

MINUTES  
INDIANA STATE UNIVERSITY  
BOARD OF TRUSTEES

JULY 14, 2000

Exhibits

SECTION I

- A. Candidates for Degrees, August, 2000
- B. Biennial Operating Budget Request 2001-03
- C. Degree Link Budget Request, 2001-03
- D. Recycling Institute Budget Request, 2001-03
- E. South Central/Southeast Budget Request, 2001-03
- F. Agreement with Flying Eagle Aviation  
Kokomo, Indiana
- G. Agreement with The Staywell Company,  
Indianapolis, Indiana
- H. Contract with Expidant LLC to Develop WEB  
Site for Gongaware Center Program
- I. In Memoriam: Edgar R. Pettebone

SECTION III

- A. Support Staff Report

Attachments

SECTION II

- 1. Internal Investments

SECTION IV

- 1. Grants - Information Only
- 2. Vendors Report - Information Only
- 3. Faculty Development and Travel

MINUTES  
INDIANA STATE UNIVERSITY  
BOARD OF TRUSTEES

JULY 14, 2000

The Indiana State University Board of Trustees met for its Annual Organizational Meeting at 9:00 a.m. on Friday, July 14, in the State Room, Tirey Hall.

Trustees present: Dr. Benway, Mr. Dooley, Mrs. House, Mr. Smith, Mr. Wooden and Dr. Zietlow. Trustee absent: Mr. Bonds. Judge Stelle resigned from the Board effective June 30, 2000. Donald W. Buttrey, Esq., requested nonreappointment by letter to the Governor.

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

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

SECTION I

A. ORGANIZATION OF THE BOARD, 2000-01 (Dr. Zietlow)

1. Roll Call for Annual Meeting

Trustee House called the roll:

Michael P. Benway	Present
Richard T. Bonds	Absent
Jerry C. Dooley	Present
Barbara P. House	Present
Donald W. Smith	Present
Bryan Wooden	Present
Charlotte T. Zietlow	Present

2. Reading of Notice of Annual Meeting

Mrs. House then read the notice of annual meeting:

"The Indiana State University Board of Trustees will hold its Annual Organizational Meeting at 9:00 a.m. on Friday, July 14, 2000, in the State Room, Tirey Hall."

## 3. Report of Nominating Committee

Dr. Zietlow requested Trustee Dooley, as Chairperson of the Nominating Committee, to give the Committee report.

Mr. Dooley reported that the Nominating Committee met at 12:00 noon on Thursday, June 15. The Committee was composed of Trustees Barbara House, Bryan Wooden and Jerry Dooley, Chairperson.

In consideration of the past performance of the Board leadership and the transition to Dr. Lloyd Benjamin as the new President of Indiana State University, it was the decision of the Nominating Committee that the following slate of officers be recommended for the coming year:

Charlotte T. Zietlow	President
Barbara P. House	Vice President
Michael P. Benway	Secretary
Richard T. Bonds	Assistant Secretary

The Committee also recommended the appointment of William Crichfield as Treasurer.

Having heard the report of the Nominating Committee, Dr. Zietlow then requested that Dr. Benjamin conduct the election. Dr. Benjamin asked if, after hearing the slate of officers proposed by the Nominating Committee, there were any nominations from the floor. Hearing none Dr. Benjamin called for a motion for acceptance of the slate of officers. On a motion by Mr. Smith, seconded by Mr. Wooden, the slate of officers was unanimously elected.

Dr. Benjamin congratulated the new officers and thanked those serving on the Nominating Committee. He said he looked forward to working with the trustees in the coming year. Dr. Zietlow then resumed the Chair.

B. APPROVAL OF THE MINUTES OF JUNE 16, 2000

On a motion by Mr. Dooley, seconded by Mr. Smith, the minutes of the June 16, 2000 meeting were approved as presented.

C. DATES OF MEETINGS, 2000-01

Recommendation: Approval of the following 2000-01 meeting date schedule.

August, 2000	No Meeting
(To be scheduled)	Board Retreat
September 14-15, 2000	Agenda Meeting
October, 2000	No Meeting
October 21, 2000	Homecoming
November 2-3, 2000	Agenda Meeting
December, 2000	No Meeting
December 16, 2000	Commencement
January 18-19, 2001	Agenda Meeting
February 15-16, 2001	Agenda Meeting
March, 2001	No Meeting
April 5-6, 2001	Agenda Meeting
May 5, 2001	Commencement
May 24-25, 2001	Agenda Meeting
June 21-22, 2001	Agenda Meeting
July 12-13, 2001	Annual Organizational Meeting

On a motion by Dr. Benway, seconded by Mrs. House, the recommendation was approved with the understanding there may be amendments.

D. REPORT OF THE BOARD PRESIDENT

Dr. Zietlow welcomed Dr. Benjamin as the tenth president of Indiana State University. In prepared remarks she noted this was the initial meeting of a new fiscal year and acknowledged with appreciation the Board's confidence in electing her to another term as president. She pledged her best efforts to make sure that the Board of Trustees is a full and positive partner to the new president.

President Zietlow commented on the statutes of the State of Indiana creating the Board and establishing its authority. Board members are appointed and serve at the pleasure of the Governor. She indicated the Board's renewed commitment following a retreat on June 30 during which an Association of Governing Boards consultant facilitated discussions. The deliberations resulted in reaffirming the Board's unity of purpose as it embarks on continued participation in strategic planning as a consequence of the recent NCA self study.

Dr. Zietlow emphasized the importance of the core values of service, access and success, innovation and excellence. She noted the Board feels a heavy responsibility for making sure that the strategic goals are realized: enhancing educational quality, maintaining, expanding and diversifying resources, aligning resources with priorities

and enhancing institutional decision making and governance. The Board, seeks to govern in an informed, collaborative and mission-oriented manner.

She felt the University will move forward under President Benjamin's leadership to seek and find ways in which everyone can work together in the exchange of ideas and concerns in mutually respectful ways to ensure the academic excellence and effectiveness of faculty and students and the integrity of fiscal and management practices in a supportive environment.

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

President Benjamin thanked Dr. Zietlow and the Board for their support and encouragement. He pledged to do all he can to further the growth of ISU. He also noted he and Mrs. Benjamin had never been so warmly welcomed in a community as they have here on the campus and in their neighborhood. This is especially appreciated.

He thanked the local newspapers for their articles. He promised to work together to advance the mission and vision of the University community as well as to enhance and promote the city and local area.

The State Budget Committee recently visited the campus and Marilyn Schultz assisted with the preparation for that meeting. The focus was onsite visits to Stalker Hall and the Science Building to review renovations requests included in the capital budget request for the 2001-03 biennium. Faculty and two chemistry students gave presentations. Dr. Benjamin thanked Vice President Schultz for her efforts in hosting the group.

NCA

The NCA reaccreditation team had high praise for ISU. In the preparation of their document ISU was declared to be a benchmark to which other institutions should aspire. The preliminary report calls the University an exceptional example of quality higher education. Dr. Benjamin felt ISU will be declared in good standing and the process will come to a conclusion in the near future. The commitment now is to continue to develop operational plans to implement the revised strategic plan. He congratulated the trustees, administration, faculty, staff and students who were involved in the self study process.

Foundation Board Retreat

Dr. Benjamin reported on the successful Foundation Board retreat held on June 9-10. Trustee Buttrey was in attendance. Presentations were made on (1) The Foundation Director as philanthropist, leader, and advocate; (2) a retrospective on achievements;

(3) strategic plan for fund-raising; (4) campaign for Sycamore Athletics; and (5) financial and fund-raising report. President Benjamin suggested the possibility of a joint trustee and foundation board meeting to achieve a better understanding of the implications of the Foundation's work. He thanked Jerry Einsteadig for his work with the Foundation and also to his wife, Jo Together they have been gracious hosts in welcoming the Benjamins to Terre Haute. Mr. Ralph Cutter will assume the chairperson's role with the Foundation Board.

### Summer Programs

Each summer the University hosts a number of programs on the campus. These are important functions in the lives of young people and permit them to interact with the University in many different ways. Some of the programs that were on campus include Indiana Special Olympics, Boys and Girls State groups, state police camps, cheerleading and athletics camps, music camps and the Summer Honors program groups. ISU also joined the Terre Haute Chamber of Commerce and the Wabash Valley community in hosting the Miss Indiana Scholarship competition. This activity brought approximately 500 participants and staff to the event. An additional 650 attended the last three nights of competition. Dr. Benjamin thanked the public affairs staff for their work in coordinating coverage for the event.

### Enrollment

The new Student Advisement and Registration Program is a very important step in the welcoming and retention of students. The numbers of students participating this year increased to 1,712. The students take placement tests to help with course selection. Dr. Benjamin emphasized the importance of the First Year Experience initiative. The program provides a connecting link for new students with faculty. A copy of the book used in the new freshmen reading program, A Map of the World by Jane Alexander, was distributed to trustees. The author will come to campus to visit with students.

While there was a slight decline in summer enrollment, the fall enrollment is very positive. In new undergraduates there has been a 12 per cent increase in applications and a 5 per cent increase in admissions. Freshman enrollment is up 2.5 per cent. Graduate enrollment appears stable or down slightly. New and returning student enrollment is up by 1.8 per cent. If these trends continue, budget projections will be met.

Residence hall occupancy is ahead of last year by 160 students. This increase may lead to triple room assignments. Jones Hall is under renovation and will be back on line in the fall of 2001.

Women's Soccer Coach

Dr. Benjamin asked Andi Myers to introduce the new women's soccer coach. Ms. Myers introduced Vernon Croft noting women's soccer was added as a club sport three years ago. She also noted the University now has two soccer fields--one for practice and one for competition. Mr. Croft comes to ISU with proven ability as an assistant at Southwest Missouri.

Mr. Croft thanked the trustees for the opportunity to meet with them. He indicated he has been very busy over the last six months with recruitment and getting the new intercollegiate program started. The first home game is on August 27th.

Mr. Dooley asked if the team would be in a conference. Mr. Croft said it is the MVC. Dr. Zietlow asked how many teams are in the conference for women's soccer. The coach responded six in the conference and two schools who are called affiliates. In 2001 Drake will have a team. Dr. Benjamin thanked Mr. Croft and wished him and the team much of success.

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

Professor Frank Bell noted he was attending on behalf of Dr. Carino who is out of the country. Dr. Bell related that Dr. Carino's second consecutive term as Senate Chairperson ends in August. He felt the University Faculty Senate has become more vigorous, more agile, more streamlined and more responsive as a result of Dr. Carino's leadership. Of particular note has been Dr. Carino's emphasis on improved communication, especially with regard to computerized record keeping and computerized voting. Dr. Bell also complimented Mary Corenflos.

