showcase presentations, educators and citizens can join together to address common concerns and emerging needs. Dr. Benjamin expressed appreciation to Mrs. Benjamin for proposing the idea and to Allen Varner who is coordinating the monthly events.

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

Dr. Hudson acknowledged the attendance of the trustees at the Faculty Recognition Dinner. She thanked those responsible for making it possible to recognize faculty accomplishments, and she welcomed the opportunity to honor the service of the Faculty Senators and committee members.

The Senate has been busy as it brought forward the results of a year of committee work to meet the deadline of its final meeting. In March the Senate passed the special purpose faculty guidelines and the code of student conduct. The special purpose faculty document provides for fairer hiring practices and compensation and guidelines for an appropriate mix of tenured and non-tenured faculty. The Student Affairs Committee has made recommendations for a student grievance policy which should be formalized next year. It will complement procedures in the student code of conduct. The Senate also endorsed the reorganization/reporting of the Center for Public Service and Community Engagement and the reorganization of the Library.

Next week the Senate will act on a revision of the sabbatical leaves procedure, the academic calendar for 2006-07, revision of the University Handbook section on department chairpersons, a proposal for the extension of faculty benefits, and procedures to implement the faculty scholarship.

Next year's University Faculty Senate and Executive Committee have been elected. Four new members are coming on the Executive Committee, with five members continuing. The officers were re-elected: Dr. Steve Lamb, Sister Mary Alma Anderson, and Dr. Hudson.

Currently Senate committees are responding to draft reports of the President's strategic planning committees on community engagement, eminent programs, and experiential learning. The work of the latter is particularly within the Senate's purview which includes courses of study, facilitation of research and teaching, and the educational philosophy of the University and the relation of existing and future curricula, and educational policies to that philosophy, to quote the Faculty Constitution. Concerns have been raised, not about experiential learning itself, but about the manner of its implementation as a strategic objective. Faculty and Senate responses have been sought and are being incorporated.

Dr. Hudson discussed the University Bookstore contract with Barnes and Noble. The terms of this contract and the level of service provided to faculty and students have been the subject of much discussion this year, and input was received.

Dr. Hudson thanked Megan McManama for her support of the University's requested tuition increase. Faculty recognize the need to keep tuition low so students can afford to come here, and many of them have put children through college so they know the impact of increases. If the University is to attract and retain excellent faculty, adequately compensate non-tenured faculty, and continue to advance in the present state budget climate, some increase is necessary. It is gratifying to know that students understand this difficult issue and are willing to make the sacrifice to maintain the institution.

F. REPORT OF THE SUPPORT STAFF COUNCIL CHAIRPERSON
(Ms. Langley)

Ms. Langley was honored to welcome retiring ISU employees at the annual retirement tea. This is the first year retiring support staff were included in the event.

The Support Staff scholarship provides financial assistance for ISU Support Staff who enroll in classes while employed at ISU. The Scholarship Committee was charged earlier this year to develop specific criteria for selecting awardees and to review the scholarship agreement. The process has initiated a passionate interest among Council representatives, which in turn slowed progress on the revision of the Council Bylaws. The Committee has recently made substantial progress, and we expect that agreement on the scholarship agreement and selection criteria will be completed in mid-May and presented at the May Council meeting.

There are several issues Council presented this year for action that have not come to a resolution. Ms. Langley remains hopeful that the Council's requests for a technology fee reduction, the retirement incentives, and changes to the process and paperwork for support staff tuition waivers will be addressed and approved yet this year.

The annual meeting of support staff will be held in the Mills Dining Hall on May 27. The meeting provides the only formal opportunity during the year for all support staff at ISU to gather for an update from Council representatives and for fellowship.

G. REPORT OF THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT
(Mr. Huntsinger)

Doug Huntsinger reported for Megan who was unable to attend. He introduced Hobart Scales, the new Vice President of the Student Government Association.

SGA has been involved in discussions of a proposed new recreation center and the possibility of a student fee through a referendum to be voted on by the students. A study group has been formed to determine student interest.

Work is progressing on changing procedures for choosing student justices, and it is hoped the new process will help assure the selection of student justices who are interested in serving.

The petition circulated regarding textbook costs has been sent to Senator Lugar's office. After contact with the Federal Trade Commission, his office will report back the findings.

Doug thanked Dr. Hudson for all her help this year and also the Support Staff Council.

H. CANDIDATES FOR DEGREES (Dr. Maynard)

Candidates for graduate and undergraduate degrees to be conferred on May 8, 2004, are presented in Exhibit A.

Recommendation: Approval of the candidates for degrees to be conferred on May 8, 2004, subject to completion of the requirements.

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

I. EXTERNAL AUDITS POLICY (Dr. Benjamin)

Internal Audit Department has the responsibility for coordinating the visits and/or inquiries of all compliance and financial outside auditors, e.g., federal, state audit agencies, and public accounting firms. As part of the audit coordination process, Internal Audit Department serves as a liaison between university offices and external auditors.

