

File

MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING

JULY 18, 2003

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MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES
JULY 18, 2003

The Indiana State University Board of Trustees met for its Annual Organizational Meeting at 9:00 a.m. on Friday, July 18, 2003, in the State Room, Tirey Hall.

Trustees present: Mr. Bonds, Mr. Fleetwood, Mrs. House, Mr. Shagley and Mr. Smith. Trustees absent: Mr. Alley and Dr. Zietlow. Trustees Dooley and Huntsinger replacements had not been announced by the Governor's Office.

President Benjamin, Vice Presidents Floyd, Pontius, Ramey, Schafer and Interim Vice President Thompson were present. Also attending were Ms. Melony Sacopulos, General University Counsel, Dr. Frank Bell, Chairperson, University Faculty Senate and Ms. Megan McManama, President of the Student Government Association.

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

SECTION I

A. ORGANIZATION OF THE BOARD, 2003-04 (Mrs. House)

1. Roll Call for Annual Meeting (Mr. Bonds)

Trustee Bonds called the roll:

Mr. Alley	Absent
Mr. Bonds	Present
Mr. Fleetwood	Present
Mrs. House	Present
Mr. Shagley	Present
Mr. Smith	Present
Dr. Zietlow	Absent

2. Reading of Notice of Annual Meeting (Mr. Bonds)

Mr. Bonds read the Notice of Annual Meeting:

“The annual organizational meeting of the Indiana State University Board of Trustees will be held at 9:00 a.m. on Friday, July 18, 2003, in the State Room, Tirey Hall.”

3. Report of Nominating Committee (Mr. Shagley)

Mr. Shagley reported that the Nominating Committee met by conference call on Tuesday, July 8, 2003, State Room, Tirey Hall.

The committee recommended the following slate of officers for 2003-04:

President	Mrs. House
Vice President	Mr. Shagley
Secretary	Mr. Bonds
Assistant Secretary	Mr. Fleetwood

The committee also recommended the appointment of Gregg Floyd as Treasurer.

4. Election of Officers

After hearing the report of the Nominating Committee, Mrs. House turned the meeting over to President Benjamin who called for additional nominations from the floor. Hearing none, Dr. Benjamin called for the approval of the slate of officers.

On a motion by Mr. Fleetwood, seconded by Mr. Bonds, the slate of officers was approved.

B. APPROVAL OF THE MINUTES

On a motion by Mr. Smith, seconded by Mr. Shagley, the minutes of the June 20, 2003 meeting were approved as presented.

C. DATES OF MEETINGS, 2003-04

The dates for the next meeting are September 25 and 26, 2003. Mrs. House noted a change in the proposed meeting dates for 2003-04. The Annual Organizational Meeting in July 2004 will be a one day meeting on Friday, July 23, 2004.

Recommendation: Approval of the following meeting schedule for 2003-04.

August 21-22, 2003	Board Retreat
	ISU Foundation Office (Indianapolis)
September 25-26, 2003	Agenda Meeting
October 24, 2003	Agenda Meeting
(October 25, 2003 – Homecoming)	

November 2003	No Meeting
December 4-5, 2003	Agenda Meeting
(December 20, 2003 – Commencement)	
January 15, 2004	Agenda Meeting
February 26-27, 2004	Agenda Meeting
March, 2004	No Meeting
April 22-23, 2004	Agenda Meeting
May, 2004	No Meeting
(May 8, 2004 – Commencement)	
June 17-18, 2004	Agenda Meeting
July 23, 2004	Annual Organizational Meeting

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

D. REPORT OF THE BOARD PRESIDENT

Mrs. House thanked the members of the Nominating Committee and thanked the trustees for their confidence.

President House congratulated Mr. Bonds and Mr. Smith on their reappointments by the Governor for four year terms.

On Thursday evening local state legislators and local Commission for Higher Education members were invited to join the Board for dinner. She expressed appreciation for their dedication to the State and to Indiana State University.

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

President Benjamin congratulated the Board officers on their election and Trustees Bonds and Smith on their reappointments by the Governor.

Dr. Benjamin thanked Greg Goode and those who arranged the Thursday dinner with local state legislators and local members of the Commission for Higher Education. It was the largest group of legislators on the campus in a long time. Some students attended dinner and spoke briefly about their experiences at ISU.

Administrative Retreat

The President's Cabinet and Deans will hold an Administrative Retreat on August 12 and 13.

Economic Impact Study

A new economic impact study of ISU on West Central Indiana is underway using the expertise of faculty in the School of Business. The study should be concluded by early 2004.

Learning Centers

President Benjamin discussed the continued interest of the town of Rushville in operating a learning center. He and Greg Goode recently returned from Batesville and a celebration of the success of the South East Consortium.

Reorganization in Academic Affairs

Provost Pontius discussed the recent reorganization and realignment of responsibilities of the Lifelong Learning area within the Academic Affairs division.

Effective July 1, 2003, several significant changes were implemented, resulting in organizational realignments within Academic Affairs. Last fall a broad-based task force including faculty representation and community partners was appointed to bring forward recommendations regarding reorganization of the Division of Lifelong Learning. University Faculty Senate leadership also provided valuable insights.

In keeping with a national trend toward mainstreaming functions associated with continuing education, the Division of Lifelong Learning has been eliminated and personnel and budgets previously associated with this unit have been realigned with other units on campus. The role of academic units in decisions regarding distance education, including course delivery, faculty workload and faculty compensation will be enhanced.

Student-related services have been integrated into Enrollment Services. The pre-college programs are now housed in the Office of Admissions, with the remaining programs organized into two new offices: Distance Support Services (DSS) and Office of Academic Partnerships (OAP). OAP will also oversee the South Central Educational Alliance (SCEA) and the Southeast College Cooperative (CCSE).

Those functions related to workforce development or other contracted programs will be housed within the Office of Sponsored Programs, and the Office of Information Technology has assumed technology initiatives. Conferences, non-credit offerings and Speaker Series are now a part of the Center for Public Service and Community Engagement.

Another significant realignment, effective July 1, provides an enhanced organization for important university-wide resources: University Archives and the permanent art collection. Both are now aligned with Administrative Affairs under Vice President Schafer, who has a university-wide portfolio.

Vice President for University Advancement Search

President Benjamin commented that a new search has been formally launched and he has met with the committee to start the process. Vice President Floyd will continue as chairperson of the committee. Larry Boulet has joined the group in recognition of his new duties as Chair of the ISU Foundation Board of Directors and faculty member Swapan Ghosh has replaced Jeff Harper as a University Faculty Senate representative.

Dr. Benjamin has authorized the use of a professional search firm to assist the committee, and the committee has selected the firm that will handle all of the preliminary search and screening activities. He has asked that the committee forward the candidate information to him early enough to have someone hired by January 1.

Employee Termination Procedures

President Benjamin reported that in an ongoing effort to ensure that all University policies and procedures are up to date and written, he has asked Human Resources and Internal Auditing staff to study how employee terminations are handled in order to formalize and bring the process in line with best practice.

Summer Institute on Higher Education in Morocco

From July 19 to August 8, ISU is hosting 20 distinguished administrators from major universities in Morocco. This three-week institute is supported by a U.S. Agency for International Development/American Liaison Office Grant.

Following the institute, Moroccan participants will continue to work with ISU faculty over the subsequent nine months. This institute provides ISU with a unique opportunity to meet a distinguished group of Moroccan educators and deepen the scope and depth of ISU's relations with Moroccan institutions of higher learning.

Arts Corridor

Last week marked the beginning of Phase I construction of the Seventh Street Arts Corridor Project. The street has been temporarily closed between Chestnut and Tippecanoe Streets, and will remain closed through mid-August. Construction should be completed by the time fall semester begins.

University Advancement Awards

ISU's communications and marketing units have won seven awards in the 15th annual awards for publication excellence competition, including a grand award for the ISU Magazine. President Benjamin acknowledged each of the individuals, Martin Blank, Nancy Mayfield, Jim Kelly, Patti Krapesh and Ted Wilson. Two awards were also received for Web Development by the Office of Public Affairs staff, Maria Greninger, Tony Campbell, Jennifer Kearns, Dave Taylor, Curt Keohler, Prasanth Kalakota and Teresa Exline.

Update on Technology Progress (Groupwise)

Personnel from the Office of Information Technology, working closely with Novell engineers, have spent the last 3 months upgrading ISU's main server environment (Novell and Banner) and the University's administrative email system (Groupwise).

For the first time in many years, ISU is running the most current releases of the server operating system software that provides much of the basic infrastructure supporting digital communications, file sharing, application serving, and printing service to faculty, staff, and students.

Achieving this milestone is significant in other more strategic ways. It provides ISU with the foundation to realize many of the value added advantages available with today's technology. Ultimately, the goal is to provide ISU students, faculty, and staff with a "world class" technology environment that will rival or surpass that available at other regional institutions and to begin to position ISU as a technology center.

PDS School in Indianapolis

President Benjamin shared a letter Dean Maynard received from a second grade teacher with one of the PDS partner schools in Indianapolis.

“I am writing this note just to let you know the impact that I feel ISU student teachers have had on the success of our program. We had the highest test scores of any IPS elementary school. We were also 11th in the Metropolitan Indianapolis area and 34th in the State. Of course, this remarkable accomplishment was a result of many factors, but one of them was our relationship with ISU.

“Our teachers really enjoy having student teachers. They work with them and share their many years of educational experiences in the classroom. However, the student teachers from ISU bring into our classrooms many new and effective strategies. We learn from each other. Student teaching here is a team effort and our children benefit from the extra help and attention. There is a lot of energy in a classroom that has two dedicated educators.

“Recently we were approached by IUPUI asking us to become a professional development site for their student teaching program. We definitely declined as we are extremely pleased with our relationship with ISU. We hope to continue this liaison for many years.

“Another point I would like to make is that most of our new teachers were once ISU student teachers in our building. They obviously have done an outstanding job. We were able to pick from the best and fill our openings with those already on board with our teaching philosophies.