The new, 2000-01 University Faculty Senate will meet on August 31st. The elected officers of the Executive Committee of the Senate are: Charles Hoffman, Secretary (English); Paul Hightower, Vice Chairperson (Journalism); and Frank Bell, Chairperson (Health Education).

Dr. Bell reported with regard to the Board's recent approval of the Faculty Grievance Policy. He has met with President Benjamin and with University Counsel Sacopulos and has been advised of the concerns expressed by the Board. The Faculty Grievance Policy, especially the topics of concern expressed by the Board, will be revisited by the appropriate Senate committees.

On behalf of the 2000-01 University Faculty Senate, Professor Bell congratulated the newly elected officers of the Board and thanked the Board for its commitment to service. He also commended the Board on the completion of the successful

presidential search. He welcomed President Benjamin and noted campus expressions of optimistic anticipation at the beginning of his tenure as President of ISU.

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

Ms. Garing welcomed Dr. Benjamin on behalf of the students. The students are looking forward to developing a good working relationship.

Shr reported she helped with NSARP, and the program was well received by the students and parents. As long as students are active and happy they will stay at ISU. Kristin felt the SGA is ready for a new year and the challenges.

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

Mr. Schafer noted that Ms. Gabey was unable to attend the meeting today, and he distributed copies of her report.

In her report Ms. Gabey welcomed Dr. Lloyd Benjamin as ISU's tenth President to his first Board of Trustees meeting and offered best wishes in his tenure at Indiana State University.

The Support Staff Newsletter was distributed and it was noted in that document that support staff were very appreciative of the salary increases. She urged the Board of Trustees to continue the practice of insuring that sufficient funds are available to make support staff salaries more comparable to those in the local area job market. She was also pleased that no increase in health benefits payroll contributions were necessary in July.

The Council is pleased about the pending relocation of the Council Office to Room 421 in the School of Business. While some work is to be finished before the transition will be complete, this much needed improvement will give the Council a place to have executive committee meetings and a place for Council documents to be stored in an orderly fashion. Due to the efforts of Mr. Schafer, President Benjamin and others, the Support Staff Council will have an office that can be used for the work of the Council.

The only grievance by a support staff individual pending during this calendar year has been heard and a decision has been made. The newly revised procedure seemed to work very well.

I. CANDIDATES FOR DEGREES (Dr. Wells)

The candidates for degrees to be conferred in August, 2000, are presented in Exhibit A.

Recommendation: Approval of the conferral of degrees subject to completion of the requirements.

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

J. BIENNIAL OPERATING BUDGET REQUEST, 2001-03 (Ms. Schultz)

Recommendation: Approval of the Biennial Operating Budget Request, 2001-03 as presented in Exhibit B.

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

K. DEGREE LINK BUDGET REQUEST, 2001-03 (Ms. Schultz)

Recommendation: Approval of the Degree Link Budget Request, 2001-03 as presented in Exhibit C.

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

L. RECYCLING INSTITUTE BUDGET REQUEST, 2001-03 (Ms. Schultz)

Recommendation: Approval of the Recycling Institute Budget Request, 2001-03 as presented in Exhibit D.

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

M. SOUTH CENTRAL/SOUTHEAST BUDGET REQUEST, 2001-03 (Ms. Schultz)

Recommendation: Approval of the South Central/Southeast Budget Request, 2001-03 as presented in Exhibit E.

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

N. REPAIR AND REHABILITATION REQUEST TO STATE AGENCIES  
(Mr. Schafer)

The 1999 Indiana General Assembly appropriated \$2,672,467 for General Repair and Rehabilitation and \$1,091,663 for Infrastructure Upgrades for Indiana State University for the 2000-01 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 \$1,336,234 from General Repair and Rehabilitation and \$545,831 from Infrastructure appropriated funds to finance the projects.

General Repair and Rehabilitation

ADA Compliance	\$ 200,000
Health and Human Performance Air Conditioning Upgrade	\$ 250,000
Roof Replacements	\$ 100,000
School of Education and School of Business (Statesman Towers)	
Exterior Pre-Cast Panel Repair	\$ 100,000
School of Nursing Electrical Switchgear Replacement	\$ 325,000
Science Upgrades (Restroom Renovation and Laboratory Safety Upgrades)	\$ 230,000
Fire Alarm Replacements	<u>\$ 131,234</u>
	\$1,336,234

Infrastructure

Curb, Street and Sidewalk Replacement	\$ 470,000
Outdoor Lighting Upgrade	<u>\$ 75,831</u>
	\$ 545,831

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

O. AGREEMENTS (Dr. Wells)

Recommendation: Approval of all the following agreements:

1. Driver Education Internships

Agreements have been reached with the following schools for the purpose of providing practical work experience with an approved school corporation or commercial school. These are standard agreement forms. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Catholic Diocese of Evansville, Evansville, Indiana  
Linton-Stockton High School, Linton, Indiana

2. Community Health Internships

Agreements have been reached with the following agencies to provide community health internships for students enrolled in the Department of Health and Safety. These are standard agreement forms. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

AID Serve Indiana, Indianapolis, Indiana  
Chances for Youth, Terre Haute, Indiana  
Hamilton Center, Terre Haute, Indiana  
Hoosier Uplands, Mitchell, Indiana  
ISU Health Education Center, Indianapolis, Indiana  
Mental Health Association, Terre Haute, Indiana  
Minority Health Coalition, Terre Haute, Indiana  
Owen County Head Start, Spencer, Indiana  
Union Hospital, Terre Haute, Indiana  
Spinnaker Resort

3. Environmental Health Internships

Agreements have been reached with the following agencies to provide environmental health internships for students enrolled in the Department of Health and Safety. These are standard agreement forms. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Cinergy, Plainfield, Indiana  
Clay County Health Department, Brazil, Indiana  
Marathon Ashland Petroleum, Findlay, Ohio

Vigo County Health Department, Terre Haute, Indiana  
Visteon Automotive Systems, Indianapolis, Indiana  
Wabash Valley Correctional Center, Carlisle, Indiana 47838

4. Nursing Agreements

Agreements have been reached with the following agencies to provide clinical experiences in a hospital for nursing students. These are standard agreement forms. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Good Samaritan Hospital, Vincennes, Indiana  
Margaret Mary Community Hospital, Batesville, Indiana

5. Flying Eagle Aviation, Kokomo, Indiana

The purpose of this agreement is to provide flight training for students enrolled in the Department of Aerospace Technology. A copy the agreement is presented in Exhibit F.

6. Clinical Education Internships

Agreements have been reached with the following Medical Center/Hospital to provide clinical education internships in a hospital for Speech Pathology graduate students. These are standard agreement forms. A copy of the standard agreement forms are on file in the Office of the Secretary of the University.

Bloomington Hospital and Healthcare System, Bloomington, Indiana  
Resurrection Medical Center, Chicago, Illinois

7. Establishment of Professional Development Schools, Pre-Student Teaching Participation, and The Learning Alliance

Agreements have been reached with the following school corporations for the establishment of Professional Development Schools, Pre-Student Teaching Participation, and The Learning Alliance. These are standard agreement forms. Copies of the standard agreement forms are on file in the Office of the Secretary of the University.

Clay Community School Corporation, Brazil, Indiana  
Indianapolis Public Schools, Indianapolis, Indiana

Southwest Parke Community School Corporation, Rockville, Indiana  
South Vermillion Community School Corporation, Clinton, Indiana  
Vigo County School Corporation, Terre Haute, Indiana

Dr. Robert Williams distributed materials regarding the Professional Development Schools Program. He discussed in detail the evolution of the program and the fact that there were now 20 schools involved.. The schools in the partnership are schools from the Clay Community School Corporation, Indianapolis Public Schools, South Vermillion School Corporation, Southwest Parke Community School Corporation and the Vigo County School Corporation.

Dr. Zielow felt this is one of the most important things ISU does in the State. Mrs. House recalled her visit to Chauncey Rose Middle School and how pleased they were with ISU faculty and student participation.

8. New York Methodist Hospital, Brooklyn, NY

The purpose of this agreement is to provide clinical educational experiences to Clinical Laboratory Science/Medical Technology students enrolled in the University. This is a standard agreement form. A copy of the standard agreement form is on file in the Office of the Secretary of the University.

9. The StayWell Company, Indianapolis, Indiana

The purpose of this agreement is to provide internships for majors in Sports Studies/Exercise Science Fitness. A copy of the agreement is presented in Exhibit G.

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

P. WEB SITE FOR GONGAWARE CENTER PROGRAMS (Dr. Wells)

Indiana State University is considering entering into an agreement with Expidant LLC to develop a web site for Gongaware Center Programs. Such work is to be comprised of basic services as specified in the proposal as well as certain identified supplementary services all for an estimated project cost as set forth in the proposal and design document, which are presented in Exhibit H.

Several trustees discussed concerns with the agreement in the area of costs and whether such work could be performed internally. It was pointed out the expertise is available on staff but staff time is not. Concern was also expressed concerning potential ongoing costs.

Recommendation: Approval of the contract with Expidant LLC to develop a web site for the Gongaware Center Programs as presented in Exhibit H.

On a motion by Dr. Benway, seconded by Mr. Smith the recommendation was approved. Mr. Dooley voted no and Mr. Wooden abstained from voting.

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

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

PO# P0027483, Hannig Construction Inc., \$250,824, Classroom Renovation Phase II

PO# P0027508, Wabash Valley Asphalt Co., \$296,991, Parking Lot G Project #9699

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

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

R. IN MEMORIAM (Mr. Schafer)

Edgar R. Pettebone, Director Emeritus, Cooperative Professional Practice Program, died on June 12, 2000. A resolution is presented in Exhibit I.

Recommendation: Acceptance of the Resolution as presented in Exhibit I.