All initial contacts with external auditors are to be arranged through the Internal Audit Department. If any University personnel are contacted directly by external auditors, they are to notify the Internal Audit Department immediately. The entrance conference is the initial meeting to discuss the scope of an external audit.

The exit conference is the final meeting to discuss the recommendations. The Internal Audit Department will coordinate all entrance and exit conferences with the appropriate University officials and with the external auditors. The Internal Audit Department may assign a designee to represent the Internal Audit Department during the review process.

The Internal Audit Department is to receive copies of all external audit reports within two weeks of receipt of the official reports. It is the responsibility of all University officials to assure all external audit groups have made the appropriate contact with the Internal Audit Department and that the Internal Audit Department receives a copy of all audit reports. University officials responsible for areas undergoing audits must contact the Internal Audit Department if any issues arise concerning the audit or possible findings.

Recommendation: Approval of the external audits policy effective May 1, 2004.

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

J. STUDENT ACADEMIC SEMESTER FEES FOR 2004-05 (Mr. Floyd)

Recommendation: Approval of the academic student fee schedule beginning with Fall 2004 through Summer II 2005, as presented in Exhibit H.

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

K. ACADEMIC LABORATORY/COURSE SPECIFIC FEES (Mr. Floyd)

Recommendation: Approval of the proposed changes in academic laboratory/course specific fees effective Fall 2004 as presented in Exhibit I.

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

L. BOOKSTORE CONTRACT EXTENSION (Dr. Ramey)

A committee of students, faculty, and staff met in February 2004 to consider whether to renew or re-bid the existing contract between Barnes and Noble Bookseller Inc. and Indiana State University. The existing contract, signed in June of 2000, provides the potential for two four-year renewal (rollover) periods.

The committee recommended that ISU renew the contract with Barnes and Noble. In addition to the existing contract terms, Barnes and Noble agreed to pay Indiana

State University an additional \$60,000 over the life of the four-year extension. These funds will be used to enhance the availability of used textbooks, and to support ISU students with other marketing and promotion programs.

Recommendation: Approval of the letter of agreement submitted as Exhibit B to rollover the existing bookstore contract for a period from July 1, 2004 through June 30, 2008.

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

M. PROPOSED REVISIONS TO THE CODE OF STUDENT CONDUCT AND RIGHTS OF STUDENTS (Dr. Ramey)

A Task Force was appointed by the Vice President for Student Affairs to review the many aspects of the student conduct system including the Code of Student Conduct. The task force was asked to determine if the regulations in the Code are pertinent to the present University environment and if the regulations are clear and concise. Representatives from all segments of the University community were asked to participate in this effort.

The regulations of the present Code were developed and approved by the Board of Trustees during the late 1960's. Minor adjustments were made to the regulations since that time. The Task Force concluded that the regulations were not pertinent to the present University and that the regulations were not clear and concise.

The Task Force studied the codes of numerous other institutions including all the four-year public institutions in Indiana as well as a group of peer institutions. The Task Force also reviewed model codes developed by experts in the field. The two models which served as a basis for the proposed revisions are "A Model Code of Student Conduct; Applying the Power of Association on Campus" (Gary Pavela, Synthesis: Law & Policy in Higher Education, V11 #4, Spring 2000), and "Harnessing the Spirit of Insubordination: A Model Code for Student Discipline", (Edward N. Stoner II, 17 J.C.U.L. 89, 1990).

The Task Force recommends that Section 2.01 of the present code be replaced by the proposed regulations. The Task Force also recommends that several other sections of the present Code be abolished. Specifically, the Task Force proposes to rescind the following regulations:

- 2.02 (Failure to Abide by the Policies Guaranteeing the Right of Expressions of Students),
- 2.03 (Adjudication of Violations of Policies Guaranteeing the Right of Expression of Students),

- 2.04 (Failure to Comply with the Policies Regarding the use of university Buildings and Facilities by University Organizations and Groups,
- 3.02 (Failure to Comply with the All-University Social Policy),
- 3.04 (Failure to Comply with the Motor Vehicle Policy),
- 3.05 (Failure to Comply with the Provisions of the Outside Speakers Policy,
- 3.06 (Failure to Comply with the Procedures for Implementation of the Outside Speakers Policy).

These sections are no longer relevant or have been rendered redundant by sections of the new Code.

University Standards

University Standards was developed in response to a number of changes and new responsibilities faced by the University. The end of on-sight registration required that the Code and other policy documents be mailed to students. This, coupled with federal mandates to provide students with certain information (The Clery Act for example), necessitated the development of a publication that could be mailed at a reasonable cost.