“In summary, thanks to you at ISU!!! (from Sherry Webber, IPS 114)

This particular school has made an amazing turn around, and faculty and students of the Department of Elementary and Early Childhood Education have been instrumental in this success.

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

Dr. Bell congratulated Trustees Bonds and Smith on their reappointments to the Board.

He then distributed to the Board members a copy of the University Faculty Senate Annual Report, 2002-03.

Dr. Bell noted his past service on the Senate and thanked Harriet Hudson for filling in when he had class conflicts and also thanked the other Senate officers during the second semester.

Mrs. House and Dr. Benjamin expressed their appreciation for Dr. Bell's service.

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

No Report

H. REPORT OF THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT
(Ms. McManama)

Ms. McManama congratulated the Board officers on their re-election.

SGA will be working during the next few weeks on programs for the new incoming students. Plans are underway for the beginning of the semester, the freshman dance, and organization fair.

She, the SGA Vice President, and administration are working to develop a new program called Freshmen 15. Under the program, incoming students from University 101 classes would perform 15 hours of community service.

SGA would like to see the numbers in the Sammies Program increase to get more students involved.

SGA held a summer retreat to make decisions on some things and to focus on items needing improvement.

I. REPAIR AND REHABILITATION REQUEST TO STATE AGENCIES
(Mr. Floyd)

The 2003 Indiana General Assembly appropriated \$671,606 for General Repair and Rehabilitation and \$359,063 for Infrastructure Upgrades for Indiana State University for the 2003-04 fiscal year. The University is allowed to draw down one-half of the annual appropriation every six months.

Recommendation: Approval to request the Indiana Commission for Higher Education, the State Budget Committee, the State Budget Agency, and the Governor of the State of Indiana to authorize the following projects totaling \$335,803 from General Repair and Rehabilitation and \$179,531 from Infrastructure Upgrades to finance the projects listed below:

General Repair and Rehabilitation

Fire Alarm Replacements	\$ 70,000
Asbestos Abatement	50,000
Central Chiller Plant Overhaul	30,000
Holmstedt Hall HVAC Upgrade	<u>185,803</u>
	\$335,805

Infrastructure

Curb, Street and Sidewalk Replacement	\$ 49,063
Fire Alarm Network Upgrade	75,000
Tunnel Utility Repairs	<u>55,468</u>
	\$179,531

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

J. SINGLE PURCHASES AND ACCUMULATED PURCHASES OVER \$250,000
(Mr. Floyd)

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. Single and accumulated purchases over \$250,000 are presented in Exhibit A.

Recommendation: Approval of the purchases over \$250,000 as presented in Exhibit A.

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

K. INFORMATION TECHNOLOGY (Dr. Pontius)

Recommendation: Approval of the Policies for File Sharing Programs on University Owned Computers, Use of Passwords, and Security of Data as presented in Exhibit B.

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

L. IN MEMORIAM (Mr. Schafer)

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

Audrey Deady, Administrative Assistant (retired) died on June 30, 2003.

Raymond Earls, Maintenance Mechanic, Residential Life (retired) died on May 31, 2003.

Sam Eby, Custodian (retired) died on June 27, 2003.

William Walker, Professor Emeritus of Elementary Education, died on June 27, 2003.

Recommendation: Acceptance of the resolutions as presented in Exhibit C acknowledging years of service to the University.

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

M. UNIVERSITY HALL RENOVATION AND SCHOOL OF BUSINESS PLANNING AND DESIGN (Mr. Floyd)

The 2003 Indiana General Assembly approved the expenditure of and related bonding authority under IC 20-12-6 for \$2,240,000 for architectural and engineering services for the renovation of University Hall and the facility planning and design needs of the School of Business. The project will provide for planning and design of major upgrades in the building systems of University Hall thereby improving temperature control, enhancing air quality, and access to technology. The existing interior spaces of the building will be reconfigured to enable academic programs to function more effectively and to meet ADA and OSHA standards. The project may include the planning and design for facility needs of the School of Business.

Recommendation: Authorization for the President of the University and/or Treasurer of the Board of Trustees to request from the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana authority to expend up to \$2,240,000 for architectural and engineering services for the project. The President of the University and/or Treasurer is further authorized to take the following action:

- a. To develop a plan of financing for architectural and engineering services governed by the attached resolution presented in Exhibit D and to obtain all necessary State approvals; and
- b. To enter into contracts for architectural and engineering services for the renovation of University Hall and facility planning and design needs of the School of Business once State approval has been obtained.

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

**For Board Approval of Accumulated Purchases over \$250,000.00 for period:
 July 1, 2002 through June 30, 2003
 Purchasing & Central Receiving Department**

Vendors whose purchase amount recently exceeded \$250,000:

Vendor	City	State	Amount
Gateway Computers	N Sioux City	SD	\$271,615.75
Network Solutions (Networking)	Baltimore	MD	\$314,830.70
ST Construction (Parking Lot M)	Terre Haute	IN	\$463,137.32

Previously reported vendors, whose purchase amounts have recently increased:

Vendor	City	State	Amount
Insight (Microsoft Software Licenses)	Tempe	AZ	\$269,248.34
Associated Roofing (Univ. Apartments & Cunningham Library)	Terre Haute	IN	\$322,822.44
Sycamore Engineering (Holmstedt Hall Renovation)	Terre Haute	IN	\$351,098.00
NRK (Electrical Contractor)	Terre Haute	IN	\$380,434.85
RJE Business Interiors (Furniture)	Indianapolis	IN	\$411,147.81
Dell Computers	Austin	TX	\$1,993,195.43

**Previously reported vendors with purchases exceeding \$250,000,
 whose purchase amount is unchanged:**

Vendor	City	State	Amount
Intelenet Commission (Internet & Video)	Vienna	VA	\$258,200.00
Oracle Corporation (Software Licenses)	Redwood City	CA	\$263,182.75
Advanced Microelectronics (Computer Repair Service)	Vincennes	IN	\$276,750.04
Springhill Heating/Air Conditioning (Student Services Building)	Terre Haute	IN	\$281,251.01
Novell Incorporated (Networking Upgrade)	Provo	UT	\$349,534.76
SBC (Telephone Equipment Maintenance)	Indianapolis	IN	\$671,355.12
Swiderski Electronics (Multimedia Equipment)	Itasca	IL	\$1,134,982.00
Jungclaus Campbell Company Inc. (Mills & Holmstedt Renovation)	Indianapolis	IN	\$2,159,900.00
Energy USA-TPC (Natural Gas Contract)	Hammond	IN	\$2,225,000.00
ElectriCom (Fiber-Optic Network Construction)	Paoli	IN	\$2,598,000.00

**For Board Approval of Accumulated Purchases over \$250,000.00 for period:
July 1, 2003 through July 3, 2003
Purchasing & Central Receiving Department**

Vendors whose purchase amount recently exceeded \$250,000:

Vendor	City	State	Amount
SBC Global Services Inc (Telecomm Maintenance)	Evansville	IN	\$325,716.00
Energy USA-TPC (Natural Gas Contract)	Hammond	IN	\$2,200,000.00

OFFICE OF INFORMATION TECHNOLOGY FILE SHARING PROGRAMS UNIVERSITY OWNED COMPUTERS

Need for Policy

1. This policy applies to all Indiana State University (ISU) computers.
2. The purpose of this policy is to help ensure the stability, performance and security of ISU's networked environment, protect sensitive information on individual computers, and aid in compliance with federal and state copyright laws.

Definitions

1. File Sharing Programs-programs that function in a peer-to-peer structure and are designed to share files (music, video, software, images, etc.). Examples of such software include, but are not limited to: AudioGalaxy, Gnutella, KaZaA, WebShots and Morpheus.
2. Indiana State University Computers-all computers owned, and or operated, by or on behalf of Indiana State University (ISU).

Statement of Policy

1. File sharing programs will not be installed on Indiana State University computers (except as noted in "Exceptions").
2. The Office of Information Technology (OIT) will maintain a current list on its website of all applications covered by this policy. The list will be changed as new applications of this type are developed.
3. If file-sharing programs are observed on Indiana State University computers (other than those covered under "Exceptions" noted below), the head of the office or department concerned will take such actions as are necessary to have the program immediately removed. If necessary, appropriate disciplinary actions will be taken to ensure that no others will be installed.
4. If a faculty member claims an exemption under "Exceptions" noted below, and if such program causes problems for the network or such use results in allegations of violation of copyright, OIT will contact the employee to attempt to resolve the issue. If OIT cannot resolve it, the matter will be referred to the appropriate dean.

5. In all cases, when technical issues affecting other computers are not resolved in a timely fashion, OIT is authorized to disconnect the system from the network until such corrections can be accomplished. In such an event, a formal notice of action will be provided to the responsible parties and his/her direct superior.

Exceptions

Equipment used by faculty who have installed such programs on their assigned computers as part of their teaching and research efforts are exempted from this requirement. Faculty who elect to install the programs will take all necessary action to protect their computers, and the information that may be in the storage media, from the adverse effects of these programs. In the event a program is affecting other computers, it must be removed. Faculty must also ensure that any downloading or sharing of materials complies with copyright laws.

OFFICE OF INFORMATION TECHNOLOGY USE OF PASSWORDS

Need for Policy

1. Security for University-owned data systems and the information they contain is a primary concern. While a variety of means are used to achieve system and data security, the use of a Username and Password remain one of the most effective means of providing security for, and protecting access to, data. Stated in another way, passwords are the "keys" to a system.
2. In order to ensure that proper use of Password protection is implemented, it is necessary for the University to define a set of minimum standards for the use of passwords.

Definitions

1. Password – a protected/private string of alphanumeric characters used to authenticate an identity or to authorize access to data. A password is a group of characters used in conjunction with a Username (or User ID) to achieve security by permitting access to data, information, or facilities that would be otherwise inaccessible.
2. Username – the name or user ID assigned to each individual that identifies that individual to various systems and network resources.