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

CANDIDATES FOR THE ASSOCIATE DEGREE  
AUGUST 11, 2000  
ASSOCIATE OF ARTS

SECTION I  
EXHIBIT A  
JULY 14, 2000

-----  
rson, Lonnie Arnell  
ancock, Keith Sherman  
Robinson, Sean Anthony  
Thompson, Tom Hamilton

Cornett, William M  
McKinney, Marvin Allan  
Spears, Johnnie Lee  
Viviano, Nikki Michelle

CANDIDATES FOR THE ASSOCIATE DEGREE  
AUGUST 11, 2000  
ASSOCIATE OF SCIENCE

---

Abara, Anna Triste Alegria  
Anderson, Christina Marie  
Burnette, Sandra Marie  
De Merchant, Lori Ann Patton  
Frazier, Jason William  
Hendry, Christi Lee  
Hoyes, Greg Raymond  
Layton, Bobbi Jean  
Matula, Jessica Lynn  
McEnulty, Kendra Lynn  
Moore, Jennifer Lee  
Murff, Char Monique  
Porter, Susan Renee  
Roberts, Lori Marie  
Salesman, Denise Lynn  
Schepper, Joyce Ann Ames  
Toole, Erica Dawn  
Wheeler, Rebecca Kay  
Wright, Teri S

Alexander, Kelly Lee  
Barton, Jennifer Renee  
Cooper, Jamie Lee  
Eaglin, Heather Marie  
Gardner, Willeke B  
Herzog, Cora Elizabeth  
Knezevich, Sharon Joanne  
Marts, Sarah Beth  
Maynard, Donette Renate  
Mehringer, Abby Marie  
Mullins, Melissa Dawn  
Neukam, Brittney Lynn  
Raubuck, Andrew Neil  
Rowe, Megan Elizabeth  
Sanders, Lisa LeAnn  
Small, Sarah Elizabeth  
Walls, Debbie L Rost  
Wraight, Michael Jeremiah  
Youmans, Rebecca Sue

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF ARTS

---

Bruley, Jacqueline Elizabeth  
Duke, Beverly Christine  
McFarland, Robert Lance  
Volkers, Laura Katherine

Buckles, Jonelle Marie  
Emery, Stephanie Kay  
Richardson, Samuel Ira

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF FINE ARTS

-----  
Gearing, Denver, III

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF MUSIC EDUCATION

---

Bennett, Jason Farrell

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF SCIENCE

---

Adkins, Chad Ryan  
Al-Aghbari, Talaat Ali  
Allen, Maaïke Rachel-Ellen  
Amstutz, Amy Louise  
Anttila, Erika Irene  
Asbury, Seth Evan  
Asher, Carlee Lynn  
Bailey, Hope Angelic  
Baker, John Charles  
Bass, Kellie Marie  
Beard, David Michael  
Biggs, Lynnette Heather  
Bolton, Rebecca Lynn  
Bowersock, Travis Anthony  
Boyll, Jennifer Jo Frew  
Brames, Matthew Alan  
Brinson, Rita Faye Collins  
Brown, Carla Renee  
Brown, Jennifer Rebecca  
Burnett, Damon Clayton  
Burt, Joseph Warren  
Campbell, Jacob Edward  
Carlson, Tammy Marie  
Charters, Heidi Michelle  
Chun, Hyung-Sun  
Closson, Joseph Johnathon  
Colanese, Jennifer Ann  
Collins, Corrine V  
Coquerille, Samuel D  
Crabbs, Brian Christopher  
Davenport, Nikkole Dionne  
Davis, Jermanee Dyann  
Day, Travis Lynn  
Dean, Jessica Ann  
Dillard, Craig Douglas  
Dlamini, Njabulo M  
Dorrough, Cheryl Lynn  
Dougherty, Michael Patrick  
Dunlap, Melissa Raelene  
Earlewine, Stacey Diane  
Endersby, Geoffrey Scott  
Evans, Jason Ashby  
Everly, Michael Dale  
Flick, Corey Micheal  
Foddrill, Kara Suzanne

Akers, Mark Richard  
Alfawaz, Abdulsalam  
Alveranga, Richard B  
Anderson, Kristin Colleen  
Arnold, Michael Patrick  
Ash, Jessica Paige  
Austin, Nathalie Dorothea  
Baker, Barbara Renee  
Balder, James Stephen, III  
Beard, David Michael  
Berry, Kathleen Louise  
Boldman, April Lynn  
Bowers, Megan June  
Boyd, Reese Lane  
Brames, Lisa Marie  
Brinkerhoff, John Robert  
Brown, Beth Ann  
Brown, James Lee  
Bryant, Krista Rose  
Burnett, Derrick Levar  
Byers, Charla Dawn  
Campbell, Star Hope  
Case, Keri Jo  
Chen, Shu-Yu  
Clark, Katrina Lynn  
Clymer, Lester Eugene  
Coleman, Kia Lanae  
Conley, Rebecca Michele  
Cox, Camil Marie  
Curry, Kristen Leigh  
Davis, Corey G  
Davis, Spencer Ryan  
De Long, Melissa Margaret  
Dilger, Brock Lawrence  
Ditto, Cynthia Elaine  
Dolby, Kendra Allison  
Dossett, Ashley Neal  
Douglas, Patrick Benjamin  
Eacret, Dawn Louise  
Ellis, Leigh Anne  
Eppards, Michael Allen  
Evans, Marc Alenn  
Ferguson, Tadd Jerrod  
Floyd, Lynn Marie  
Ford, Amy Marie

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF SCIENCE

---

Freeman, Michelle Nicole  
Gaulden, Shani Aziza  
Gholson, Jill Ann  
Gorman, Kelie Marie  
Goughenour, Benji Joseph  
Grobauskas, Beth Ann  
Grumpp, Jennifer Katherine  
Harris, Melissa Kaye  
Hatfield, Tracy Lee  
Hayes, Kimberly Devon  
Heet, Bryce Allen  
Henderson, Philip Carl  
Herndon, Latreva Denean  
Heselbarth, Michael David  
Hicks, Krista Beth  
Hirai, Shoko  
Hoyes, Greg Raymond  
Huber, Heather Leigh Ann  
Hunter, Matthew Keith  
Hutchings, Christopher Ross  
Isles, Elise Rene  
Jegade, Oluronke Gbemisola  
Johnson, Carrie Marie  
Kanouse, Douglas Todd  
Krauffman, Tina Renee  
Keller, Kristy Nicole  
Keyes, Ahmad Lamar  
Kim, Jin Young  
King, Stephanie Leah  
Kluesner, James Allen  
Kupczyk, Noel Daniette  
Lange, Cory J  
Laughrey, Lindsay Mae  
Lee, Michael Wayne  
Leung, Wai Yin  
Lewis, Timothy Jerome  
Loft, Jason Philip  
Long, Michael Paul  
Luster, La-Varr Juaniell  
Maeda, Miki  
Mahansah, Haris Bin  
Martin, Alissa Robin  
McConnell, Christopher John  
McIntosh, Cara Lynn  
Messmer, Sally Ann

Gappa, Brad Frederick Wade  
Gaynor, Melissa Sue  
Godsoe, Amy Kay  
Gorman, Michael Roy  
Grissen, Melanie Rae  
Groover, Robert James  
Harden, Anthony Matthew  
Harrison, Victoria A  
Hauser, Amy Sue  
Heath, Michael Jason  
Helms, Kirsten Rae  
Hendrix, Jennifer Nichole  
Herring, Aubrey Lee  
Hickman, Holly Colleen  
Hinrichs, Rachel Diane  
Hoffman, Thomas Richard  
Hoyes, Greg Raymond  
Hunley, Thomas Edward  
Hunter, Travis Christian  
Inlow, Kristen Mary  
Jansing, Stephanie Renee  
Jenkins, Lamar Rashad  
Kam, Joonkyu  
Kantilal, Bijal  
Keil, Jamie Sue  
Kemper, Crystal Sue  
Killman, Pamela Denise  
Kim, Jung Woo  
Klass, Megan Lynn  
Krieg, Karin Renae  
Kweon, Hyuk Sin  
Lanham, Wayne Andrew  
Leavell, Nichelle Marie  
Lee, Seungyong  
Levy, Bethany J  
Lindauer, Tony Joe  
Long, Charollette L Carmichae  
Love, Sara Michelle  
Madsen, Curtis Wayne  
Mahali, Hassan  
Manwarring, Natalee Jo  
Mashino, Gary Andrew  
McDaniel, Rodney Paul  
Merideth, Emily Kay  
Meyer, Matthew Douglas

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF SCIENCE

---

Meyer, Ryan Jarrett  
Midani, Hazem Ayman  
Miliner, Brenda C Craft  
Miller, Kelli Ann  
Mitchell, Shellie Audrey  
Moore, Nancy Louise  
Moreno, Tracy Lynn  
Morris, John Thomas  
Mott, Daniel William  
Myles, Aarynn Aiasha Elizabet  
Neff, Aaron Matthew  
Newport, Larry Joseph  
Noel, Kyle J  
O'Neal, Tara Lanae  
Ouma, Vivienne Arwa-Wankio  
Owen, Amy Lynn  
Page, Jodi Lynn  
Petering, Randall A  
Pitstick, Ryan Michael  
Price, Kristen Ann  
Raibley, Nathan Mark  
Randle, Ja'Quenae D'Veronique  
Raubuck, Andrew Neil  
Rhodes, Kevin Michael  
Richardson, Daryl Glenn  
Ridgeway, Paige Lee  
Rimstidt, Heather Tennille  
Robertson, Keely Dawn  
Roesch, Trent Frederick  
Roman, Adrian Luis  
Rowland, Danielle Autumn  
Sabaini, Angela Therese  
Salary, Shellie Latoya  
Samuels, Stacey Ann  
Sandusky, Erica Leigh  
Scarlett, Shane Matthew  
Schmutte, Brian Thomas  
Scott, James William  
Sellers, Jeffrey Wayne  
Shannon, Jason Michael  
Short, Ronald Bradley  
Simko, Shane Michael  
Smith, James Nathan  
Smith, Melissa Kaye  
Snow, James Larry

Meyer, Tricia Ann  
Middleton, John Justin  
Miller, Heather Dawn  
Minty, Anne Michelle  
Monnett, Scott Dee  
Moore, Wilbert Deon, Jr  
Morris, Andrew Lee  
Morris, Michelle Jayne  
Mrdja, Erika Leigh  
Nakai, Michael Scott  
Nemith, Joseph William, II  
Noble, Jamie Kristin  
Null, John Frederick  
Ohashi, Keiko  
Overton, Crystal Dawn  
Pachrankul, Ploy  
Patterson, Kerry Ann  
Phillips, Lanier Branson, Jr  
Prather, Jennifer Jo  
Pruner, Heather Anne  
Ramirez, Brian Keith  
Rasner, Stephanie Lynn  
Rayes, Joseph Samir  
Rice, Edward Lee  
Riddell, Darrell Allen  
Rifkin, Jonathan Maurice  
Risk, Kevin Wayne  
Robinson, Corey Bryan  
Roesler, Ryan Ray  
Rossetti, Paul James  
Ryan, Matthew William  
Saberton, Chris Louis  
Samuel, Denny  
Sanders, Jennifer Lynne  
Sargent, Matthew A  
Scheck, Elizabeth A  
Schultz, Janet Marie  
Scott, Maureen Anne  
Semon, Trisha Lynn  
Sheets, Justin Douglas  
Shorter, Shawn David  
Smith, Brian Patrick  
Smith, John Cannon  
Smith, Nicholas Kent  
Song, Hee-Kyung