During the last few years, federal regulations have no longer required that this type of information be mailed. The availability of this information on a web site has been deemed acceptable. This will allow the university to drastically reduce the content (and the cost) of printing and distributing University Standards. To this end, the Task Force has identified a number of policy documents that should be prominently situated within the University web site. Those documents include:

- The full text of the Code of Student Conduct (Procedures)
- The full text of the Indiana Chapters that empower the Board of Trustees
- Indiana Hazing Statute
- The ISU Motor Vehicle Policy
- The policy on Building and Facility Usage
- The Residence Hall Handbook
- The Student Handbook
- Sexual Harassment Prevention Policy
- The Policy and Implementation of the Family Educational Rights and Privacy Act (FERPA)
- Computing Policies and Procedures
- The Drug Free Schools and Communities Act
- The Smoking Policy

The revised Code will contain an index with links to these policies and documents.

Recommendation: Approval of the revisions to the Code of Student Conduct and Rights of Students as shown above effective July 1, 2004. The entire document is presented in Exhibit C.

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

N. STUDENT HEALTH CENTER PRICING POLICY (Dr. Ramey)

With the costs of medical services increasing at a rate of 15-20% per year, the Indiana State University Student Health Center seeks to establish an approved pricing policy that will allow a low cost, market sensitive, pricing structure that is advantageous to students, but flexible enough so that the Student Health Center can continue to operate on a break-even basis. The Center does not currently charge students for office visits. However, drugs, supplies, x-rays, medical procedures and laboratory tests are charged at prices that attempt to recover costs incurred.

It is recommended that drugs, supplies, x-rays, medical procedures and laboratory tests be priced in the Student Health Center at the actual cost of the item plus overhead. Overhead will allow for the cost to purchase, track and dispense medications as well as for a portion of the general operating cost of the Health Center. All services and products will be priced, where applicable, at ten to thirty percent (10%-30%) below manufacturer's suggest retail prices. Some items may be priced lower to insure student availability.

Recommendation: Approval of the Proposed Pricing Policy effective July 1, 2004 as outlined above.

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

O. INVOLUNTARY MEDICAL WITHDRAWAL POLICY (Dr. Ramey)

Student Affairs has developed a policy to address situations in which students pose a threat to themselves or others, or exhibit medically related behaviors that limit their ability to meet student responsibilities, academic and otherwise.

Recommendation: Approval of the Involuntary Medical Withdrawal Policy as presented in Exhibit D effective July 1, 2004.

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

P. STUDENT GOVERNMENT ASSOCIATION CONSTITUTION REVISIONS
(Dr. Ramey)

Recommendation: Approval of the SGA Constitution revisions as presented in Exhibit E effective May 1, 2004.

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

Q. PURCHASES OVER \$250,000 (Mr. Floyd)

Under 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.

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

Lowest Bid to Meet Specifications

Foliot Furniture, Inc. -- P0048430 -- \$232,826.00
(Stackable Beds, Residential Life)

Single Purchase

To be purchased on the Dell, State of Indiana Contract – Dell Computers for Student Labs, Information Technology -- \$325,000.00 Total

Single Purchase – Sole Source

To be purchased from Frasca International

(2) Aerospace Flight Simulators - \$600,000.00 Total
for College of Technology

Vendors Whose Purchase Amount Recently Exceeded \$250,000

<u>Vendor</u>	<u>Amount</u>
Otis Elevator (Maintenance) Indianapolis, IN	\$303,328.00

Educational Marketing Group
(ISU Marketing)
Aurora, CO

\$477,403.41

Previously Reported Vendors Whose Purchase Amounts Have Recently Increased:

<u>Vendor</u>	<u>Previous Amount</u>	<u>Current Amount</u>
SBC (Telephone Maintenance) Indianapolis, IN	\$ 775,999.94	\$ 810,900.04
Talisma Corporation (Admissions Software) Bellevue, WA	\$ 353,890.00	\$ 409,450.00
ST Construction (Parking Lot M) Terre Haute, IN	\$ 448,586.50	\$ 465,601.50
Dell Computer Austin TX	\$1,405,910.95	\$1,686,993.67

On a motion by Dr. Zietlow, seconded by Mr. Smith, the recommendation was approved.

R. IN MEMORIAM (Mr. Schafer)

Memorial Resolutions for the following individuals are presented in Exhibit F.

Richard W. Barton, Bursar, Government Contract Officer Emeritus, died on April 8, 2004.

Robert D. Cooksey, Custodian, Tirey Memorial Union Housing, (retired) died on December 14, 2003.

Edward Ellington, Facilities Management, (retired), died on March 4, 2004.

Mary Ford, Custodian, Residential Life, (retired), died on April 4, 2004.

Norvella Lewis, Parsons Hall Dining, (retired), died on January 20, 2004.

R. Samuel Mehrley, Professor of Communication (disability retirement), died on November 14, 2003.

Delbert Newman, Professor Emeritus, Department of Electronics and Computer Technology, died on March 1, 2004.

Hazel Taylor, Residential Life Housekeeping, (retired), died on February 21, 2004.

James Watson, custodian, Facilities Management (retired), died on April 7, 2004.