Statement of Policy

1. Passwords should follow the generally accepted technology industry standard. Specifically a good password has the following qualities:
 - a. Has at least eight characters — The shorter the password, the generally easier it is to crack.
 - b. Is made up of characters, numbers, and symbols — Numbers and symbols hidden within letters (or vice versa) lengthens the possible number of options for a given password, which strengthens the overall password.
 - c. Is unique — Select passwords that are different than other passwords you may be using. If all of your passwords are the same or very similar, the magnitude of a security breach can be much greater.
 - d. Are not dictionary words — By using dictionary words as passwords, you are making it

exponentially easier for your system to be cracked. Don't do it, and don't override authentication schemes that prevent the use of dictionary words to allow your users to do it.

- e. Are not tied to your personal information — If you use passwords that are your birthday, spouse's name, or the make of your car, you are asking for trouble. Think about every password you use and determine whether or not someone who knows you could guess it. If there is even a slight chance they could, don't use that password.
 - f. Can be typed quickly — If your password is so complicated that you must hunt-and-peck for the characters each time you type it, prying eyes could easily watch your fingers and guess your password. At the very least, practice typing your password while alone to increase the speed in which you can type it.
2. OIT shall have responsibility for all system level passwords. The passwords will be maintained in a central production database and shall be changed quarterly, at a minimum (passwords for IDs that have the capability to set security related items). IDs with system-level privileges must have different passwords from all other accounts owned by systems or network personnel that use the system-level accounts.
 3. Users will be responsible for the protection of their individual password(s). User level passwords must be changed each six months at a minimum.
 4. Passwords inserted in email, other electronic communication, or placed in a digital storage format must be encrypted. Passwords are not to be shared with anyone else.
 5. Users should use different passwords for ISU accounts versus those used for non-ISU accounts.

Exceptions

None.

OFFICE OF INFORMATION TECHNOLOGY SECURITY OF DATA

Need for Policy

1. Federal and state laws, with regard to privacy and security, have become increasingly complex. A network of overlapping federal and state law places a fiduciary obligation on the institution to protect the privacy, use, and security of select data. Laws include, but are not limited to: Electronic Communications Privacy Act (ECPA), Computer Fraud and Abuse Act (CFAA), Family Education Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA), etc. This policy is intended to define the limits of that obligation and the duties and responsibilities of institutional employees to safeguard information that constitutes protected data.
2. Data is considered to be a University resource and as such, policies controlling the collection, use, and dissemination of data are set by the University. ISU employees are expected to know the policies pertaining to data and to abide by their provisions. Access to data by ISU personnel is granted on a need to know basis consistent with their job function.

Definitions

1. Data - Numerical or other information represented in a form suitable for processing by computer; factual information, especially information organized for analysis or used to reason or make decisions. For purposes of this policy, data is intended to be defined broadly and is understood to mean all information collected by Indiana State University in the conduct of its business as an educational institution, and any information stored on Indiana State University servers/workstations, or distributed using the ISU network.
2. Data Classifications - the following definitions shall be used to classify data at ISU.
 - a. **Public open access data** - data that is not personal in nature that requires minimal protection. Threats to data are minimal, and only minimal precautions to protect the data need to be taken. Alteration or destruction of the data is the primary concern.
 - b. **Public limited access data** - data that has limits on access either by contractual arrangements or by the nature of the data. Access is usually restricted to ISU staff and student use.

Unauthorized access, alteration, or destruction of the data is the primary concern.

- c. **Private releasable data** - data that is personal in nature but that has been designated as public information (examples are first and last name). Some data in this category can be designated as private by the individual (example is unlisted phone number). Such designation must be in writing - data so designated will be considered "private sensitive data". Alteration or destruction of the data is the primary concern.
- d. **Private non-sensitive data** - data whose disclosure would not involve issues of personal credibility, reputation, or other issues of personal privacy and where release of the data is not an overriding concern (example is change of major). Unauthorized access, alteration, or destruction of the data is the primary concern.
- e. **Private sensitive data** - data whose disclosure involves issues of personal credibility, reputation, or other issues of personal privacy protected by law (examples are Social Security Number, birthday, and student grades). Data in this classification is often mandated by law but can be so designated by the trustee office responsible for the data. Unauthorized access, alteration, or destruction of the data is the primary concern.
- f. **Restricted/Critical data** - data of a sensitive nature that requires a high degree of protection (example is credit card information). Unauthorized access, alteration, or destruction of the data is the primary concern.

Statement of Policy

1. Handling of data
 - a. **Public open access data** - data can be stored and disseminated using minimal protection. Data can be transported using non-secure methods. Data can be transferred to other non-University owned machines and can be widely distributed.
 - b. **Public limited access data** - data can be stored and disseminated using minimal protection. Data can be transported using non-secure methods. Data can be transferred to other non-University owned machines but can't be shared outside of ISU.

- c. **Private releasable data** - data can be stored and disseminated using minimal protection. Data can be transported using non-secure methods and can be shared outside of ISU on a business need basis.
 - d. **Private non-sensitive data** - data can be stored and disseminated using minimal protection. Access is limited on a need to know basis. Data can be transported using non-secure methods. Unless specified to the contrary, data defaults to this category. Data can be transported using non-secure methods and can be shared outside of ISU on a business need basis.
 - e. **Private sensitive data** - data is limited on a need to know basis. Data must be kept on centrally supported servers and may be stored in encrypted form. Data may be stored on workstations as needed for short periods of time necessary for processing but must be encrypted and protected from unauthorized access. Access to data is controlled centrally by a user ID and password. All data being distributed over the network must be encrypted. Hardcopy containing data must be shredded when no longer needed for the intended purpose.
 - f. **Restricted/Critical data** - data is highly controlled and accessible on a strict need to know basis. Data storage is restricted to servers only and no data will be moved to a workstation for storage. Data must be stored encrypted on central servers that provide both network security (i.e. behind firewall) as well as physical security. Workstations that have access to the data must be located in a physically secured area (locked room/limited access); all write-able media devices removed (i.e. diskette drives, etc.); no software except that required to perform the designated work function is permitted and the workstation must not be connected to the Internet. Data must be encrypted at all times and hardcopy containing restricted/critical data must be shredded when no longer being used.
- c. Student IDs that access ISU data other than public data will be supervised by full-time ISU personnel; the use of the Student ID shall be the responsibility of the full-time employee.
 - d. Classification and access to controlled data shall be the responsibility of the office designated as the trustee for the respective data (for example, Human Resources would be the trustee for employee data). Disagreements on data classification and access will be resolved by the Chief Information Officer (CIO).
 - e. Data requiring encryption will be protected by a generally recognized encryption scheme (examples are PGP, Excel encryption, etc.) – use includes digital signatures for email and encryption of stored data.
 - f. Employment policies and procedures relating to compliance with data security policies will be developed by Human Resources.

Exceptions

None.

2. Control of Data Access

- a. Username (ID) and passwords – access to controlled data shall be accomplished through the use of usernames (ID) and passwords. (please see “Use of Passwords” policy document for further details.)
- b. Access to controlled data (like IDs and passwords) are not to be shared with other employees. As noted above, data dissemination is driven by 1) the classification of the data, and 2) the need to know.

SECTION I
Exhibit C
July 18, 2003

IN MEMORIAM

Audrey Deady

Raymond Earls

Sam Eby

William Walker

IN MEMORIAM

AUDREY DEADY

WHEREAS, Audrey Deady, an Administrative Assistant (Retired) for the Vice President of Academic Affairs, died on the thirtieth day of June two thousand three; and

WHEREAS, Audrey Deady had given loyal and devoted service to Indiana State University for twenty years and had gained the respect and affection of those who knew her as a co-worker and friend;

THEREFORE, BE IT RESOLVED, that the Indiana State University Board of Trustees by this Resolution expresses to her family deep sympathy and condolence and further expresses gratitude and respect for the dedicated service which she gave to students and the University; and

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees, and that a copy thereof be duly executed and transmitted to her family.

IN MEMORIAM
RAYMOND EARLS

WHEREAS, Raymond Earls, a Maintenance Mechanic (retired) in Residential Life, died on the fifth day of June two thousand three and;

WHEREAS, Raymond Earls had given loyal and devoted service to Indiana State University for 20 years and had gained the respect of those who knew him as a dedicated co-worker and friend;

THEREFORE, BE IT RESOLVED, that the Indiana State University Board of Trustees by this Resolution expresses to his family deep sympathy and condolence and further expresses gratitude and respect for the service which he gave to the University; and

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees, and that a copy thereof be duly executed and transmitted to his family.

IN MEMORIAM

SAM EBHEY

WHEREAS, Sam Ebey, a Custodial Worker (retired) in Residential Life, died on the twenty-sixth day of June two thousand three and;

WHEREAS, Sam Ebey had given loyal and devoted service to Indiana State University for eight years and had gained the respect of those who knew him as a dedicated co-worker and friend;

THEREFORE, BE IT RESOLVED, that the Indiana State University Board of Trustees by this Resolution expresses to his family deep sympathy and condolence and further expresses gratitude and respect for the service which he gave to the University; and

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees, and that a copy thereof be duly executed and transmitted to his family.

IN MEMORIAM

DR. WILLIAM WALKER

WHEREAS, Dr. William Walker, Professor Emeritus of Elementary Education, died on the seventeenth day of June two thousand three; and

WHEREAS, Dr. Walker had given loyal and devoted service to Indiana State University and the elementary education department for twenty-nine years and had gained the respect of students and colleagues who knew him as a scholar, teacher and friend;

THEREFORE, BE IT RESOLVED, that the Indiana State University Board of Trustees by this Resolution expresses to his family deep sympathy and condolence and further expresses gratitude and respect for the superior and dedicated service which he gave to students and the University; and

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees, and that a copy thereof be duly executed and transmitted to his family.