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF SCIENCE

---

Soviak, Kevin James  
Spitznagel, Joseph Carl, Jr  
Stall, Kelley Lynn  
Stinson, Eric Richard  
Sutton, Andrew James  
Tan, Kee Hian  
Telle, Scott Ryan  
Thompson, Abasi Tahir  
Vallee, Laura A  
Vitale, Eric Charles  
Volz, Matthew Michael  
Wallace, Laura Ann Thompson  
Wasnidge, Blake C  
Wehmhoefer, Jason J  
Willis, Robert Quincy  
Wilson, Dustin Jeffrey  
Woods, Sabrina Shree  
Wordsworth, Dawn Leigh  
Wraight, Michael Jeremiah  
Wright, Michelle Dawn

Speer, Jason Paul  
Stafford, Jason Wesley  
Stanley, Frederick Jay  
Streeter, Kelli Michelle  
Swanson, Brian Maurice  
Taylor, Sheila Denise  
Thibodeaux, Debra Ann  
Tucker, Latreece Ramone  
Vicars, Bradley Andrew  
Vitale, Gregory Scott  
Wade, James Jonathan  
Walters, Lucas Scott  
Webb, Shelby Desire  
Welker, Shane Anthony  
Wilson, Cory Lee  
Wilson, Robyn C  
Woodward, Ariane Noelani  
Worsham, Nicholas David  
Wray, Jerrod Daniel  
Wrightsman, Timothy Michael

CANDIDATES FOR THE BACCALAUREATE DEGREE  
AUGUST 11, 2000  
BACHELOR OF SOCIAL WORK

---

Miller, Amy Lynn

SUMMARY OF CANDIDATES BY DEGREE

AA	AB	AS	BFA	BME	BS	BSW	TOTAL
8	7	38	1	1	310	1	366

Candidates for Graduate Degree  
Doctor of Philosophy

Section I  
Exhibit A  
July 14, 2000

1

Adams, Travis R  
Al-Beialy, Mohammed I  
Bajema, Robb A  
Bentum, Kwesi E  
Crawford, Brian L  
Drewniak, Theresa A  
Eastridge, Mark A  
Eckleberry, Jodie G  
Fleck, Shawn L  
Grote, Nancy A  
Hamann, Richard E  
Holt, Evelyn R  
Keen, Mark A  
Liu, Qian  
McKiel, Allen W  
McLaughlin, Julie R  
Nolan, Christopher H  
Petty, Michael E  
Schafer, Marion D  
Shamsaie, Robin K  
Taueg, Virgil G  
Van Est, Robert E

Candidates for Graduate Degree  
Doctor of Psychology

Section I  
Exhibit A

2

Becker, Aaron R  
Fakhran, Nadine S  
McClelland, James J  
Norona, Pablo H  
Ruebel, Joseph B

Candidates for Graduate Degree  
Educational Specialist

Section I  
Exhibit A

3

Balka, Daniel R  
Beuster, Karen S  
Disney, Steven C  
Flick, Dirk E  
Gray, Cathlin S  
Milner, Carolyn B  
Younger, Dianna M

Candidates for Graduate Degree

Section I  
Exhibit A

4

Master of Arts

Anderson, Ellen I  
Barkovsky, Dmitri .  
Barney, Kathy A  
Campbell, Lucy .  
Cantin, Mark E  
Cao, Yuewei .  
Cedeno, Estrella D  
Clark, Charles L  
Dickerson, Walter V  
Grimes, Jennifer N  
Johnson, Richard R  
Jonet, Melody C  
Kanamoto, Tomoko .  
Kang, Il S  
Mahalek, Christopher M  
Marshall, Donald M  
Osborne, Michelle M  
Patterson, Eric W  
Rinderle, Walter J  
Schroeder, Todd A  
Shepherd, Reuel J  
Sherman, John E  
Spinks, Michael G

## Master of Business Admin.

Ashby, Lori J  
Beachkofsky, Michael A  
Bourff, Elizabeth A  
Carmony, Marilyn L  
Haddad, Samer H  
Henkle, Lachele R  
Kallis, Constantinos .  
Kim, Ha Young .  
Knox, Kimberly M  
Kraus, Jennifer A  
Kurzawa, David J  
Liggon, Timika S  
Lozano, Andres F  
Lucas, Shawn E  
Martin, Randolph D  
McHargue, Rodger A  
Miller, Kriss M  
Monday, James J  
Parke, Matthew B  
Phares, Jennifer L  
Sharma, Ashish .  
Sharma, Sandeep .  
Stevens, Tamara K  
Stultz, Jack L  
Tracy, Mark E  
Trinkle, Keith C  
White, Charles N

Candidates for Graduate Degree  
Master of Education

Section I  
Exhibit A

Anderson, Brenton S  
Balitewicz, Thomas F  
Beeler, Stephen M  
Begley, Sean P  
Booe, Thomas K  
Boor, Amy E  
Bradbury, Jody S  
Burgess, Susan M  
Burpo, Dianne M  
Charles, Denise M  
Clady, Kent B  
Emmert, Bryan E  
Gallagher, Stacey J  
Harden, Lacey D  
Helms, Leeann  
Higgins, Jennifer L  
Higham, Gregory J  
Higham, Marcia J  
Hsu, Chin-Mei  
Jennings, Lisa S  
Johnson, Gary M  
Kash, Mary J  
Kempf, Nicole R  
Lauri, Elizabeth L  
LeComte, Constance N  
Lozano, Jenifer D  
Manley, Sharon M  
Martin, Charles R  
McFarland, Kelly R  
Perdew, Rodney L  
Riggs, Ronald D  
Sichting, Daniel A  
Simpson, Linda M  
Slagle, Todd S  
Swingley, David A  
Woebkenberg, Jason M  
Young, Shelly J

Candidates for Graduate Degree  
Master of Fine Arts

Section I  
Exhibit A

7

Wright, Steve .

Candidates for Graduate Degree  
Master of Public Administration

Section I  
Exhibit A

8

Bagga, Alpa  
Fuller, Kameka S  
Islam, Md R  
Kimmel, John E  
Kotter, Erin M  
Probus, Jeff L  
Vicory, Michael A

Candidates for Graduate Degree  
Master of Science

Section I  
Exhibit A

9

Adams, Beverly L  
Anderson, Kriston .  
Atkinson, Donna M  
Bailey, Joyce Y  
Bault, Rose M  
Beddow, Deborah L  
Bertram, Mark D  
Bhandari, Srikanth .  
Bloomquist, Carisa S  
Bolton, Joseph C  
Brodt, Howard B  
Brothers, Jerry L  
Bunner, Jacob G  
Chavez, Claudia P  
Coelho, Michelle C  
Cook, Kathleen A  
Cooper, Keema M  
Coppens, Colleen L  
Courtney, Jason R  
Craft, Pyris R  
Crowder, Cynthia L  
Crumley, Matthew L  
De La Garza, Bertha V  
Didier, Rayann T  
Diefenthaler, Sarah J  
Doody, Jennifer A  
Dorrough, Jeremy L  
Dye, Molly S  
East, Kristen D  
Franeck, Thomas B  
Freimuth, Troy S  
Fuerst, Carrie A  
Fukunaga, Susumu .  
Gandhi, Samir R  
Hamilton, Cathy J  
Hanchar, Jason J  
Hanson, Benjamin D  
Hayes, Bradley T  
Heller, Erika B  
Herbon, Alissa L  
Hoffman, Devon A  
Hoppel, Kelly L  
Horrigan, Erin L  
Huang, Shu-Ming .  
Huck, Brian J  
Jacek, Julie A  
Jackson, India N  
Jamison, Craig A  
Jeong, Chan-Ho .  
Jochim, Jonathan W

Candidates for Graduate Degree  
Master of Science

Section I  
Exhibit A

10

Johnson, Jenette M  
Katayama, Keiichi .  
Ketterer, Julie M  
Kotcher, Angella M  
Lane, Nicole P  
Laramée, Marci J  
Lawrence, Lorenzo .  
Leonard, Jamie L  
Lin, Hsin-Hsin .  
Linton, Laurence S  
Livecchi, Nicole M  
Lu, Xiao R  
Mason, Stacy L  
McCammon, Terry W  
Mossey, Jonathan C  
Mumaw, Rhonda L  
Newsome, Adele L  
Novak, Ronald E  
Nowak, Patricia A  
Nygren, Joshua M  
O'Connell, George E  
Ognibene, Nicole E  
Orton, Kaci L  
Otte, Jeffrey W  
Page, Carman F  
Palmieri, Riann M  
Park, Sangdo .  
Parker, Trent S  
Pasko, Nancy L  
Peper, Victoria L  
Piche, Stephanie A  
Pritchett, Michael P  
Pruitt, Bobbie J  
Puranik, Nishikant N  
Rancourt, Lora M  
Razon, Maria A  
Robinson, Karen D  
Rush, Brian C  
Russell, Judith A  
Scherb, Katherine L  
Serwa, Jessica L  
Shi, Lei .  
Silva, Manuel .  
Singleton, Neil A  
Smith, Pamela C  
Steffy, Deborah M  
Stone, Diana L  
Stone, Marcus B  
Sullivan, Michelle A  
Suniga, Carolyn O

Candidates for Graduate Degree  
Master of Science

Section I  
Exhibit A

11

Sustarich, Diana L  
Swearingen, Jennifer L  
Tanaka, Shuji  
Tesmer, Catharine A  
Tsukahara, Minako  
Wang, Shujiang  
Wheat, Terri L  
Wozniak, Daniel M  
Youngblood, Jill E  
Zhong, MingLei