Recommendation: Acceptance of the Resolutions and acknowledgement of years of service.

On a motion by Dr. Zietlow, seconded by Mr. Smith, the recommendation was approved.

S. ACADEMIC YEAR CALENDAR, 2005-06 (Mr. Schafer)

Recommendation: Approval of the academic year calendar for 2005-06 as presented in Exhibit G.

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

T. PROMOTION/TENURE SPECIAL NEEDS (PROBATIONARY FACULTY)
(Dr. Maynard)

Additional Language to University Handbook, Section III-3 – Criteria for Reappointment, Promotion, and Tenure

The Faculty Senate and the University recommend that our policy on tenure be revised to support the special needs of probationary faculty who have unique responsibilities related to the birth or adoption of a child, special health needs of family or partners, etc. It is recommended that the paragraph be inserted in the University Handbook.

Insert New Paragraph on page III-3, column 2, between current paragraph 2 and 3:

Candidates may elect to extend the tenure probationary period for a maximum of two years in the following circumstances: 1) They are the primary or co-equal caregiver of a newborn or newly adopted child (one year per child). 2) They are

the primary or coequal caregiver of a seriously ill spouse, partner, or other immediate family member (defined as child, parent, or other family member).

Medical certification from the ill person's health care provider shall be presented within fifteen calendar days after the extension is requested. Additional medical opinion may be requested at the University's expense. The candidate shall consult with his/her department chairperson to receive support of the extension. The decision to extend the tenure period will be reported to the Dean and the Provost and Vice President for Academic Affairs. Candidates who have elected extensions carry out their regular full-time responsibilities, and continue to undergo annual evaluations for reappointment through the extended probationary period. In their tenure-year review, candidates who have elected extension are expected to meet only criteria stated in University-approved tenure policies and letters of appointment.

During the probationary period, a candidate for tenure may apply for leave under the Family and Medical Leave Act, or for leave without pay in the event of a birth or adoption, or a family illness (see pp. III-13, IV-16 & 17, and Appendix C). In such cases tenure eligibility will be delayed automatically, as specified below.

Recommendation: Approval of the University Handbook changes in language as noted effective July 1, 2004.

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

U. SPECIAL PURPOSE FACULTY (Dr. Maynard)

Change in Language in University Handbook, Section III-1- Temporary Full-Time Faculty

To accommodate the recommendations for Special Purpose Faculty that have been approved by the Faculty Senate and Academic Affairs, the following changes are required in the Handbook.

Bold type reflects changes in Section III-1 – Temporary Full-Time Faculty:

Full-time appointments, **including Special Purpose Faculty appointments**, to non-tenure track position are ordinarily made at the rank of instructor. These appointments are usually made for an academic year. Departments may submit requests for temporary appointments at higher rank or for periods beyond one year, but these requests are subject to the approval of the appointing authorities. Candidates for temporary full-time faculty appointments, including **Special Purpose Faculty positions**, are evaluated in the same fashion as are candidates

for regular faculty position. Salary floors do not apply to temporary full-time faculty including **Special Purpose Faculty**.

Change in Language in University Handbook, Section IV-4 – Temporary Faculty

To accommodate the recommendations for Special Purpose Faculty that have been approved by the Faculty Senate and Academic Affairs, the following changes are required in the Handbook.

Bold type reflects changes in Section IV-4-Temporary Faculty:

Full-time temporary faculty, **including Special Purpose Faculty**, are paid an academic year salary and are eligible for participation in the group health benefits plan, life insurance, and sick-leave accumulation. Full-time temporary faculty, **including Special Purpose Faculty**, are not eligible for the University retirement plan contributions, disability insurance, spouse fee waiver or dependent child fee waiver.

Recommendation: Approval of the University Handbook changes in language as noted effective July 1, 2004.

On a motion by Dr. Zietlow, seconded by Ms. Robertson, the recommendation was approved.

SECTION II

APRIL 23, 2004

A. REVENUE REPORT (Mr. Floyd)

The Revenue Report for the period ending March 31, 2004 is presented as an information item in Attachment 1.

B. EXPENDITURES REPORT (Mr. Floyd)

The Expenditures Report for the period ending March 31, 2004 is presented as an information item in Attachment 2.

SECTION III
APRIL 23, 2004

PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

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

A. FACULTY

1. Appointments

Full-Time Tenure Track Appointments
(Effective August 18, 2004, unless otherwise stated)

Ayman H. Abuhamdieh; Assistant Professor of Management Information Systems, Organizational Department; Ph.D., Rutgers University; salary \$86,100.

Keri A. Berg; Assistant Professor of French, Department of Languages, Literatures, and Linguistics; Ph.D., University of Texas-Austin; salary \$43,000.

Jody B. Brucker; Assistant Professor, Department of Athletic Training; Ph.D., Brigham Young University; salary \$49,000.