RESOLUTION

DECLARATION OF OFFICIAL INTENT
TO REIMBURSE EXPENDITURES

WHEREAS, Indiana State University Board of Trustees (the "Board") intends to acquire, construct, equip and/or rehabilitate the educational facilities described on Exhibit A hereto (the "Project");

WHEREAS, The Board now desires to obtain interim financing to pay all or a portion of the costs of acquiring, constructing, renovating, and equipping the Project;

WHEREAS, the University intends to acquire, construct, equip, install, renovate and/or rehabilitate the Project, and reasonably expects to reimburse certain costs of the Project with proceeds of debt to be incurred by the University;

WHEREAS, the University expects to issue debt not exceeding \$2,240,000 in aggregate principal amount, in one or more transactions, plus costs incidental to the financing as authorized by statute, for purposes of financing, refinancing or reimbursing costs of the Project;

WHEREAS, the Board now desires to authorize the Treasurer of the Board to investigate, develop and evaluate, with bond counsel or such other input that the Treasurer of the Board deems appropriate, such as investment banking firms, banks or financial institutions, a proposed plan (the "Plan of Financing") for the interim financing of the costs of the Project; and

WHEREAS, the Board now desires to delegate certain powers to the Treasurer as provided for herein.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Board hereby authorizes the Treasurer to perform certain duties provided for in this Resolution.
2. The Board hereby authorizes the Treasurer to develop a plan of Financing for the interim financing of the costs of the Project, including the selection of commercial or investment bankers, which may include the issuance of one or more notes under one or more loan agreements from time to time, in whole or in part up to the maximum authorized amount of \$2,240,000 in aggregate principal amount, plus other costs incidental to the interim financing as authorized by Indiana Code Section 20-12-6.

3. The Board hereby authorizes the Treasurer to pursue and secure any and all necessary state approvals that may be required to effectuate the Plan of Financing for the interim financing of the costs of the Project.
4. The Board hereby approves any Plan of Financing which may be developed by the Treasurer for the interim financing of the costs of the Project, and authorizes the execution and delivery of such legal documents as may be necessary or appropriate from time to time to effectuate the Plan of Financing, subject to the following conditions:
 - a. The proceeds of any interim financing shall be used to finance or refinance some or all of the costs associated with the Project;
 - b. The total amount of interim indebtedness incurred pursuant to this authorization (excluding refinancings of interim financings authorized hereunder from time to time) shall not exceed \$2,240,000 in aggregate principal amount, plus incidental costs permitted by statute;
 - c. The interim financings shall bear interest at either fixed or variable rates, and if fixed shall not exceed 5.75% per annum in true interest cost; and
 - d. The final maturity of any interim financing incurred pursuant to this authorization shall not exceed five years from the date of issuance thereof (being the date of delivery of any Note and the first substantial advance thereunder), provided that such term may be subject to renewal for like additional terms, pursuant to paragraph (e), below.
 - e. Renewals of any interim financing may be accomplished either by extension of the maturity date of any Note or by the issuance of a new Note under a substantially similar agreement.
5. The President and/or Treasurer of the Board are hereby authorized to execute and deliver, and the Secretary and Assistant Secretary of the Board are hereby authorized to attest the signature of and to imprint the corporate seal of the University on, any notes, bonds, loan agreements, indentures or other contracts, agreements or certificates, etc., as may be necessary to or appropriate from time to time to effectuate the Plan for Financing for the interim financing of the costs of the Project, subject to the requirements of Section 4, above.
6. The President and/or Treasurer of the Board are hereby authorized and directed to perform any and all further acts, to execute any and all further documents or certificates, and to publish any notice required to complete

the execution and delivery of the legal documents necessary to or appropriate from time to time to effectuate the Plan of Financing for the interim financing of the costs of the Project, subject to the requirements of Section 4, above.

7. The University hereby declares its official intent to acquire, construct, equip and/or rehabilitate the Project described in Exhibit A; to reimburse certain costs of acquiring, constructing, installing, equipping and/or rehabilitating the Project with the proceeds of debt to be incurred by the University; and to issue debt not exceeding \$2,240,000 in aggregate principal amount, plus incidental costs as authorized by statute, for purposes of financing, refinancing or reimbursing costs of the Project.

Dated this 18th day of July, 2003.

EXHIBIT A

THE PROJECT

The project definition for the attached Resolution includes architectural and engineering services for the planning and design of the renovation of University Hall and the facility needs of the School of Business. The renovation of University Hall will include the planning and design for major upgrades in infrastructure systems, meeting ADA and OSHA standards, and reconfiguring interior spaces to enable academic programs to function more effectively.

In addition to creating a modern learning environment by reconfiguring the existing interior space of University Hall, the project planning and design will improve temperature control, enhance indoor air quality, and provide access to technology. The project may also include the planning and design for facility needs of the School of Business.

The 2003 Indiana General Assembly approved bonding authority (IC-20-12-6) and the expenditure of \$2,240,000 for architectural and engineering services for the renovation of University Hall and the facility planning and design needs of the School of Business. The approval of the annual state student fee replacement funding related to the bonding authority 5.75% for 20 years, for this project was postponed until the 2005 session of the Indiana General Assembly.

SECTION II

JULY 18, 2003

A. ACCOUNTS RECEIVABLE WRITE-OFF (Mr. Floyd)

On May 25, 2001, the Board of Trustees established the Accounts Receivable Write-off Procedures which authorized the Treasurer of the Board of Trustees to approve write off amounts owed to Indiana State University which are determined to be non-collectible. The Accounts Receivable write-off for the period from July 1, 2002 through June 30, 2003 is \$374,946.

B. REVENUE REPORT (Mr. Floyd)

The Revenue Report for the period ending May 31, 2003 is presented as an information item in Attachment 1.

C. EXPENDITURES REPORT (Mr. Floyd)

The Expenditures Report for the period ending May 31, 2003 is presented as an information item in Attachment 2.

**Indiana State University
 Revenue
 May 31, 2003**

	Current Budget	Actual Revenue May-03	Actual Revenue May-02	Revenue FY 01-02
State Of Indiana	\$ 85,013,881	\$ 80,507,743	\$ 78,641,357	\$ 85,139,702
Student Fees	35,116,657	37,215,991	31,397,452	31,323,441
Sales and Services	1,127,235	1,398,807	1,506,750	1,689,234
Rent, Interest, Dividends and Gifts	1,816,193	1,655,622	1,656,396	1,956,217
Miscellaneous Income	<u>4,906,282</u>	<u>4,773,688</u>	<u>4,252,737</u>	<u>5,121,964</u>
Subtotal	\$ 127,980,248	\$ 125,551,851	\$ 117,454,692	\$ 125,230,558
Carryforwards	<u>6,540,001</u>	<u>6,540,001</u>	<u>6,383,259</u>	<u>6,383,259</u>
Total	\$ 134,520,249	\$ 132,091,852	\$ 123,837,951	\$ 131,613,817

July 18, 2003

Indiana State University**Expenditures****May 31, 2003**

	FY 2003 Revised Budget	FY 2003 YTD Total	FY 2002 May-02 YTD	FY 2002 Total Year
President				
Wage Expense	\$ 1,904,612	\$ 1,464,836	\$ 1,398,510	\$ 1,534,856
Benefits	388,747	355,450	228,488	262,458
Student Wage	165,312	82,829	191,692	201,468
Supplies Expense	414,417	290,701	360,692	373,477
Travel	59,167	57,260	49,324	45,636
Repair and Maintenance	13,896	10,253	6,949	6,949
Capital Equipment	42,867	42,616	22,142	22,298
	<u>\$ 2,989,018</u>	<u>\$ 2,303,945</u>	<u>\$ 2,257,797</u>	<u>\$ 2,447,142</u>
Provost-Instruction				
Wage Expense	\$ 49,625,048	\$ 47,426,859	\$ 46,887,710	\$ 48,554,198
Benefits	13,921,238	11,263,741	11,122,752	12,669,851
Student Wage	1,749,565	1,701,748	1,643,736	1,873,013
Supplies Expense	7,815,139	4,346,797	4,013,238	4,300,309
Travel	1,258,986	1,256,922	1,166,947	1,069,479
Repair and Maintenance	673,153	632,311	563,046	585,665
Sp Academic Computing	279,767	273,404	387,401	397,683
Capital Equipment	3,998,019	3,830,336	2,791,694	3,099,035
	<u>\$ 79,320,915</u>	<u>\$ 70,732,118</u>	<u>\$ 68,576,524</u>	<u>\$ 72,549,233</u>
Business Affairs				
Wage Expense	\$ 2,643,497	\$ 2,247,386	\$ 1,969,392	\$ 2,130,841
Benefits	822,328	665,387	426,964	462,891
Student Wage	92,067	67,068	84,628	95,034
Supplies Expense	1,141,058	1,049,505	927,639	1,046,091
Travel	51,358	36,556	32,105	30,749
Repair and Maintenance	87,659	39,325	42,388	42,528
Capital Equipment	263,470	81,795	107,778	120,110
	<u>\$ 5,101,437</u>	<u>\$ 4,187,022</u>	<u>\$ 3,590,894</u>	<u>\$ 3,928,244</u>
Administrative Affairs				
Wage Expense	\$ 259,294	\$ 235,485	\$ 388,590	\$ 422,038
Benefits	173,104	118,826	447,832	488,176
Student Wage	9,127	3,925	6,388	6,909
Supplies Expense	112,965	110,940	176,072	186,845
Travel	23,001	19,481	28,750	22,550
Repair and Maintenance	600	236	71,150	71,150
Capital Equipment	16,473	550	23,720	23,783
	<u>\$ 594,564</u>	<u>\$ 489,443</u>	<u>\$ 1,142,502</u>	<u>\$ 1,221,451</u>