Summary I  
SUMMARY OF 2001-03 OPERATING REQUEST  
FOR INDIANA STATE UNIVERSITY

	2000-01 BUDGET TOTAL (\$)	2001-02 REQUEST CHANGE (\$)	(%)	TOTAL TOTAL (\$)	2002-03 REQUEST CHANGE (\$)	(%)	TOTAL TOTAL (\$)	TOTAL BIENNIMUM (\$)
<b>TOTAL EXPENDITURE BUDGET</b>	<u>111,438,256</u>	<u>6,361,223</u>	5.7%	<u>117,799,479</u>	<u>6,373,048</u>	5.4%	<u>124,172,527</u>	<u>241,972,006</u>
<b>I. BASE ADJUSTMENTS</b>								
A. Enrollment Change		430,500			0			861,000
SUBTOTAL		430,500	0.4%		0	0.0%		861,000
<b>II. PRICE INFLATION</b>								
A. Personal Services		3,430,303			3,567,515			10,428,121
B. Supplies and Expenses		634,028			653,049			1,921,105
C. Student Assistance		136,392			140,484			413,268
SUBTOTAL		4,200,723	3.8%		4,361,048	3.7%		12,762,494
<b>III. QUALITY IMPROVEMENTS</b>								
A. Expanding Information Technology Expertise		750,000			750,000			2,250,000
B. Educational Development Program		420,000			522,000			1,362,000
C. Transforming the Curriculum to Focus on the New Economy		340,000			540,000			1,220,000
D. AOP Summer Institute and Mentoring Program		220,000			200,000			640,000
SUBTOTAL		1,730,000	1.6%		2,012,000	1.7%		5,472,000
<b>TOTAL EXPENDITURE BUDGET</b>		<u>6,361,223</u>	5.7%		<u>6,373,048</u>	5.4%		<u>19,095,494</u>
<b>INCOME BUDGET</b>								
<b>I. STUDENT FEES</b>								
Rate Change		1,276,530	3.0%	43,827,542	1,314,826	3.0%	45,142,368	88,969,910
1. Gross Fee Base	42,551,012			(7,765,000)			(7,765,000)	(15,530,000)
2. (less) Other Dedicated/Restricted Fees	(7,765,000)			(7,160,491)	616,170	-8.6%	(6,544,321)	(13,704,812)
3. (less) Academic Facility Fees	(5,742,818)	(1,417,673)	24.7%					
SUBTOTAL (Net Unrestricted Fees)	29,043,194	(141,143)	-0.5%	28,902,051	1,930,996	6.7%	30,833,047	59,735,098
<b>II. FEDERAL FUNDS</b>								
<b>III. STATE APPROPRIATIONS</b>								
A. Operating Appropriation	76,652,244	5,084,693	6.6%	81,736,937	5,058,222	6.2%	86,795,159	168,532,096
B. Fee Replacement	5,742,818	1,417,673	24.7%	7,160,491	(616,170)	-8.6%	6,544,321	13,704,812
SUBTOTAL	82,395,062	6,502,366	7.9%	88,897,428	4,442,052	5.0%	93,339,480	182,236,908
<b>TOTAL INCOME BUDGET</b>	<u>111,438,256</u>	<u>6,361,223</u>	5.7%	<u>117,799,479</u>	<u>6,373,048</u>	5.4%	<u>124,172,527</u>	<u>241,972,006</u>

# **DEGREELINK BIENNIAL BUDGET REQUEST 2001 – 2003**

## **BACKGROUND**

---

### **Introduction**

DegreeLink, a statewide, baccalaureate degree completion initiative, is designed to meet the educational needs of place- and time-bound Hoosier adults. Access to degree completion opportunities has been difficult for these adults for several reasons, including little opportunity in underserved rural areas, and a lack of seamless transfer or articulation opportunities which allow students to move from two- to four-year degree programs. DegreeLink was conceived in response to these concerns.

### **CHE Approval**

On April 11, 1997, the Commission for Higher Education (CHE) approved eight DegreeLink degree programs to be offered by ISU statewide via mediated instruction. In June, the CHE recommended that the State Budget Committee and the State Budget Agency allocate state funds to support the DegreeLink project and proposed a schedule for the development and roll out of the degree programs by distance education. The CHE also gave approval for the delivery of these programs to Ivy Tech and Vincennes University locations, and several other Area Learning Centers throughout the state. The initial appropriation for this project by the legislature was \$500,000 for each year of the biennium with an additional \$900,000 in one-time dollars. As of June 2000, a total of 11-degree programs have been approved by the Commission for distance delivery and considered a part of the DegreeLink project.

### **DegreeLink Goal**

The overall goal of DegreeLink is to develop comprehensive statewide program articulation between ISU and Ivy Tech and Vincennes University to facilitate bachelor's degree completion through ISU. Since the middle of 1996, these three institutions have been constructing this partnership to provide for smoother transfer of credits. ISU has become a state leader in articulation and transfer through the DegreeLink program and is currently recognized as a transfer-friendly institution.

A significant area of positive impact upon ISU enrollments has been that of transfer students. A June 16<sup>th</sup> comparison over the past three years reveals that newly admitted transfer students for our Fall term have increased from 636 in 1998 to 734 in 1999 to 829 in 2000. During FY00, Ivy Tech State College and Vincennes University transfer students were enrolled in the following numbers throughout all programs at Indiana State University.

	Ivy Tech State College	Vincennes University
Summer I '99	148	240
Summer II '99	79	118
Fall '99	523	787
Spring '00	497	729

## Enrollment

Enrollment projections for DegreeLink programs and distance education through fiscal year 2000 have been surpassed. In excess of 1,000 students have been admitted to DegreeLink programs. Forty-four DegreeLink students have graduated and another fifty-six have applied for graduation. During fiscal year 2000, 376 DegreeLink students were enrolled for classes. Early in fiscal year 2001, student enrollments exceed the previous years. The charts that accompany this narrative demonstrate highly successful growth trends in enrollments both on campus and at a distance. A county-by-county comparison is also provided.

## Student Comments

Early this year, DegreeLink students enrolled in ISU distance education courses were asked how they felt about their experiences. Following are some excerpts from their replies:

"ISU accepted my transfer credits, so I decided to go to ISU. I wanted to stay in Indianapolis so I opted for distance education."

"Gave me an opportunity to complete my bachelor's degree"

"I have chosen ISU distance education because I live in Columbus, Indiana. I live only ten minutes from the Ivy Tech State College campus and it is convenient for me because I work full-time."

"Attending DegreeLink classes on campus at ISU was not an option because I live in Fort Wayne."

"DegreeLink and distance education blends well with my lifestyle of work and family life."

"In the past, Ivy Tech credits did not readily transfer to other schools. When the DegreeLink program came out from ISU, I was elated."

"I graduated from Ivy Tech but never felt complete without a four-year degree. I have thought several times to go back to ISU but did not know how I could accomplish that for the fact that I rely on my salary at a 40-hour per week job. Distance education is a blessing."

## **Interinstitutional Support Committee**

An Interinstitutional Support Committee was established in December 1998. The original purpose of this committee was to evaluate and improve administrative functions in admissions, advisement, registration, student records, financial aid, library, bookstore, and those of the bursar. Another goal of this committee has been to develop processes and procedures for creating student awareness of articulated degree programs and to establish uniform support systems for students across the state to ensure the most effective and efficient delivery of DegreeLink distance programs. This committee of approximately forty staff members from Ivy Tech, Vincennes University, and ISU continues to meet regularly as an entire committee and with several subcommittees to address specific support and service issues. The Interinstitutional Support Committee has lead the state in integrating policies that support student-centered delivery. It continues to develop an ambitious agenda for activities that will better serve students.

## **Course/Program Delivery Support**

A hybrid delivery model, utilizing distance education delivery of degree programs and community based student services, has been established to support DegreeLink students. Three full-time DegreeLink coordinators are provided with office space at Ivy Tech State College campuses in Columbus, Indianapolis, and Logansport. These full-time student service coordinators are supported by several additional part-time coordinators at Ivy Tech and Vincennes University locations throughout the state.

ISU has developed video classrooms in several locations on the Terre Haute campus. These classrooms are capable of delivering courses via IHETS satellite and/or two-way audio and video through the IN-SPAN system. Additional connectivity has been added to the infrastructure at numerous Ivy Tech and Vincennes University campuses to enhance their technical capacity to serve distance education students at those locations. Additional SUVON connections at ISU, Ivy Tech campuses, and Vincennes University campuses have also increased voice communication capabilities. ISU has also added a 48-station audio conferencing bridge for real-time voice communication between faculty and students and between groups of students working on projects as part of the instructional process.

## **Faculty Development and Support**

**Course Transformation Academy (CTA)** – The Course Transformation Academy, funded through the initial appropriation, continues to assist faculty in the transformation of face-to-face classes. The CTA is a 12-week faculty development program designed to assist faculty members in learning how to effectively incorporate technology into their teaching. The goal of the CTA is to provide faculty members the time and resources to investigate, create, and utilize alternative instructional strategies by exploring ideas about teaching, learning, course design, and educational technology. Faculty participants have hands-on opportunities to use an array of technologies, explore the latest research on learning styles and teaching strategies, and learn about the characteristics of adult learners and successful distance education students. The expertise of faculty leaders is utilized throughout the CTA, and a cascading effect is incorporated throughout as each “class” of CTA graduates gains experience teaching

students with technology then serves as mentors to successive participants. To date, 170 faculty have participated in the CTA.

**Course Development Support Teams** – Instructional designers, computer specialists, a course development coordinator, an editor, video production staff, graduate students, and student workers are employed to support faculty efforts in distance education course development. These teams are supported by the DegreeLink appropriation and other University funds. Faculty utilize these support services as they design and develop their courses. The majority of new courses developed for DegreeLink utilize computer technologies; e.g., Internet and Web based applications. As these capabilities continue to increase, it is expected that many of the courses currently utilizing video via the IHETS satellite may convert to internet delivery utilizing video streaming, video caching, and other cutting edge technologies. These anywhere, anytime, anyplace types of delivery are favored by students and faculty are eager to test these computer applications.

## **PROPOSED BUDGET EXPENDITURES**

---

This budget request is directed toward providing continued support for the highly successful DegreeLink programs through professional staff services, including regional student support services at three Ivy Tech campuses, operational supplies and expenses, and course and faculty development.

### **Professional Staff Services**

- ◆ Two instructional designers provide professional service to faculty involved in the course development process. To date, these design experts have worked directly with approximately 200 faculty members who are in the process of transforming their courses for distributed education delivery.
- ◆ Three computer specialists are employed as experts in computer design, animation, and the Web. These experts work closely with faculty to assist in the design and delivery of specialized elements for media-enhanced courses.
- ◆ Three full-time staff members are employed as Student Services Coordinators at Ivy Tech campuses in Columbus, Logansport, and Indianapolis. They work primarily with adult students to assist them with admission, registration, and advisement processes, which can be confusing for distance education students. National research indicates that such student services are critical components for the persistence and success of students enrolled at a distance.