Katherine H. Lee; Assistant Professor, Department of English; Ph.D., University of Missouri-Columbia; salary \$44,000.

Mark R. Lewandowski; Assistant Professor, Department of English; M.F.A., Wichita State University; salary \$42,000.

Cinda A. May; Assistant Librarian, Library Services; M.I.L.S., University of Michigan; salary \$43,000 per fiscal year; effective July 1, 2004.

David A. Nichols; Assistant Professor, Department of History; Ph.D., University of Kentucky; salary \$42,500.

Steven A. Stofferahn; Assistant Professor, Department of History; Ph.D., Purdue University; salary \$42,500.

Temporary Part-time Faculty Appointment, 2004 Spring Semester
(Effective January 12, 2004, unless otherwise indicated)

Charlotte Connerton; Lecturer III, Baccalaureate and Higher Degree Nursing Department; M.S.N., Indiana State University; three hours; salary \$3,570.

F. Peter Dean; Lecturer III, Analytical Department; M.B.A., Indiana State University; three hours; salary \$2,550.

Nelson W. Dias; Teaching and Research Associate, Department of Geography, Geology, and Anthropology; Ph.D., Indiana State University; twelve hours; salary \$9,000; effective January 1, 2004, through June 30, 2004.

Dennis J. Dunbar; Lecturer II, Department of Aerospace Technology; B.S., Indiana State University (special credentials on file); three hours; salary \$2,500.

Emily E. Mupinga; Lecturer III, Department of Family and Consumer Sciences; M.S., Louisiana State University; three hours; salary \$2,550.

Michael D. Neary; Lecturer II, Department of Art; M.F.A., Indiana University; three hours; salary \$2,175.

Megan K. Null; Lecturer II, Department of Psychology; M.S., Indiana State University; three hours; salary \$2,175.

Glenna L. Simons; Lecturer III, Department of Sociology; J.D., Loyola University School of Law; three hours; salary \$2,550.

2. Changes in Status and/or Rate

Janis Halpern; change in title from Assistant Director of Study Abroad and Credentialing Specialist, College of Arts and Sciences, to Coordinator, Academic Programs Abroad, College of Arts and Sciences; effective February 25, 2004.

Georgia Hambrecht; Department of Communication Disorders and Special Education; \$6,000 stipend for additional duties and responsibilities for the 2003-04 academic year.

Jeffrey S. Harper; from Associate Professor, Organizational Department, to MIS Program Coordinator and Associate Professor, Organizational Department; stipend of \$1,000 for the added responsibility for the spring semester of the 2003-04 academic year.

Elizabeth J. Jared; Department of Elementary and Early Childhood Education; \$8,000 stipend for additional duties and responsibilities for the 2003-04 academic year.

Nancy Brattain Rogers; from Associate Professor, Department of Recreation and Sport Management, to Administrative Fellow, Center for Public Services and Community Engagement, and Associate Professor, Department of Recreation and Sport Management; stipend of \$15,993 for this added responsibility; effective July 1, 2003, through June 30, 2004.

Virgil L. Sheets; from Associate Professor, Department of Psychology, to Interim Chairperson and Associate Professor, Department of Psychology; stipend of \$5,000 for the added responsibility for the 2004-05 academic year.

3. Leaves of Absence

Leaves of Absence With 60 Percent Pay – 2004-05 Academic Year

Jean L. Kristeller, Department of Psychology

Richard Lotspeich, Department of Economics

Margaret E. Whitaker, Department of Elementary and Early Childhood Education

Leaves of Absence With Pay – Fall 2004 Semester

Ronald L. Baker, Department of English

Judith Barad, Department of Philosophy

William Barratt, Department of Counseling

Gregory D. Bierly, Department of Geography, Geology, and Anthropology

Matthew C. Brennan, Department of English

Christy L. Coleman, Department of Educational and School Psychology

Joseph T. Harder, Organizational Department

Jeffrey S. Harper, Organizational Department

Steven W. Lamb, Analytical Department

Charles S. Mayer, Department of Art

Nancy McEntire, Department of English

Gordon Minty, Department of Manufacturing and Construction Technology

Francois N. Muyumba, Department of African and African American Studies

John C. Ozmun, Department of Physical Education

Stephen W. Shure, Department of Aerospace Technology

Steven W. Smidley, Department of Recreation and Sport Management

Leaves of Absence With Pay – Spring 2005 Semester

Deborah A. Barnhart, Baccalaureate and Higher Degree Nursing Department

Dennis Bialaszewski, Organizational Department

S.L. Brian Ceh, Department of Geography, Geology, and Anthropology

Aimin Chen, Department of Economics

Thomas J. Derrick, Department of English

Geoffrey Exoo, Department of Mathematics and Computer Science

Kurt A. Fowler, Department of Music

Paul Hightower, Department of Communication

Douglas Keiser, Department of Music

Linda S. Maule, Department of Political Science

Melody McKinney, Associate Degree Nursing Department

Yasenska Peterson, Department of Health, Safety, and Environmental Health Sciences

Betty S. Phillips, Department of Languages, Literatures, and Linguistics

Leaves of Absence With Pay – January 1, 2005, through June 30, 2005

John M. Jakaitis, Department of English

Donald L. Jennermann, Department of Humanities

Leave of Absence, Without Pay

Elizabeth J. Jared; Department of Elementary and Early Childhood Education; for the 2004-05 academic year.