July 18, 2003

Indiana State University

Expenditures

May 31, 2003

	FY 2003 Revised Budget	FY 2003 YTD Total	FY 2002 May-02 YTD	FY 2002 Total Year
Facilities Mgmt & Power Plant				
Wage Expense	\$ 5,029,470	\$ 4,449,112	\$ 4,459,562	\$ 4,825,563
Benefits	1,687,288	1,398,677	1,325,055	1,446,249
Student Wage	160,168	120,081	188,894	206,806
Utilities	1,023	7,927	4,736	2,884
Supplies Expense	515,568	1,266,772	1,124,801	1,007,675
Travel	23,672	12,731	19,547	16,620
Repair and Maintenance	1,195,656	1,243,962	1,348,109	1,425,052
Capital Equipment	513,050	339,258	597,215	654,299
	<u>\$ 9,125,895</u>	<u>\$ 8,838,520</u>	<u>\$ 9,067,919</u>	<u>\$ 9,585,148</u>
Advancement				
Wage Expense	\$ 1,601,086	\$ 1,391,202	\$ 1,486,865	\$ 1,608,045
Benefits	605,899	487,744	498,791	541,563
Student Wage	84,957	81,411	66,693	73,315
Supplies Expense	1,109,694	882,166	889,609	897,916
Travel	81,966	77,733	69,630	35,358
Repair and Maintenance	5,046	3,710	374	374
Capital Equipment	45,609	35,269	28,481	36,471
	<u>\$ 3,534,257</u>	<u>\$ 2,959,235</u>	<u>\$ 3,040,443</u>	<u>\$ 3,193,042</u>
Student Affairs				
Wage Expense	\$ 4,217,964	\$ 3,945,996	\$ 3,730,441	\$ 4,045,390
Benefits	1,337,715	1,133,951	1,057,826	1,148,227
Student Wage	239,009	196,418	192,803	207,108
Supplies Expense	600,284	416,559	411,071	430,839
Travel	48,791	33,791	29,281	26,196
Repair and Maintenance	71,916	55,360	41,659	41,856
Capital Equipment	111,050	86,098	75,118	75,118
	<u>\$ 6,626,729</u>	<u>\$ 5,868,173</u>	<u>\$ 5,538,199</u>	<u>\$ 5,974,734</u>
University Wide				
Wage Expense	\$ 258,253	\$ 258,253	\$ 236,785	\$ 258,463
Benefits	5,391,619	5,167,022	4,550,969	5,009,455
Student Wage	6,826	5,918	7,965	8,521
Utilities	6,290,604	6,113,041	5,721,774	6,050,821
Supplies Expense	5,173,979	5,011,854	3,797,896	8,421,009
Travel	334	334	78	907
Bond & Interest	553,215	553,215	-	558,443
Student Aid	7,917,860	6,273,207	6,208,919	6,256,134
	<u>\$ 25,592,690</u>	<u>\$ 23,382,844</u>	<u>\$ 20,524,386</u>	<u>\$ 26,563,753</u>
TOTAL	\$ 132,885,505	\$ 118,761,300	\$ 113,738,664	\$ 125,462,747

SECTION III

JULY 18, 2003

PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

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

A. FACULTY

1. Full-time Appointments

(Effective August 20, 2003, unless otherwise stated)

Richard W. Fitch; Assistant Professor, Department of Chemistry; Ph.D., University of Louisville; salary \$47,500.

Kandace G. Hinton; Assistant Professor, Department of Educational Leadership, Administration, and Foundations; Ph.D., Indiana University; salary \$45,000.

One-Year Appointments

(Effective August 21, 2003, unless otherwise stated)

Joe E. Ashby; Instructor, Department of Electronics and Computer Technology; M.S., Indiana State University; salary \$50,000.

Cynthia L. Crowder; Instructor, Department of Industrial Technology Education; M.S., Indiana State University; salary \$41,200.

Leah Hall; Clinical Coordinator, Baccalaureate and Higher Degree Nursing Department; M.S.N., Indiana State University; salary \$65,000 per fiscal year; effective July 1, 2003.

David K. Howard; Instructor, Department of Recreation and Sport Management; M.S.W., University of Utah; salary \$46,800.

Temporary Part-time Faculty Appointments, 2003 Fall Semester

(Effective August 21, 2003, unless otherwise stated)

Bonnie S. Bolinger; Lecturer III, Organizational Department; Ph.D., Indiana University; three hours; salary \$2,550.

Veronica Dougherty; Lecturer III, Organizational Department; M.B.A., Indiana State University; six hours; salary \$5,100.

Richard Dunfee; Lecturer II, Organizational Department; Ph.D., Ohio State University; three hours; salary \$2,250.

Tina McCloud; Lecturer II, Organizational Department; M.B.A., Indiana State University; three hours; salary \$2,250.

Sheila Neff; Lecturer III, Organizational Department; M.B.A., Indiana State University; three hours; salary \$2,550.

2. Changes in Status and/or Rate

Frank Bell; \$625 additional stipend to complete the total stipend of \$1,500 for duties as Faculty Senate Chairperson during the spring semester of the 2002-2003 academic year.

Elizabeth M. Brown; Department of Math and Computer Science; change in educational status to doctoral level; Ph.D., University of Utah; \$1,200 added to 2002-2003 academic year base salary; salary \$51,260.

Paul D. Hightower; \$375 stipend for duties as Faculty Senate Vice Chairperson during the spring semester of the 2002-2003 academic year.

Juliet M. Kerico; Library Services; change in educational status to master's level; M.S. in Library and Information Science (terminal degree), University of Illinois; \$1,200 added to 2003-2004 base salary; salary \$40,000 per fiscal year, prorated from the effective date of July 7, 2003.

3. Leaves of Absence

Leave of Absence Without Pay – Fall 2003 Semester

Robert E. Thompson, Organizational Department

Leave of Absence Without Pay – 2003-2004 Academic Year

Frederick Draper, Department of Physical Education

4. Resignations

Gladys Arome; Assistant Professor, Department of Curriculum, Instruction, and Media Technology; effective May 10, 2003.

Xiao-Chuan Liu; Assistant Professor, Department of Chemistry; effective May 10, 2003.

B. ADMINISTRATION1. Appointments

John Sanders; Executive Director, Human Resources; M.A., Central Michigan University; salary \$85,000 per fiscal year; effective June 16, 2003; same salary for the 2003-04 fiscal year.

Reappointments

Cathy McGregor-Foster; Interim Director, Career Center; salary \$52,500 effective July 1, 2003 until new Director is hired.

Temporary Appointments

Jack Schroeder; Student Coordinator, 21st Century Scholars Program; M.S., Indiana State University; salary \$32,248 per fiscal year, prorated for the period of July 22, 2003, through August 31, 2003.

2. Changes in Status and/or Rate

Candace Bott Barton; from Director of Staff Benefits/Payroll to Director of Staff Benefits; effective July 1, 2002.

Sarah Susann Ber; Director, Grants and Contracts, Office of the Controller; promotion adjustment of \$4,000; salary \$48,019 per fiscal year, effective July 1, 2003.

Jennifer Bradley; Counseling Psychologist, Student Counseling Center; salary \$45,500 (market adjustment) per fiscal year, effective July 1, 2003.

Tony Lee Campbell; Photojournalist, Public Affairs; pay grade from 25 to 26; salary \$32,003 per fiscal year, effective July 1, 2003.

L. Kenneth Chew; Counseling Psychologist, Student Counseling Center; salary \$45,000 (market adjustment) per fiscal year, effective July 1, 2003.

Judith Conner; Associate Director, Hulman Memorial Student Union; salary \$52,000 (equity adjustment) per fiscal year, effective July 1, 2003.

David Eugene Ellis; from Environmental Safety Coordinator to Director, Environmental Safety; effective July 1, 2003.

Anita Gabbard; Auxiliary Services Manager, Hulman Memorial Student Union; from support staff to monthly staff, pay grade 25; salary \$28,850 per fiscal year, effective July 1, 2003.

Jerold W. Hargis; from Assistant Director of User Services and Interim Assistant Director for Technical Support, to Assistant Director for Technical Support, Office of Information Technology; salary \$64,000 per fiscal year, prorated from the effective date of April 1, 2003.

Mervin Hendricks; Director, Student Publications; salary \$55,600 (equity adjustment) per fiscal year, effective July 1, 2003.

Kevin A. Hoolehan; Managing Director of the ISU Foundation; salary \$80,219 (salary adjustment) per fiscal year, effective July 1, 2003.

Sally Jo Hunter; from Financial Analyst/Auditor, to Senior Internal Auditor, Office of the President; internal auditor certification; salary \$49,000 per fiscal year, effective July 1, 2003.

Ernest F. Kramer; Associate Director, Purchasing; equity adjustment of \$5,000; salary \$48,050 per fiscal year, effective July 1, 2003.

Diann Ehrlich McKee; from University Budget Officer, to Assistant Vice President for Business Affairs and Finance and University Budget Officer; from pay grade 29 to 30; salary \$83,000 per fiscal year, effective July 1, 2003.

Francis H. Mitchell; from Network Systems Technician, to Microcomputer/Network Consultant, Office of Information Technology; effective April 15, 2003.

Andrea Myers; Director, Intercollegiate Athletics; salary \$100,890 (equity adjustment) per fiscal year, effective July 1, 2003.

Jacqueline O'Dell; from Microcomputer/Network Consultant, to Systems Programmer, Office of Information Technology; effective April 15, 2003; salary \$45,000 per fiscal year, prorated from the effective date; will serve as Acting Coordinator, Novell Support, Office of Information Technology; \$300 stipend per month for the added responsibility, prorated for the period of April 15, 2003, through June 30, 2004.

Sherry O'Neal; Risk Manager, Office of the Vice President for Business Affairs and Finance; from support staff to monthly staff; pay grade 26; salary \$36,000 per fiscal year, effective July 1, 2003.

Charlie Potts; from Director of Hulman Memorial Student Union to Associate Dean of Students for Student Life and Director of Hulman Memorial Student Union; salary \$79,500 per fiscal year, effective July 1, 2003.

Tammi Prince; Counselor, Student Counseling Center; salary \$31,000 (market adjustment) per fiscal year, effective July 1, 2003.

Richard Rini; Director, Student Counseling Center; salary \$65,000 (market adjustment) per fiscal year, effective July 1, 2003.

Melvin Gene Rogers; from Associate Director, Staff Benefits/Payroll, to Director, Payroll Office; salary \$54,400 per fiscal year, effective July 1, 2003.

Marvin L. Seger; from Assistant to the Vice President Administration, to Manager, Workers Compensation/Space Utilization, Office of the Vice President for Business Affairs and Finance, effective July 1, 2003.

Kevin L. Smith; from Programmer Analyst, to Programmer Analyst and Acting Coordinator for Banner Student Services Support, Office of Information Technology; \$300 stipend per month for the added responsibility, prorated for the period of April 15, 2003, through June 30, 2004.