### **Supplies and Equipment**

Included in this expense category are office supplies, printing, telephone, videotapes, travel, and postage that support the DegreeLink efforts.

### **Course and Faculty Development**

Since its inception in 1997, over 170 faculty have participated in the Course Transformation Academy (CTA) and were awarded faculty development stipends. The

CTA acquaints faculty with the many course development options that are available, with the pedagogy that works well with adult students who participate in distance education, and with new instructional technologies.

The instructional designers and computer specialists are significantly involved in the faculty development program and in assisting faculty in the transformation of their courses.

## **SUMMARY**

---

The DegreeLink program has been highly successful. Due to this program, ISU has become a leader in Indiana for being transfer-friendly, developing articulations with other institutions, and in forming meaningful partnerships. DegreeLink has provided ISU with a student-centered focus upon policies and procedures relating to distance education and transfer students. DegreeLink funding has provided for important faculty development in the use of technology in instruction. That funding has also provided for significant technical infrastructure enhancements. The DegreeLink programs have experienced significant enrollment growth and have met the educational needs of a previously underserved student population. In short, the state's investment in DegreeLink has been and continues to be appreciated by increasing numbers of faculty, students, and taxpayers.

Line Item I

SUMMARY OF PROPOSED LINE ITEM PROJECTS  
FOR INDIANA STATE UNIVERSITY DEGREE LINK PROGRAM

	2000-01			2001-02			2002-2003		
	Total	Increase	%	Total	Increase	%	Total	Increase	%
Line Item Project I - Base Budget									
EXPENDITURES									
Compensation	397,518	15,901	4.0%	413,419	16,537	4.0%	429,955		
Supplies and Other Expenses	277,899	8,337	3.0%	286,236	8,587	3.0%	294,823		
Total	<u>675,417</u>	<u>24,238</u>	<u>3.6%</u>	<u>699,655</u>	<u>25,124</u>	<u>3.6%</u>	<u>724,779</u>		
INCOME									
State General Fund	535,767	20,048	3.7%	555,815	20,809	3.7%	576,624		
Student Fees	139,650	4,190	3.0%	143,840	4,315	3.0%	148,155		
Total	<u>675,417</u>	<u>24,238</u>	<u>3.6%</u>	<u>699,655</u>	<u>25,124</u>	<u>3.6%</u>	<u>724,779</u>		

**Indiana Institute on Recycling  
Line Item Budget Request  
2001-2003**

**Submitted to the  
Commission for Higher Education and  
The State Budget Agency  
State of Indiana**

**August 1, 2000**



*Room 920-21, School of Education  
Indiana State University  
Terre Haute, IN 47809  
Tel (812) 237-3000  
(800) 242-4467  
Fax (812) 237-4371*

Web Site: [web.indstate.edu/recycle](http://web.indstate.edu/recycle)  
E-mail: [iirecycl@befac.indstate.edu](mailto:iirecycl@befac.indstate.edu)

June 15, 2000

Ms. Betty Cockrum  
Director  
State Budget Agency  
State House Room 212  
Indianapolis, IN 46204

Mr. Stan Jones  
Commissioner  
Commission for Higher Education  
101 W. Ohio Street, Suite 550  
Indianapolis, IN 46204

Submitted herewith is the budget request of the Indiana Institute on Recycling for the biennium 2001-2003.

The request is authorized by the Board of Managers of the Indiana Institute on Recycling and is believed to fairly reflect program needs for the period in question.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Mehall", with a large, stylized flourish at the end.

Mark D. Mehall  
Executive Director

## **Indiana Institute on Recycling**

### **Executive Summary & 2001-03 Line Item Budget Request**

Established through P.L. 167 – 1989, the Indiana Institute on Recycling is located at Indiana State University. The Institute is an independent and comprehensive resource center supporting and advancing recycling and waste reduction efforts in Indiana. House Bill No. 1163, approved in April 1999, reauthorized the Institute through June 30, 2001.

The Institute receives an appropriation from the State General Fund, currently \$84,023 for 2000-01. Additional funds are raised from memberships and possible grant funding. The total 2000-01 budget is \$89,023.

The Line Item Request is for a four percent (4%) increase for both years of the 2001-03 biennium. The appropriation for FY 2001-02 would be \$87,269; and for FY 2002-03, \$90,636.

Institute activities center on three specific focus areas as follows:

#### **1. PROVIDE COMPREHENSIVE INFORMATION SERVICES IN RECYCLING AND WASTE REDUCTION FOR INDIANA**

The Institute provides the most comprehensive and complete information services for recycling and waste reduction activities and methods in Indiana. The Institute's bi-monthly newsletter, *The Indiana Recycler*, provides in-depth articles on pertinent recycling and waste reduction efforts in Indiana and nationally. Its accompanying publication, *Tech-Scanner*, provides concise summaries of technical articles on cutting edge activities.

The Institute web site [web.indstate.edu/recycle](http://web.indstate.edu/recycle) displays State of Indiana and national program profiles and contact information, State of Indiana and national solid waste management reports, and Institute reports and publications.

The Institute continues to produce specialized recycling and waste reduction efforts. These efforts include Waste Reduction Case Studies, the User's Summary to the EPA "Decision Maker's Guide to Solid Waste Management (a concise capsulation of the in-depth EPA report), and research on public attitudes on recycling and waste reduction.

#### **2. ASSIST LOCAL AND STATE GOVERNMENT, NOT-FOR-PROFIT ORGANIZATIONS, AND THE PRIVATE SECTOR THROUGH ADVOCACY AND ADVISORY EFFORTS**

The Institute has intensified its efforts in promoting and advocating valuable State of Indiana, federal, and regional recycling and waste reduction programs and providing advisory services to government and not-for-profit agencies in program implementation.

Examples of State of Indiana programs and efforts the Institute has actively promoted include the Indiana Recycling Coalition Recycle Right Indiana! awareness program, the Household Hazardous Waste Management Task Force, the Indiana Department of Commerce Energy Policy Division Recycling Grants Program and Recycling Promotion and Assistance Fund, the Indiana Department of Environmental Management Recycling Grants Program, and the Indiana Recycling Coalition Northern Indiana Recycling Initiative Illegal Dumping Public Education Program. Federal programs and efforts the Institute has promoted include the United States Environmental Protection Agency's WasteWise, Pay-As-You-Throw and Extended Product Responsibility Programs along with the efforts of the Office of the Federal Environmental Executive. Regional programs and efforts the Institute has promoted include the activities and programs of the Great Lakes Regional Pollution Prevention Roundtable.

The Institute provides counsel in recycling and waste reduction through service on several government and not-for-profit boards and committees. The Institute serves on the Indiana Department of Environmental Management review committees for the Recycling Grants Program and the Governor's Awards for Excellence in Recycling. For not-for-profit organizations, the Institute Executive Director serves on the Board of the Indiana Recycling Coalition, participates in various Indiana Recycling Coalition Committees, serves on the Association of Indiana Solid Waste Management Districts Policy Manual Subcommittee, monitors the activities of the Household Hazardous Waste Task Force and the Northern and Southern Indiana Recycling Initiatives.

### **3. PROVIDE RESEARCH AND POLICY ANALYSIS FOR RECYCLING AND WASTE REDUCTION EFFORTS**

The Institute conducts focused research and policy analysis concerning the application and effect of recycling and waste reduction services. Past efforts include studying the economic impact of prohibiting the disposal of recyclable material in landfills and a comparative analysis of garbage collection, recycling and yard waste service costs in Indiana. Current efforts include researching methods to measure public attitudes on recycling and waste reduction, studying the attainment of the 50% waste diversion goal, and researching applied methods for waste reduction amongst business and industry in Indiana. Future efforts may include analysis of the results of the recycling measurement study being conducted by the Indiana Department of Environmental Management through the National Recycling Coalition, analysis of the results of the Indiana Department of Commerce Economic Impact Study on Recycling, and exploration of applications of geographic information systems in recycling and waste reduction activities.

### **OTHER SOURCES OF FUNDS**

The appropriation from the State General Fund is the most important part of the Indiana Institute on Recycling's revenue. To carry out comprehensive and effective efforts and activities, the Institute has received revenue from other sources including Institute

memberships and grants from the State of Indiana, the federal government and private foundations in the past

In 1999-00, the Institute depended on the State General Fund appropriation and memberships. Ninety four percent (94%) of revenues came from the State General Fund appropriation while six percent (6%) was derived from memberships.

Line Item I

SUMMARY OF PROPOSED LINE ITEM PROJECTS  
FOR INDIANA INSTITUTE ON RECYCLING

	2000-01			2001-02			2002-2003		
	Total	Increase	%	Total	Increase	%	Total	Increase	%
Line Item Project I - Base Budget									
EXPENDITURES									
Compensation	57,556	2,302	4.0%	59,858	2,394	4.0%	62,253		
Supplies and Other Expenses	31,467	944	3.0%	32,411	972	3.0%	33,383		
Total	<u>89,023</u>	<u>3,246</u>	<u>3.6%</u>	<u>92,269</u>	<u>3,367</u>	<u>3.6%</u>	<u>95,636</u>		
INCOME									
State General Fund	84,023	3,246	3.9%	87,269	3,367	3.9%	90,636		
Other Income	5,000			5,000			5,000		
Total	<u>89,023</u>	<u>3,246</u>	<u>3.6%</u>	<u>92,269</u>	<u>3,367</u>	<u>3.6%</u>	<u>95,636</u>		

**DRAFT**

**DRAFT**

# **Combined Operating Budget Request**

## **South Central Indiana Education Association (SCIEA) And College Cooperative Southeast (CCS)**

Submitted to the

Commission for Higher Education  
and  
the State Budget Agency  
State of Indiana

by

Indiana State University  
Broker for Educational Services

**Combined Operating Budget Request  
2001-2003  
South Central Indiana Education Association (SCIEA)  
And  
College Cooperative Southeast (CCS)**

**Table of Contents**

<b>Introduction .....</b>	<b>2</b>
<b>Executive Summary</b>	
<b>South Central Educational Association (SCIEA) .....</b>	<b>4</b>
<b>College Cooperative Southeast .....</b>	<b>6</b>
<b>SCIEA/CCS Combined Budget Request .....</b>	<b>8</b>
<b>SCIEA Budget.....</b>	<b>9</b>
<b>CCS Budget.....</b>	<b>10</b>
<b>Full Budget Request</b>	
<b>SCIEA.....</b>	<b>11</b>
<b>CCS.....</b>	<b>16</b>

# **Combined Budget Request South Central Indiana Education Association (SCIEA) and The College Cooperative Southeast (CCS)**

## **Introduction**

Indiana State University is submitting a combined budget request for the two regional cooperatives for which it serves as Broker of Educational Services, Site Manager, and Fiscal Agent. For the past several years the South Central Indiana Education Association and the College Cooperative Southeast have operated independently even though both serve similar populations with a common service model. Budgets for each cooperative have been individually requested and justified, but a combined budget model may have some advantages. This combined request will begin to coordinate the budget during the 2001-2003 budget period, leading to a more integrated budget for the 2003-2005 biennium request.