4. Resignations

Jean A. Behney; Department of Elementary and Early Childhood Education; resigned before beginning fall 2004 appointment.

Thomas S. Dickinson; Department of Curriculum, Instruction, and Media Technology; effective May 8, 2004.

Eric C. Girard; Analytical Department; effective May 8, 2004.

Homayoun D. Kiani; Department of Manufacturing and Construction Technology; effective May 8, 2004.

Thomas W. Noyes; Department of English; effective May 8, 2004.

Douglas K. Peterson; Organizational Department; effective May 7, 2005.

Kathleen Renk; Department of English; effective May 8, 2004.

Saral Surakul; Department of Family and Consumer Sciences; effective May 8, 2004.

5. Retirements

John B. Ibberson; Associate Professor, Department of Music; retirement leave during the fall semester of the 2004-05 academic year; retirement effective December 18, 2004.

Kathleen D. Pickrell; Associate Degree Nursing Department; retirement leave during the spring semester of the 2004-05 academic year; retirement effective May 7, 2005.

Karen Rutherford; Professor, Department of Family and Consumer Sciences; retirement effective December 18, 2004.

James E. Thompson; Professor of Education, Department of Curriculum, Instruction, and Media Technology; retirement leave during the fall semester of the 2004-05 academic year; retirement effective December 18, 2004.

6. Emeriti Titles

Myong-Ku Ahn, Professor Emeritus of Chemistry, Department of Chemistry; effective December 20, 2003.

David L. Andrews, Associate Professor Emeritus of Educational Psychology, Department of Educational and School Psychology; effective December 20, 2003.

Dalvin L. Boone, Professor Emeritus of Music, Department of Music; effective December 20, 2003.

Gale E. Christianson, Professor Emeritus of History, Department of History; effective December 20, 2003.

Lawrence L. Knight, Associate Professor Emeritus of Business, Organizational Department, effective May 8, 2004.

Sharon A. Russell, Professor Emerita of Communication, Department of Communication; effective May 8, 2004.

James F. Slutz, Professor Emeritus of Music, Department of Music; effective May 8, 2004.

Margit S. Treiber, Associate Professor Emerita of Physical Education, Department of Physical Education; effective May 8, 2004.

Edward A. Warner; Professor Emeritus of Humanities, Department of Humanities; effective December 20, 2003.

B. ADMINISTRATION1. Appointments

Thomas Ratliff; Director, Student Financial Aid; M.B.A., Kennesaw State College; salary \$76,000 per fiscal year, prorated from the effective date of March 15, 2004.

Kristopher Rogers; Admissions Counselor, Office of Admissions; B.S., Indiana State University; salary \$28,080 per fiscal year, prorated from the effective date of March 1, 2004.

Jerry Talbert; Admissions Counselor, Office of Admissions; B.S., Indiana State University; salary \$28,080 per fiscal year, prorated from the effective date of March 1, 2004.

Temporary Appointments

Valerie Craig; Counselor, MAPS Program, Affirmative Action; salary \$21,450 per fiscal year, prorated for the period March 3, 2004 through June 30, 2004.

Tanja R. Gardner; Educational Specialist, Upward Bound; B.A., Indiana State University; salary \$27,000 per fiscal year, prorated for the period of February 3, 2004, through August 31, 2004.

Melissa D. Geib; Associate Director, West Central Indiana AHEC; M.Ed., Indiana State University; salary \$45,000 per fiscal year, prorated for the period of March 8, 2004, through August 31, 2004.

Ruth M. Greenfield; Academic Coordinator, Ronald McNair Project; M.S., University of Missouri; salary \$27,810 per fiscal year, prorated for the period of November 1, 2003, through September 30, 2004.

Jo Ann Halbert; Parent Coordinator, 21st Century Scholars; B.S., Indiana State University; salary \$21,799.44 per fiscal year, prorated for the period of December 8, 2003, through August 31, 2004.

Beth Miller; Area Learning Center Coordinator, College Cooperative Southeast, Office of Academic Partnerships; B.S., IUPUI; salary \$32,000 per fiscal year, prorated for the period of January 1, 2004, through June 30, 2004.

Jeffrey Schultz; Information Technology Analyst, Career Center; temporary appointment; salary \$28,000 per fiscal year, prorated for the period of March 1, 2004 through July 31, 2004;

Livia Scott; Assistant Director, Education, Networks; M.S., Indiana State University; salary \$41,250 per fiscal year, prorated for the period of February 16, 2004, through June 30, 2004.