Kevin J. G. Snider; Executive Assistant to the President for Institutional Research and Effectiveness, Office of the President; change in pay grade from 29 to 30; salary \$91,000 per fiscal year, effective July 1, 2003.

John Soza; Safety Specialist, Office of Environmental Safety; from temporary support staff to monthly staff; pay grade 26; salary \$34,000 per fiscal year, effective July 1, 2003.

Derek Thatcher; Assistant Director for Student Leadership and Volunteer Programs; salary \$30,600 (equity adjustment) per fiscal year, effective July 1, 2003.

Robert E. Thompson; extension of appointment as Interim Vice President for University Advancement and Executive Vice President of the Indiana State University Foundation through December 31, 2003; salary \$114,000 per fiscal year, effective July 1, 2003.

David K. Wright; Assistant to the Vice President for Student Affairs; salary \$57,000 (equity adjustment) per fiscal year, effective July 1, 2003.

Henry Villegas; Student Academic Services; market adjustment of \$4,245 added to 2003-2004 base salary; salary \$50,000; per fiscal year, effective July 1, 2003.

3. Resignations

John Gedrick; Human Resources; effective June 13, 2003.

Michelle Lyn O'Rourke, Purchasing; effective June 27, 2003.

4. University President's Salary, 2003-04

Lloyd W. Benjamin III, President; salary \$187,530 per fiscal year; effective July 1, 2003; contract as University President extended through June 30, 2008.

Dr. Benjamin thanked the Board for their confidence and for what he considered a generous extension of a four year contract. With the support of the Board, faculty, staff and students, he felt much has been accomplished to move the University forward.

C. INTERCOLLEGIATE ATHLETICS

1. Appointments

Julianne Grant; Assistant Women's Basketball Coach; B.S., Cleveland State University; salary \$35,000 for the employment period of April 1, 2003 through March 31, 2004, prorated from the effective date of July 1, 2003.

Matt Mardis; Assistant Men's Basketball Coach; M.S., Kansas State University; salary \$27,600 for the employment period of April 1, 2003 through March 31, 2004, prorated from the effective date of July 7, 2003.

One-Year Appointment

Adam Rouse; Assistant Director, Athletics Media Relations; B.S., Indiana State University; temporary full-time one year appointment; salary \$18,000 per fiscal year effective July 1, 2003 through June 30, 2004, prorated from the effective date of July 7, 2003.

2. Changes of Status and/or Rate

Scott Anderson; Assistant Football Coach; salary \$43,500 for the employment period of February 1, 2003 through January 31, 2004.

Donald Bender; Associate Men's Basketball Coach; salary \$57,630 for the employment period of April 1, 2003 through March 31, 2004.

Brenda Coldren; Head Women's Softball Coach; salary \$42,500 for the period July 1, 2003 through June 30, 2004.

Vernon Croft; Head Women's Soccer Coach; salary \$32,325 for the employment period January 1, 2003 through December 31, 2003.

Rozanne DeWeese; Assistant Women's Soccer Coach; salary \$21,750 for the employment period of January 1, 2003 through December 31, 2003.

Jeffrey Hans; Assistant Women's Basketball Coach; salary \$21,000 for the employment period April 1, 2003 through March 31, 2004.

Shannon Jackson; Assistant Football Coach; salary \$30,100 for the employment period February 1, 2003 through January 31, 2004.

Megan Lanham; Assistant Women's Basketball Coach; salary \$45,000 for the employment period April 1, 2003 through March 31, 2004.

Tim McGuire; Head Football Coach; salary \$67,000 for the employment period January 1, 2003 through December 31, 2003.

Kimberly Monte; Assistant Women's Volleyball Coach; salary \$24,000 for the employment period January 1, 2003 through December 31, 2003; effective July 1, 2003.

William Patrick Ray; Assistant Men's Basketball Coach; salary \$50,000 for the employment period April 1, 2003 through March 31, 2004.

Royce Waltman; Head Men's Basketball Coach salary \$137,000 for the period April 1, 2003 through March 31, 2004.

James Wiedie; Head Women's Basketball Coach; salary \$71,999 for the period April 1, 2003 through March 31, 2004.

3. Resignation

Peter Magnusson; Men's Tennis; effective June 30, 2003.

D. RESIDENTIAL LIFE

1. Appointment

Sarah Elvey; Area Director, Residential Life; M.S., Radford University; 9 ½ month assignment; salary \$24,000 plus maintenance; effective August 1, 2003.

2. Resignations

Tracy Lungrin; Residential Life; August 15, 2003.

David Mallon; Residential Life; July 3, 2003.

E. SUPPORT STAFF REPORT

The Support Staff Personnel Report for the period ending July 3, 2003 is presented in Exhibit B.

INDIANA STATE UNIVERSITY
 MONTHLY REPORT OF SUPPORT STAFF EMPLOYEES
 FOR THE PERIOD ENDING JULY 03, 2003

A. APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Archibald, Tom	Facilities Management	Cust Wrkr	\$15,074	06-09-03
Bulauski, Robert	Facilities Management	Cust Wrkr	\$15,074	06-16-03
Crockett, Stacy	Controller	Acct Analyst	\$17,063	06-16-03
Giles, Sandra	Public Safety	Communications Ofc	\$20,072	06-09-03
Guess, Patricia	Admissions	Adm Transcript Coord	\$20,280	07-01-03
Mackey, Lori	Early Childhood Educ Center	Head Teacher	\$15,803	06-16-03*
Sims, Ronald	Hulman Memorial Student Union	Cust Wrkr II	\$16,244	06-23-03
Walls, Elliott	Family Housing	Cust Wrkr II	\$16,244	06-09-03
Witty, Larry	Hulman Memorial Student Union	Cust Wrkr II	\$16,244	06-20-03

* .80 fte

B. LEAVING UNIVERSITY EMPLOYMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Arnett, Christina	Facilities Management	06-10-03
Barnett, Stacey	Library	06-27-03
Bell, Linda	Student Health Center	06-18-03
Brown, John	Sycamore Housing	06-24-03
Goetz, Gina	College of Arts and Sciences	06-20-03
Good, Christopher	Dean of School of Nursing	06-13-03
Haag, Linda	Center for Research & Management	06-13-03
Studey, Troy	Facilities Management	06-16-03
Trout, Sally	Hulman Memorial Student Union	05-30-03

C. Retirement

<u>NAME</u>	<u>DEPARTMENT</u>	<u>YRS OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Hills, Nita	Student Financial Aid	18	05-29-03
Norris, John	Public Safety	34	07-31-03

D. CHANGE IN STATUS OR RATE

1. Promotion

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Orth, Laura	Blumberg Center Ofc Asst III \$18,896	Blumberg Center Admin Asst I \$20,787	06-09-03
Ritzzi, Clare	Life Sciences Ofc Asst II \$16,283	Graduate School Ofc Asst III \$18,818	06-30-03

2. Transfer

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Gayde, Brandy	Lifelong Learning Ofc Asst III \$19,227	Aerospace Technology Ofc Asst III \$19,227	07-01-03

3. Reclassification

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Anderson, Rita	Ofc of the President Admin Asst I \$21,782	Ofc of the President Admin Asst II \$25,155	07-01-03
Archer, Patricia	Chemistry Ofc Asst III \$14,075	Chemistry Acct Clerk III \$16,251	07-01-03*
Barnes, Tammy	Science Education Ofc Asst II \$19,461	Science Education Academic Srvs Asst \$22,484	07-01-03
Bedwell, Angelena	Controller Acct Analyst \$17,063	Controller Acct Analyst \$18,525	07-01-03**
Bolinger, Linda	Arts & Sciences Ofc Asst III \$24,239	Arts & Sciences Academic Srvs Spec \$28,002	07-01-03
Bolinger, Tonya	Psychology Ofc Asst III \$17,258	Psychology Admin Asst I \$19,929	07-01-03
Botner, Brittanya	Controller Acct Clerk III \$18,779	Controller Acct Srvs Spec \$21,684	07-01-03
Chamberlain, Angela	Life Sciences Research/Lab Tech \$21,080	Life Sciences Research Asst \$24,356	07-01-03
Cheeks, Vietta	Geography & Geology Ofc Asst III \$17,960	Geography & Geology Admin Asst I \$20,748	07-01-03

D. CHANGE IN STATUS OR RATE (CONTINUED)

3. Reclassification

Comp, Kathy	Arts & Sciences Ofc Asst III \$9,526	Arts & Sciences Academic Srvs Asst \$11,003	07-01-03*
Cook, Joy	Art Ofc Asst III \$17,843	Art Academic Srvs Asst \$20,612	07-01-03
Crockett, Stacy	Controller Acct Analyst \$17,063	Controller Acct Analyst \$18,525	07-01-03**
Cunningham, Thomas	Life Sciences Animal Caretaker \$19,676	Life Sciences Animal Caretaker \$22,178	07-01-03**
Curry, LaKina	Social Work Ofc Asst III \$17,648	Social Work Academic Srvs Asst \$20,378	07-01-03
DeFrance, Carol	Music Library Assoc I \$20,787	Music Library Assoc II \$24,005	07-01-03
Dunbar, Donna	Philosophy Ofc Asst II \$8,684	Philosophy Academic Srvs Asst \$10,036	07-01-03*
Duncan, Mary	English Ofc Asst III \$25,584	English Academic Srvs Asst \$27,105	07-01-03
Edwards, Stella	Math & Computer Science Ofc Asst III \$20,358	Math & Computer Science Admin Asst I \$23,517	07-01-03
Evans, Roy	Facilities Management Mail Carrier \$17,355	Facilities Management Lead Mail Carrier \$20,066	07-01-03
Everly, Linda	Criminology Ofc Asst II \$16,341	Criminology Ofc Asst III \$18,876	07-01-03
Finley, Gayla	Music Ofc Asst II \$9,526	Music Ofc Asst III \$11,003	07-01-03*
Flowers, Kathy	English Ofc Asst III \$17,453	English Admin Asst I \$20,163	07-01-03
Greenwalt, Carolyn	History Ofc Asst III \$21,333	History Admin Asst I \$24,648	07-01-03
Gregg, Stacy	Music Ofc Asst II \$9,110	Music Ofc Asst III \$10,525	07-01-03*
Guyton, Joe	Controller Acct Analyst \$17,063	Controller Acct Analyst \$18,525	07-01-03**