This integration will provide several advantages:

- **Administrative Efficiency** – Planning and financial efficiency should be a major benefit. Economies of scale in coordinating the planning for delivery of services, in financial affairs, in staffing, technical services, and administration.
- **Flexibility** – Flexibility in staffing may alleviate some staffing concerns and flexibility in geographic areas where SCIEA and CCS meet. This will allow the equitable distribution of educational services across both consortia.
- **Full Utilization of Funding** – The combined utilization of the support allocated to these consortia will be fully utilized to meet the priority needs of southeast and south central Indiana. Unspent carry forward funding can be utilized for filling unmet needs across the entire geographic region.

Currently unspent allocations will be utilized to meet priority needs:

- T1 connections to the Access Indiana Statewide Backbone - 2000-2001 & 2001-2
- A technical coordinator to service both the CCS and SCIEA – 2000-2003
- One-time expenditures in the Scott County Lifelong Learning Center – 2000-2001
- Two-Way Video Equipment for Versailles in cooperation with the Area Vocational-Technical School – 2000-2001
- Computer lab upgrade at Jennings Co. High School - 2000-2001
- Other Computer and technology upgrades - 2000-2003

The above expenditures have been coordinated with the development of the individual 2001-2003 budget requests for SCIEA and the CCS. This allows the phasing in of recurring funding to support T1 connections to the AISB so that funding will be available during the 2003-2005 biennium. This approach also make it possible to have needed technical support in all of the learning centers during the next three years without requesting recurring support at this time. It also allows the use of available fund balances for one-time expenditures to meet priority needs of communities for which other support is not available.

Expanded service and quality improvement requests are included in the individual budgets for the SCIEA and CCS, and allow the phasing-in of items that have long-term need for recurring funding, e.g., T1 connections, compensation for expanding personnel services to new

communities, an ongoing need for computer replacement and other technical enhancement, and operational expenses related to the provision of educational services in underserved communities. A combined approach to serving the educational needs of the SCIEA and CCS regions will provide benefits to them, to the needs of the students, and to Indiana.

# South Central Educational Association and Alliance (SCIEA)

## Executive Summary

### Background

In accordance with the guidelines and instructions prescribed by the Commission for Higher Education and the State Budget Agency, SCIEA, with Indiana State University as site manager and fiscal agent, respectfully submits its 2001-2003 Operating Budget Request.

The SCIEA is a collaborative effort between the SCIE Association, local civic leaders, and the SCIE Alliance comprised of Ball State University, Indiana State University, Indiana University, Ivy Tech State College, Purdue University, and Vincennes University. These institutions coordinate, collaborate, and articulate course offerings to expand and bring cohesiveness to educational opportunities delivered to the region comprised of Greene, Jackson, Lawrence, Martin, Orange, and Washington counties. Many other distance education opportunities are also available through the Indiana Partnership for Statewide Education/IHETS. This collaborative structure is a promising approach to marshal resources and apply them to the educational and workforce development needs of the service area.

During the past biennium (1999-2001), SCIEA has been successful in providing educational opportunities and services, increasing enrollments, expanding the sites and locations of learning centers, receiving grant dollars, and forming collaborative efforts with business and community organizations.

SCIEA was established with one learning center site (Lawrence County) during the fall of 1995. Classes began in the spring of 1996 and have since expanded to learning centers in Greene, Jackson, and Orange counties.

### Achievements

Student enrollments and services have shown large increases in the south central region of Indiana. The following achievements are indicative of recent progress and include:

- **Access** - Three new Area Learning Centers were opened for citizens in Greene, Jackson, and Orange counties, locations identified in the original South Central Indiana service area. New technology in several learning centers and sites also improves citizen access to higher education opportunities.
- **Participation Levels** - Degree-seeking student enrollments increased from 344 s in the 1997-98 school year to 749 in the 1999-2000 year. This is a 118% increase in student enrollments over 3 years.

Workforce development activities have increased by 23.4% over the last three years. In 1997-98, 299 individuals were taking classes and in 1999-2000, there were 369 students taking classes (does not count summer of 2000 enrollments).

During the 1999-2000 year 1,118 students enrolled in classes as compared to 643 during the 1997-98 year, an increase of 73.8%.

**Grant Support** - SCIEA received \$366,500 in extramural grant dollars during the 1999-2001 biennium. These were a large supplement to the SCIEA budget and will lead to greater access and participation of adults in postsecondary education.

- **New Partnership** - An innovative partnership between SCIEA and Clarian Health was created to provide additional educational delivery opportunities in Lawrence County at the Bedford Regional Medical Center.

### **Budget Request 2001-2003**

The budget request recommends a 4% increase in compensation and a 3% increase in all other budget items above the 2000-2001 budgets for program maintenance in 2001-2002, plus similar increases for the second year of the biennium, 2002-2003.

For quality improvement and enhanced services, the budget request recommends at 65% increase in funding supporting the establishment of a learning center site in Salem, the enhancement of the learning center site in Seymour, for technology equipment at each of the learning center sites, and for the Access Indiana Statewide Backbone (AISB) recurring costs for line connections.

Implementation of the recommendations included in the quality improvement request will provide enhanced access to areas with learning center sites with a broad spectrum of educational programs and services and to areas currently underserved. Increased adult participation in postsecondary educational programs should be a direct result of expanding the scale of the SCIEA in its six-county region.

# COLLEGE COOPERATIVE SOUTHEAST (CCS)

## Executive Summary

### Background

In accordance with the guidelines and instructions prescribed by the Commission for Higher Education (ICHE) and the State Budget Agency, the College Cooperative Southeast, with Indiana State University as fiscal agent and site manager, respectfully submits its 2001- 2003 Operating Budget Request.

With the recommendation of the Commission for Higher Education, the State Budget Agency authorized funding for the CCS in June 1997 and Indiana State University became "broker" of educational services in southeastern Indiana, now named the College Cooperative Southeast (CCS). The CCS embraces a mission that provides educational programs to meet the needs of citizens, businesses, and organizations in southeastern Indiana, through collaboration with other Hoosier institutions of higher education. Distance education technologies provide the primary delivery system for these programs with some selected face-to-face instruction, both within and outside the workplace. The main goal is to provide a depth of program choice and student access to a range of pre-collegiate, workforce development, associate, bachelor, and graduate degree programs in a wide spectrum of academic areas. The CCS is that entity that encourages cooperative and collaborative efforts of post-secondary institutions in program delivery and in "customer-friendly" delivery of distance education.

The organizational structure includes a Regional Director, six full-time Area Learning Center Coordinators, four part-time Assistant Area Coordinators and seven Learning Site Coordinators. This staff, distributed across southeastern Indiana, provides access to higher education and support services to students. They provide assistance, leadership, and support services to all post-secondary institutions that deliver academic programs at 13 Learning Center locations through asynchronous techniques. Six "full-service" Area Learning Centers are located in Fortville, Greensburg, Lawrenceburg, Madison, North Vernon, and Shelbyville. Smaller Community Learning Sites include Batesville, Brookville, Moores Hill, Rising Sun, Scottsburg, Versailles, and Vevay.

### Achievements

Student enrollments and services provided have increased greatly in the southeastern region of Indiana in the past two years. The following achievements are indicative of recent progress and include:

- **Access** – Nine CCS learning centers and sites are currently being connected to the Access Indiana State Backbone (AISB) for two-way video. Increased access has also been achieved with the successful implementation of learning centers in Hancock and Shelby County.
- **Participation Levels** – During FY '99, 708 individual students enrolled in 992 courses, increases of 55% in enrollment and 48% in the number of individual students

participating over FY '98. During FY '00, 1,101 individual students enrolled in 1,383 courses, increases of 55% in students and nearly 40% in enrollment over FY '99.

- **Community Services** - The CCS coordinates programs that range from community education computer courses, to human service programs in child development and grief counseling, to academy training for police officers over an IHETS-delivered program. The participation level for these community programs is comparable to the enrollment for higher education courses.
- **Citizen Involvement** - There is continuing interest among citizens, educators, and directors of economic development to partner with the CCS in establishing new efforts and directions for lifelong learning in communities where CCS has a presence. The CCS participation in the development of the Scottsburg Lifelong Learning Center is a prime example.
- **Grant Support** - The CCS will receive supplemental funding as a result of the participation of the CCS Regional Director with ISU personnel in the development of a Rural Utilities Services grant application to the United States Department of Agriculture. This successful application resulted in securing approximately \$150,000 of outside funding dedicated to the installation of two-way video equipment and computers for learning centers in Franklin and Switzerland Counties.

### **Budget Request 2001-2003**

For maintenance, The budget recommends a 4% overall increase in compensation and a 3% increase in all other budget items above the 2000-2001 budgets for program maintenance in 2001-2002 budget, plus similar increases for the second year of the biennium, 2002-2003.

The result of these investments will be continued increases in the number of participants and levels of service to southeastern Indiana.

The quality improvement budget request includes an increase in funding to provide T-1 lines connecting learning centers and sites to the Access Indiana State Backbone.