Michael W. Stokes; Admissions Counselor (part-time), Office of Admissions; M.S., Indiana State University; salary \$5,000 per fiscal year, prorated for the period of February 13, 2004, through June 30, 2004.

2. Changes of Status and/or Pay Rate

Aaron Brink; from Microcomputer/Network Consultant to Acting Consultant Group Coordinator and Microcomputer/Network Consultant, Office of Information Technology; monthly stipend of \$200 for this added responsibility; effective January 1, 2004, through June 30, 2004.

Susan R. Dolle, Grant Development Specialist (support staff), to Senior Research Associate, Office of Sponsored Programs; reclassified to pay grade 26; (monthly position); \$2,855 salary adjustment; salary \$31,500 per fiscal year, prorated from the effective date of March 1, 2004.

Christopher W. Hanna; Systems Programmer, Office of Information Technology; change in position assignment; salary \$49,000 per fiscal year, prorated from the effective date of February 1, 2004.

Jason M. Hiddle; from Web Graphics Specialist, Office of Information Technology, Division of Academic Affairs, to Web Graphics Specialist, Office of Communications and Marketing, Division of University Advancement; effective January 2, 2004.

Dexter D. Jordan; from Associate Director, Office of Admissions, to Interim Director and Associate Director, Office of Admissions; stipend of \$1,500 for this added responsibility; effective April 1, 2004, through June 30, 2004.

Mardel E. Miller; from Associate Director, Education Student Services, to Interim Director and Associate Director, Education Student Services; fiscal year stipend of \$7,900, prorated for the period of January 16, 2004, through June 30, 2004.

Tiffany Trass; from Curriculum Coordinator, Academic Affairs (support staff) to Degree Audit Specialist for Encoding, Office of Registration and Records (monthly position); salary \$34,000 per fiscal year, prorated from the effective date of April 5, 2004.

3. Resignations

Mariette N. Fleck; Department of Family and Consumer Sciences; effective March 26, 2004.

Ruth M. Greenfield; Ronald McNair Project; effective February 20, 2004.

Jennifer L. Isbell; Division of Enrollment Services; effective March 19, 2004.

Robert D. Sackett; Office of the Controller; effective April 2, 2004.

4. Retirements

Linda L. Eldred; Associate Director of Student Life Programs; retirement leave effective July 1, 2003 through December 31, 2003, with retirement effective December 31, 2003.

Barbara A. Passmore; Dean, School of Health and Human Performance, and Professor of Physical Education; retirement effective December 31, 2004.

5. Emeritus Titles

Linda Eldred; Associate Director of Student Life Programs Emerita; effective December 31, 2003.

Linus M. Haller, Audio Visual Services Manager Emeritus, Office of Information Technology; effective May 8, 2004.

William Mooney; Assistant Director of Recreational Sports Emeritus; effective December 31, 2003.

Roseann Toulson, Director Emerita of Technical Support Services, Office of Information Technology; effective July 31, 2003.

C. INTERCOLLEGIATE ATHLETICS

1. Appointment

M. Steven Brickey; Assistant Football Coach; B.S., University of Missouri at Columbia; salary \$45,000 per employment period of March 1, 2004 through February 28, 2005, prorated from the effective date of April 1, 2004.

2. Change of Status and/or Rate

Malek Tabet; Head Women's Tennis Coach; change in start date from February 6, 2004 to March 3, 2004.

3. Resignation

Rozanne DeWeese; Women's Soccer; effective May 31, 2004.

D. RESIDENTIAL LIFE

1. Appointment

(compensation includes maintenance in the form of a furnished apartment and board)

Kevon Christian; Assistant Hall Director; salary \$8,200 per employment period of August 1, 2003 through May 11, 2004, prorated from the effective date of February 23, 2004.

D. SUPPORT STAFF REPORT

The Support Staff Personnel Report for the period ending April 8, 2004 is presented in Exhibit A.

SECTION IV

APRIL 23, 2004

INFORMATION/DISCUSSION ITEMS

A. Budget Overview, 2004-05

Vice President Floyd and Diann McKee outlined the budget process which provided for interaction about the needs of all departments. Following budget hearings, a series of meetings were held with the President's Cabinet. There were budget challenges and approximately \$925,000 had to be reallocated to supplement the 1.3 per cent in new money for 2004-05. The new additional dollars will cover technology, library acquisitions, insurance and utility cost increases, and the elimination of the two-year wait for TIAA-CREF participation for faculty and EAP staff. The budget will incorporate a two per cent salary pool for increases for faculty and staff. Vice President Floyd thanked all those who participated in the budgeting negotiations and presentations.

Several trustees expressed appreciation for the very explicit detail of the budgeting process and information and for the apparent widespread cooperation and participation solicited.

B. Agreements – Information Only (Dr. Maynard) (copies of the standard agreement forms are on file in the Office of the Secretary of the University)

1. Driver Education Internships

Agreements have been reached with the following schools/facilities to provide driver education internships.