D. CHANGE IN STATUS OR RATE (CONTINUED)

3. Reclassification

Hawkins, Renee	Life Science Supv Animal Care \$22,503	Life Science Supv Animal Care \$25,994	07-01-03**
Hills, Lisa	Institute on Criminology Ofc Asst II \$16,341	Institute on Criminology Student Svcs Asst \$18,876	07-01-03
Jean, Michelle	Life Sciences Ofc Asst II \$16,283	Life Sciences Acct Clerk III \$18,818	07-01-03
Kesner, Nellie	English Ofc Asst II \$18,389	English Ofc Asst III \$21,236	07-01-03
Kinnaman, Allana	Arts & Sciences Ofc Asst III \$17,453	Arts & Sciences Student Svcs Spec \$20,280	07-01-03
Kirby, Kendra	Music Ofc Asst II \$8,663	Music Ofc Asst III \$10,015	07-01-03*
Knight, David	Life Sciences Storekeeper I \$22,222	Life Sciences Stockroom/Greenhouse Caretaker \$23,361	07-01-03
Knoblett, Ellen	African & African American Studies Ofc Asst III \$17,063	African & African American Studies Academic Svcs Asst \$19,715	07-01-03
Knott, Stefanie	Family & Consumer Sciences Ofc Asst III \$17,667	Family & Consumer Sciences Admin Asst I \$20,397	07-01-03
Kritz, Anita	Languages, Literature, Linguistics Ofc Asst III \$22,971	Languages, Literature, Linguistics Admin Asst I \$26,540	07-01-03
Lark, Heather	Admissions Ofc Asst III \$17,082	Admissions Admin Asst I \$19,734	07-01-03
Lawson, Dawn	Sociology Ofc Asst III \$18,135	Sociology Academic Svcs Asst \$20,943	07-01-03
LeBrun, Heather	Women Study Ofc Asst III \$9,204	Women Study Academic Svcs Asst \$10,629	07-01-03*
Luedtke, Cari	Arts & Sciences Admin Asst I \$18,818	Arts & Sciences Academic Svcs Spec \$21,723	07-01-03
Lydick, Michelle	Communications Ofc Asst III \$18,876	Communications Admin Asst I \$21,801	07-01-03
Mack, Sunshine	Geography & Geology Ofc Asst II \$16,283	Geography & Geology Ofc Asst III \$18,818	07-01-03

D. CHANGE IN STATUS OR RATE (CONTINUED)

3. Reclassification

McNeill, Barbara	History Ofc Asst II \$10,067	History Ofc Asst III \$11,627	07-01-03*
Mitchell, Cathy	Economics Ofc Asst III \$20,241	Economics Admin Asst I \$23,381	07-01-03
Nichols, Mitzi	Chemistry Ofc Asst III \$17,960	Chemistry Academic Svcs Asst \$20,748	07-01-03
Reining, Christi	Upward Bound Ofc Asst III \$18,993	Upward Bound Admin Asst I \$21,938	07-01-03
Roloff, Toni	Theater Ofc Asst III \$26,969	Theater Admin Asst I \$30,108	07-01-03
Scarborough, Donna	Controller Data Entry Oper II \$19,520	Controller Acct Svcs Spec \$22,542	07-01-03
Schimmel, Terri	Physics Ofc Asst III \$17,082	Physics Academic Svcs Asst \$19,734	07-01-03
Smith, Neilly	Controller Acct Analyst \$17,082	Controller Acct Analyst \$19,734	07-01-03**
Strobel, Margaret	Criminology Ofc Asst III \$21,840	Criminology Admin Asst I \$25,233	07-01-03
Swez, Judith	Psychology Ofc Asst II \$18,993	Psychology Student Svcs Asst \$21,938	07-01-03
Taylor, Ivie Kay	Ofc of the President Admin Asst III \$28,119	Ofc of the President Exec Support Spec \$32,468	07-01-03
Thomas, Shirley	General Education Coord Ofc Asst III \$17,063	General Education Coord Admin Asst I \$19,715	07-01-03
Throckmorton, Joy	Music Acct Clerk III \$24,668	Music Acct Svcs Spec \$28,490	07-01-03
Turner, Bonnie	Art Acct Clerk III \$20,787	Art Admin Asst I \$24,005	07-01-03
Vester, Sue	Controller Acct Analyst \$17,063	Controller Acct Analyst \$19,715	07-01-03**
Walker, Nicole	Controller Acct Analyst \$17,063	Controller Acct Analyst \$19,715	07-01-03**

D. CHANGE IN STATUS OR RATE (CONTINUED)

3. Reclassification

Walters, Suzanne	Geography & Geology Ofc Asst II \$16,790	Geography & Geology Student Svcs Asst \$19,383	07-01-03
Waters, Betsy	Sandison Housing Drapery Wrkr \$18,701	Sandison Housing Drapery Wrkr \$21,606	07-01-03**
Webster, Rae	Music Ofc Asst III \$17,960	Music Admin Asst I \$20,748	07-01-03
Weinzapfel-Smith, Tami	Human Resources Ofc Asst III \$17,082	Human Resources HR Asst \$19,734	07-01-03
Wilburn, Laura	Political Science Ofc Asst III \$21,782	Political Science Admin Asst I \$25,155	07-01-03
Williams, Shawne	Communications Ofc Asst II \$16,244	Communications Ofc Asst III \$18,779	07-01-03
Woods, Myla	Life Sciences Ofc Asst III \$18,467	Life Sciences Admin Asst I \$21,314	07-01-03
Woods, Valinda	Psychology Ofc Asst III \$20,085	Psychology Client Svcs Asst \$23,205	07-01-03
Zhang, Aiping	THCME Acct Clerk III \$17,784	THCME Acct Svcs Spec \$24,863	07-01-03

* Less than 1 FTE

** Pay grade change

4. Other

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Booker, Mary	Lifelong Learning Student Svcs Spec \$20,285	Enrollment Services Student Svcs Spec \$20,285	07-01-03+
Brown, Candace	Lifelong Learning Program Specialist \$24,824	Public Svcs & Com Engagement Program Specialist \$24,824	07-01-03+
Coady-Jordan, Clare	Student Health Center Staff Nurse \$26,268	Student Health Center Staff Nurse \$30,819	07-01-03--
Dust, Pamela	Lifelong Learning Acct Svcs Spec \$24,161	Academic Partnerships Acct Svcs Spec \$24,161	07-01-03+
Eldridge, Aleta	Lifelong Learning Student Svcs Spec \$22,503	Enrollment Services Student Svcs Spec \$22,503	07-01-03+

D. CHANGE IN STATUS OR RATE (CONTINUED)

4. Other

Fagg, Marianne	Student Health Center Staff Nurse \$26,325	Student Health Center Staff Nurse \$31,541	07-01-03--
Gaddis, Ruth	Student Health Center Staff Nurse \$27,261	Student Health Center Staff Nurse \$32,524	07-01-03--
Gibbons Ponsot, Paula Kay	Ofc of the President Exec Asst \$31,278	Ofc of the President Exec Asst \$36,114	07-01-03-
Griffy, Mary	Lifelong Learning Student Srvc Supv \$24,219	Enrollment Services Student Srvc Supv \$24,219	07-01-03+
Isbell, Donna	Lifelong Learning Acct Clerk II \$18,759	Public Srvc & Com Engagement Acct Clerk II \$18,759	07-01-03+
Johnston, Barbara	Lifelong Learning Program Asst \$20,534	Enrollment Services Program Asst \$20,534	07-01-03+
Kidwell, Jennifer	Lifelong Learning Student Srvc Asst \$19,734	Public Srvc & Com Engagement Student Srvc Asst \$19,734	07-01-03+
Langley, Katrina	Arts & Sciences Admin Asst III \$24,239	Arts & Sciences Admin Asst III \$28,002	07-01-03-
Lee, Julia	Lifelong Learning Ofc Asst III \$18,533	Ctr for Teaching & Learning Ofc Asst III \$18,533	07-01-03+
Maloba, Muteta	Student Health Center Staff Nurse \$26,871	Student Health Center Staff Nurse \$32,115	07-01-03--
McDaniel, Tracy	Testing Ofc Asst III \$18,116	Enrollment Services Ofc Asst III \$18,116	07-01-03+
McKittrick, James	Facilities Management Cust Wrkr \$15,464	Facilities Management Cust Wrkr I \$15,854	04-22-03*
Petrowski, Maria	DegreeLink Program Srvc Supv \$24,882	Enrollment Services Program Srvc Supv \$24,882	07-01-03+
Pierce, Kelly	Lifelong Learning Student Srvc Asst \$18,681	Enrollment Services Student Srvc Asst \$18,681	07-01-03+
Pruitt, Cheryl	Lifelong Learning Program Asst \$20,709	Public Srvc & Com Engagement Program Asst \$20,709	07-01-03+
Pumphrey, Harry	Facilities Management Cust Wrkr \$15,464	Facilities Management Cust Wrkr I \$15,854	03-18-03*

D. CHANGE IN STATUS OR RATE (CONTINUED)

4. Other

Ramsey, Jennifer	Lifelong Learning Acct Srvc Supv \$24,297	Enrollment Services Acct Srvc Supv \$24,297	07-01-03+
Scott, Connie	Lifelong Learning Admin Asst I \$21,665	Enrollment Services Admin Asst I \$21,665	07-01-03+
Spurr, Vickie	Lifelong Learning Admin Asst III \$26,481	Enrollment Services Admin Asst III \$26,481	07-01-03+
Templeton, Catherine	Student Health Center Staff Nurse \$39,702	Student Health Center Staff Nurse \$45,587	07-01-03--
Tryon, Lisa	Student Health Center Staff Nurse \$24,212	Student Health Center Staff Nurse \$28,660	07-01-03--
Vaughan, Deborah	Testing Info System Asst \$22,055	Enrollment Services Info System Asst \$22,055	07-01-03+
Weir, Patricia	Facilities Management Cust Wrkr \$15,464	Facilities Management Cust Wrkr I \$15,854	05-28-03*

- Equity Adjustment
 -- Market Adjustment
 + Reorganization
 * Skill Assessment

SECTION IV

JUNE 20, 2003

INFORMATION/DISCUSSION ITEMS

A. Sodexo Food Service Management Contract – Information Only (Dr. Ramey)

The Sodexo Food Service Management Contract, approved by the Board of Trustees in February 2002, called for the renovation of several dining service facilities and the remodeling of the Hulman Memorial Student Union Commons. The project includes new store fronts, lighting, ceiling treatment, multi-functional seating, paint, guard railings, and tile work. The project is being done by CDI Construction under contract to Sodexo Management Services. Project design and construction management is by Sodexo Design and Development. The total cost will be \$971,437 and is funded by revenues provided to ISU by Sodexo as part of the 2002 management agreement.