Adams Central Schools, Monroe, Indiana
Driving Academy, Greenwood and Marion, Indiana
Drive-Rite Now, Evansville, Indiana
Drive Smart, Inc., Petersburg, Indiana
Indiana All-Star Driving School, Evansville, Indiana
Let's Go Driving School, Vincennes, Indiana
New Albany Floyd County School Corporation, New Albany, Indiana
North Adams Community Schools, Decatur, Illinois

2. Nursing Internships

Agreements have been reached with the following facilities to provide nursing internships.

Clay Community Schools, Knightsville, Indiana
Hamilton Center, Terre Haute, Indiana
Terre Haute Regional Hospital, Terre Haute, Indiana
Vermillion County Health Department, Clinton, Indiana
Vermillion County Health Department, Danville, Illinois

3. Psychology Internships

Agreements have been reached with the following facilities to provide internships for students in the Doctor of Psychology Program.

VA Loma Linda Healthcare System, Loma Linda, California
VA Medical Center, Bay Pines, Florida

4. Counseling Internships

Agreements have been reached with the following facilities 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

Brigham Young University Counseling and Career Center, Provo, Utah
Center for Behavioral Health, Bloomington, Indiana
Chicago Area Christian Training Consortium, Carol Stream, Illinois
The Menta Group, Aurora, Illinois
Quinco Behavioral Health Systems, Columbus, Indiana
Southern Mississippi Psychology Internship Consortium,
Hattiesburg, Mississippi
Vanderbilt – VA Internship Consortium, Nashville, Tennessee
University of Wisconsin – Madison Counseling and Consultation
Services, Madison, Wisconsin

5. Department of Veterans Affairs, San Antonio, Texas

The purpose of this agreement is to provide recreation therapy internships for students in the Department of Recreation and Sport Management.

6. The College Network (TCN), Indianapolis, Indiana

The purpose of this agreement is for TCN to market customized study materials (CSMS), with content developed by ISU faculty members, to individuals interested in pursuing ISU undergraduate course credits by examination for four courses in the bachelor of science degree program with a major in nursing.

7. Pennsylvania College of Optometry, Elkins Park, Pennsylvania

The purpose of this agreement between the Pennsylvania College of Optometry through Project Vision at the Blumberg Center for Interdisciplinary Studies in Special Education is to provide an orientation and mobility certification program via distance learning and face to face interactive classes to Indiana teachers of the visually impaired.

C. Grants – Information Only – Attachment 1 (Dr. Maynard)

Dr. Antonak briefly reviewed the handout on grant information. He then introduced Dr. Mark Green, Director of Sponsored Programs, who introduced six student speakers who spoke briefly about the projects they were involved with in their internships and/or research with faculty mentors:

Heather Peebles, School of Business (finance major)
William Dean Kaufman , School of Health and Human Performance
(environmental health program)
Alexander Hagedorn, School of Technology, (packaging center)
Karen Lipscomb, College of Arts and Sciences (mathematics/chemistry)
Erik Southard, School of Nursing (family nurse practitioner)
Eileen Ziegler, School of Education (Ph.D. candidate, secondary
education)

D. Purchasing Update- Information Only (Mr. Floyd)
(activity for the period February 15, 2004 through April 8, 2004)

Purchases Over \$25,000

Sole Source

Gateway 2000 Major Accounts, Inc -- P0048406 -- \$25,053.00
(Gateway Computers for Teaching and Learning)

Dell Marketing, LP -- P0048377 -- \$25,359.86
(Computers for Controller's Office)

Karl Albrecht International -- P0048342 -- \$29,500.00
(Consulting Services for Information Technology)

Appworx Corporation/Licensing -- P0048425 -- \$30,050.00
(Appworx Software Upgrade, Information Technology)

WebCT -- P0048383 -- \$36,166.00
(Renewal of Software License, Information Technology)

Dell Marketing, LP -- P0048560 -- \$39,624.88
(Computers for College of Education)

JW Sims and Associates Engineering Co. -- P0048305 -- \$46,000.00
(Engineering Services Electrical, Mills Hall)

Otis Elevator -- P0048357 -- \$56,800.00
(Elevator Modification, Facilities Management)

Otis Elevator -- P0048358 -- \$85,200.00
(Elevator Modification, Facilities Management)

Lowest Bid To Meet Specifications

Fruhauf Uniforms -- P0048536 -- \$46,406.40
(Marching Band Uniforms)

Electronic Strategies, Inc. -- P0048146 -- \$36,585.00
(Onsite Training, Information Technology)

One Bid Received, Five Bids Solicited

Virage, Inc. -- P0048238 -- \$37,900.00
(Videologger Software License, Information Technology)

E. Vendors Report – Information Only – Attachment 2 (Mr. Floyd)

Mrs. House adjourned the meeting at 11:30 a.m.