Dr. Ramey noted this information refers to renovation work being accomplished in the HMSU Commons dining area. It is a continuation of the work begun during the summer of 2002, and this is an update on the projected costs for the current portion of the renovations. Since construction is still underway, some project details were estimated. Upon completion of the project, a final report will be presented to the Board.

B. Agreements – Information Only (Dr. Pontius)
(Copies of the agreements are on file in the Office of the Secretary of the University)

1. Terre Haute Physical Therapy, Terre Haute, Indiana

The purpose of this agreement is to provide athletic training internships for students in the Athletic Training Department.

2. Community Health Internships

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

Area 7 Agency on Aging, Terre Haute, Indiana
HealthSource, Terre Haute, Indiana
Mental Health Association of Vigo County, Terre Haute, Indiana
Sullivan County Community Hospital, Sullivan, Indiana
Terre Haute Housing Authority –Family and Community Services,
Terre Haute, Indiana

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

Dr. Antonak distributed the new Sponsored Programs publication and briefly reviewed the grant activity.

D. Purchasing Update – Information Only (Mr. Floyd)

Purchases Over \$25,000

One Bid Received, Seven Vendor Bids Solicited

Lami-Craft, Inc.; P0045799; Kitchen Cabinets for University Apartments;
\$40,000.

Sole Source, Direct From Manufacturer, Quote Obtained

Rixan Association, Inc.; P0045475; Robotics for School of Technology;
\$108,988.

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

Mrs. House adjourned the meeting at 10:00 a.m.

SECTION IV

July 18, 2003

GRANTS

Research Grants and Contracts

1. U.S. Department of Education, Fund No. 547788, Proposal No. 03-101
An agreement in the amount of \$370,112 has been received from the U.S. Department of Education for the project entitled, "Upward Bound," under the direction of Kevin Sluyter, Upward Bound, for the period June 1, 2003 through May 31, 2004.
2. Research Corporation, Fund No. 547784, Proposal No. 03-081
An agreement in the amount of \$38,860 has been received from the Research Corporation for the project entitled, "Investigation of the Distribution of Highly Volatile Trace Elements in Chondritic Meteorites," under the direction of Stephen Wolf, Chemistry, for the period May 15, 2003 through May 14, 2005.
3. Indiana Partnership for Statewide Education, Fund No. 547783, Proposal No. 03-129
An agreement in the amount of \$16,108 has been received from Indiana University for the project entitled, "ECT 421 Circuit Analysis by Calculus," under the direction of Donald Kaufman, Electronic and Computer Technology, for the period June 1, 2003 through May 31, 2004.
4. City of Terre Haute, Fund No. 547791, Proposal No. 03-203
An agreement in the amount of \$7,500 has been received from the City of Terre Haute for the project entitled, "Terre Haute House Economic Impact Assessment," under the direction of Brian Ceh, Geography, Geology, & Anthropology, for the period June 2, 2003, through December 31, 2003.

The following vendors have accumulated purchases from the University for the time period July 1, 2002 through June 30, 2003 (Fiscal Year) in excess of \$100,000:

**Vendors with Purchases Exceeding \$100,000
June 1, 2003 through June 30, 2003**

<u>Vendor Name</u>	<u>Current YTD Paid</u>	<u>Services Rendered</u>
Union Hospital	\$ 100,749	Workmen's Comp Claims & Rowe Ctr Charges
Ikon/Western Indiana	101,211	Copier Lease, Purchase & Copy Chrgs Supplies
Apple Computer Inc	108,132	PC Purchases and Supplies

**Previously Reported Vendors with Purchases
Exceeding \$100,000**

<u>Vendor Name</u>	<u>YTD Paid</u>	<u>Services Rendered</u>
Terre Haute Fire Department	\$ 100,630	Fiscal Year Fire Protection
Vincent Lighting Systems	102,708	Upgrade Tilson Auditorium Lighting
Business Furniture Corporation	105,530	Office Furniture
Xerox Corporation	106,599	University Copier Lease Agreement and Duplicating Supplies
Terre Haute SMG	111,051	Newspaper Advertisements
Midwest Library Service	112,932	Library Book Purchases
Duncan Video Inc	114,517	Video Equipment Purchases
Vigo County Clerk's Office	117,007	Employee Garnishments
Novell Incorporated	117,588	Software Maintenance for Fiscal Year and Upgrade of Software
Pro Quest	129,611	Periodicals and Publications for the Library
Ikon Office Solutions - IMS - 12845	137,725	University Copier Lease Agreement - Copy Center & Copier Charges
Best Access Systems	139,680	Security Lock Parts and Supplies
HP Products Corporation	147,156	Household and Custodial Supplies
David R Snapp and Associates Inc	157,121	Architectural Fees for Lincoln Quad & Mills Hall
Wabash Valley Asphalt Co Inc	157,139	Repave Motor Pool Lot and Sealed Various Parking Lots
Vincennes University	163,174	Upward Bound Math/Science Agreements
Teachers Insurance and Annuity Association	168,026	Employee Disability Premiums
IOS Capital	169,065	Univ Copier Lease Agreement - Lease Payments
Network Solutions Inc	180,612	Data Infrastructure Consulting
RJE Business Interiors	191,674	Furniture for Landsbaum and Miscellaneous Furniture Purchases
Kirby Risk Supply Company	192,690	Electrical Parts and Supplies
Cavinder Elevators - Now is Otis Elevator	192,913	Elevator Maintenance and Repairs
Sun Microsystems Inc	194,354	Computer Server Purchases
Moser Consulting	196,252	Data Storage System
Factory Mutual Insurance Company	196,697	Property Insurance Policy Premium
Sewage Disposal Works	201,807	Sewage Utility Payments
Academic Book Center Inc	203,523	Library Book Purchases

**Previously Reported Vendors with Purchases
Exceeding \$100,000**

<u>Vendor Name</u>	<u>YTD Paid</u>	<u>Services Rendered</u>
INCOLSA Indiana Coop Library Services Authority	210,900	OCLC Fixed Fees for Cataloging Software
RMS Business Systems	216,295	HP 9000 Server Purchase
ISU Barnes and Noble	217,656	Book Awards and Office Supplies
SCT Software and Resource Management Corp	230,502	SCT Banner Software Maintenance Payments
Insight	263,021	University Microsoft License Payments
Oracle Corporation	263,103	Oracle Licensing and Support
Intelenet Commission	263,700	Internet Connections to Campus & Satellite Educ Centers
Gateway 2000 Major Accounts Inc	270,450	Computer Equipment Purchases
Verizon North	274,247	Telephone Trunk Lines Service
Springhill Heating/Air Conditioning	282,285	Student Services Building Renovation
Advanced Microelectronics	303,573	Computer Equipment Maintenance and Repairs
John Hancock Life	317,776	Life Insurance Premiums
Manpower Incorporated	326,197	Temporary Employee Services
NRK Inc	331,924	HHP Fire Alarm Replacement and Miscellaneous Electrical Repairs
Indiana-American Water Company	407,177	Water Utility Payments
Williams Randall Marketing Communications	430,862	University Advertising Payments
IT Travel Agencies	467,748	Travel Expenses for the University
Vectren Energy Delivery	469,956	Gas Utility Payments
Koch Corporation	473,262	Lincoln Quad & School of Nursing Window Repl
Ivy Tech State College	489,521	Lilly-Cap Community Learning Centers
Postmaster	496,314	Postage Purchases
SBC	508,325	Telephone Maintenance Monthly Charges
Associated Roofing	525,398	Lincoln Northside, Commons Roof & Univ Apt 4 Re-roof
Forrest Sherer Inc	533,193	Insurance Policy Renewals
Office Depot	630,136	Office Supplies
Ebsco Subscription Services	822,152	Library Subscription Services
Delta Dental Plan of Indiana	858,416	Dental Payments Reimbursements
Swiderski Electronics	978,855	Audio/Visual System for Landsbaum Center for Health Education
Jungclaus Campbell Company Inc.	1,212,704	Lincoln Quad Renovation Phase II and Mills Hall Renovation
Indiana Department of Corrections	1,218,420	Academic Courses
Sycamore Engineering Inc	1,456,880	Landsbaum Ctr for Health Educ Construction & Science Generator
ElectriCom	1,580,527	Fiber Optic Lines to Univ Apt, Landsbaum, Copper Route
Dell Marketing LP	1,657,068	Computer Equipment Purchases
Public Employees Retirement Fund	1,853,010	Employee Retirement Payments
CDI Inc	2,002,671	Power Plant Demol, Science Lab I & II, & Holmstedt Cadaver Room
Hannig Construction Inc	2,034,957	Landsbaum Center for Health Educ Construction
Terre Haute First National Bank	2,040,000	VEBA Contributions
Energy USA-TPC	2,054,839	Natural Gas Contract Purchases
PCS Health Systems, Inc	2,760,743	Prescription Drug Coverage
Cinergy Services Inc	3,119,516	Electricity Utility Payments
J F Molloy and Associates Inc	6,119,467	University Medical Payments
Sodexo Inc and Affiliates	9,188,030	Dining Services and Catering