**South Central Indiana Education Association  
And  
College Cooperative Southeast  
Combined Budget Request  
2001-2003 Biennium**

			2000-1	2001-2	2002-3
Combined SCIEA/CCS Request	SCIEA	Maintenance	\$296,878	\$307,755	\$319,037
		Expanded Services	\$0	\$137,775	\$142,527
		Quality Improvement	\$0	\$55,000	\$56,650
		Total	\$296,878	\$500,530	\$518,214
	CCS	Maintenance	\$786,475	\$814,430	\$843,398
		Expanded Services	\$0	\$0	\$0
		Quality Improvement	\$0	\$48,400	\$103,400
		Total	\$786,475	\$862,830	\$946,798
	Total		\$1,083,353	\$1,363,360	\$1,465,012

# **SCIEA Budget Request 2001-2003**

	2000-2001	2001-2002	2002-2003	
	Increase	%	Total	Total
			Increase	%
<b>Maintenance</b>				
Compensation	\$197,000	4%	\$8,195	4%
Leases	3,000	3%	93	3%
Marketing	20,000	3%	618	3%
Compensatory Program	2,200	3%	68	3%
Travel	10,000	3%	309	3%
Technology	20,000	3%	618	3%
Supplies & Expense	17,689	3%	547	3%
Reserve	-		-	
	\$269,889		\$10,448	
Site Management	26,989		834	
<b>Sub-Total Maintenance</b>	<b>\$296,878</b>		<b>\$11,282</b>	<b>\$319,037</b>
<b>Expanded Services</b>				
Compensation	\$56,250	4%	\$2,250	4%
Supplies & Other Expenses	25,000	3%	750	3%
T-1 Connections to AISB	44,000	3%	1,320	3%
<b>Quality Improvement</b>				
Technology/Computer Enhancement	50,000	3%	1,500	3%
	\$175,250		\$5,820	
	17,525		582	
Site Management				
<b>Sub-Total Expanded Services &amp; Quality Improvement</b>	<b>\$192,775</b>		<b>\$6,402</b>	<b>\$199,177</b>
<b>Total</b>	<b>\$296,878</b>	<b>65%</b>	<b>\$500,530</b>	<b>\$518,214</b>

SUMMARY OF PROPOSED LINE ITEM PROJECTS FOR							
COLLEGE COOPERATIVE SOUTHEAST							
EXPENDITURES	2000-2001		2001-2002			2002-2003	
	Total	Increase	%	Total	Increase	%	
<b>Maintenance</b>							
Regional Services							
Compensation	\$396,430	\$15,857	4%	\$412,287	\$16,491	4%	
Learning Ctr. Hosts/Leases	111,500	3,345	3%	114,845	3,445	3%	
Marketing	71,237	2,137	3%	73,374	2,201	3%	
Compensatory Ed. Programs	11,000	330	3%	11,330	340	3%	
Travel	34,310	1,029	3%	35,339	1,060	3%	
Technology	22,000	660	3%	22,660	680	3%	
Supplies/Expense	55,500	1,665	3%	57,165	1,715	3%	
Reserve	13,000	390	3%	13,390	402	3%	
	\$714,977	\$25,414		\$740,391	\$26,335		
<b>Sub-Total Maintenance</b>	\$714,977	\$25,414		\$740,391	\$26,335		
<b>Site Management</b>	71,498	2,541		74,039	2,633		
	\$786,475	\$27,955		\$814,430	\$28,968		
<b>Quality Improvement</b>							
Technology - T-1 Lines		\$44,000		\$44,000	\$50,000		
<b>Sub-Total Quality Improvement</b>		\$44,000		\$44,000	\$50,000		
<b>Site Manager</b>		4,400		4,400	5,000		
<b>Total Quality Improvement</b>		\$48,400		\$48,400	\$55,000		
	2000-2001	Increase		Total	Increase		
<b>TOTAL EXPENDITURES</b>	\$786,475	\$76,355		\$862,830	\$83,968		

# **South Central Educational Association (SCIEA)**

## **2001-2003 Budget Request**

### **History**

The South Central Education Association, Inc., (known as the SCIEAssociation or the "Association"), a group of local civic leaders, and a partnership of post-secondary institutions known as the South Central Education Alliance (referred to as the SCIEAlliance or the "Alliance" and composed of Ball State University, Indiana State University, Indiana University, Ivy Tech State College, Purdue University, and Vincennes University) was organized to expand specified educational services available to the place bound students of the six-county region known as South Central Indiana. This region includes: Greene, Jackson, Lawrence, Martin, Orange, and Washington counties.

The original Alliance institutions agreed to coordinate, collaborate, and articulate course offerings that expand and provide educational opportunities to citizens of the region. In addition, distance education courses and programs delivered by the Indiana Partnership for Statewide Education (IPSE) institutions through the Indiana College Network (ICN) are available in locations with appropriate technology in place. With the rapid development of courses delivered through internet/WEB technologies and IHETS/IPSE, all of Indiana's public postsecondary institutions deliver educational programs that are accessible to the citizens of South Central Indiana. This trend and availability of courses and programs will become even more prevalent and sophisticated with access to the Access Indiana Statewide Backbone (AISB) and the broadband capability it provides.

Indiana State University continues to broker educational services and serves as fiscal agent and site manager for the South Central Education Association.

### **Mission and Goals**

The mission of the South Central Indiana Educational Alliance and Association is to deliver a menu of programs and services that respond to individual, community, and workforce as well as economic development needs and plans. Success is achieved through the combined effort of: the Association and area advisory committees; business, industry, and organized labor; and economic and workforce development organizations and governmental agencies as they work with Hoosier postsecondary institutions. Primary goals are:

- To increase access to educational programs which enable increasing numbers of students to enroll in certificate, degree completion, and workforce development opportunities and to provide an accompanying range of students to reduce barriers to postsecondary participation;
- To reduce logistical barriers for students by offering selected face-to-face programs and courses in Area Learning Centers and Sites while increasing access by expanding electronic delivery of educational opportunities which free students from time and place constraints; and

- To deliver educational opportunities to meet the identified needs of constituent groups and individuals through a coordinated, collaborative, articulated manner without duplication of effort by participating institutions.

## **Achievements**

### **Enhanced Academic Services**

The community based service plan for delivering education programs and services in south central Indiana supplements full-service learning centers utilizing full- or part-time staff to provide individualized “hands on” student services. The focus on a “customer service” orientation has created success in reaching and supporting place-bound students in their entry/reentry into higher education. The value of this approach manifests itself in increased course enrollments and repeat “customer” seeking additional post-secondary education.

- **Access** - During the past biennium student service access has been developed in three additional counties (Greene, Jackson, and Orange) in the South Central Indiana service area. In November 1998, the Orange County Area Learning Center, located at the Paoli Jr.-Sr. High School was opened. One month later, the Greene County Area Learning Center, located at the White River Valley High School, began offering courses. In January 2000, the Area Learning Center for Jackson County was opened at the Seymour High School.

Support from two grants, mentioned later, is also providing for additional access to education through the provision of two-way video capability and computer availability in Greene, Jackson, Lawrence, Orange, and Washington Counties. These extramural funds are providing outstanding resources and capability for interested students to access educational opportunities not otherwise available.

The Jackson County Area Learning Center was instrumental in creating partnerships with postsecondary institutions and citizens/business/industry organizations to provide opportunities for greatly needed ESL (English as a Second Language) instruction.

- **Participation Levels** - Enrollment continues to increase as access to educational resources becomes more available in the South Central Indiana area. Enrollment for 1997-98 year included 344 students in credit classes with an additional 299 students in workforce development related courses, a total 643. Enrollment for 1998-99 year included 414 credit students with an additional 245 in workforce development related courses, a total of 659, an increase of 16 students over the previous year. Enrollment for 1999-2000 (Summer 2000 enrollment figures are not included) year included 749 credit students with an additional 369 students in workforce development related courses, a total 1,118, and reflects a 69.6% increase over the previous year.
- **Grant Support** – Extramural funding has been made available as a result of the participation of the SCIEA Regional Director with ISU personnel in the development of a “telemedicine and education” grant through the Rural Utilities Service in the United States Department of Agriculture. The award of \$228,000 brings educational access through 2 way audio-video equipment, computers and work stations to four

locations in South Central Indiana, Bedford, Paoli, Seymour, and Salem. This equipment will be connected to the Assess Indiana State Backbone through T1 lines.

SCIEA, Inc. was also awarded a grant from the Lilly Endowment through the Greene County Community Foundation to the Greene County Area Learning Center, which resulted from the initiative of the Area Learning Center Coordinator. This grant, of \$138,500, provides T-1 line connections, computer and educational equipment, furniture, and training for the learning center located at White River Valley High School.

- **Community Awareness** - Projections indicate that the numbers of students seeking credit classes and participating in workforce development activities will increase during the next biennium. This assumption is based upon the increase during the last biennium and the volume of contacts with individuals, employers in business and industry, chambers of commerce, school corporations and other agencies.
- **New Partnership** - SCIEA, Inc. has recently created a partnership with Clarian Health at the Bedford Regional Medical Center to provide "telemedicine" and other educational activities through the two-way audio/video technologies. This partnership will serve as a model for other health care facilities and the Area Learning Centers for the purpose of bringing health education to areas in south central Indiana.

The Bedford Regional Medical Center will provide facilities and services to support the installation and utilization of the two-way video equipment and computers that will be provided for students who are enrolled in asynchronous courses. This partnership provides significant opportunities for the residents of Lawrence County.

## **2001-2003 Budget Request**

### **Maintenance**

The budget request recommends a 4.0% increase in compensation and a 3.0% increase in other budget items above the 2000-2001 budget for program maintenance in 2001-2002 plus similar increases for the second year of the biennium, 2002-2003. These increases are necessary to maintain pace with the cost of services and materials utilized as well as to maintain/increase the quality and quantity of materials and services for adult students, area employers, and other citizens and organizations.

### **Expanded Services**

#### **Enhanced Academic & Student Services**

Maximizing student enrollment potential in the six counties of South Central Indiana requires an increasing investment in personnel, technology, and operating expenses. This expanded service request will accomplish the goal of providing students with much broader access to educational programs and degrees offered through Hoosier postsecondary institutions and to professional student services.

The budget request recommends an enhanced level of academic and student services for South Central Indiana. Face-to-face, distance education and workforce development educational and training programs will lead to higher levels of adult participation in postsecondary education. These higher levels of adult participation in postsecondary education will be the result of:

- Area Learning Centers and Sites through which adults can access postsecondary and workforce development programs;
- Student services provided by additional full- and part time student service coordinators; and,
- T1 connections to the Access Indiana Statewide Backbone (AISB) so that students can “connect” to the myriad of educational internet/Web courses and programs.

### **T1 Connections to the Access Indiana Statewide Backbone (AISB)**

With the installation of the T1 lines and two-way video equipment in Jackson, Lawrence, Orange, and Washington Counties at Area Learning Centers, there is a recurring cost of \$11,000 for each T1 connection. This new requirement was not included in previous budgets, therefore, the 2001-2003 budget request includes an increase \$44,000 of recurring funding in FY 2002 for these necessary broadband connections to the AISB. These connections will provide access to nearly 100 two-way video classes during the Fall Semester of 2000 and also provide much greater capability for hundreds of internet/web based courses available from Indiana’s universities. This financial support will ensure access to educational programming not otherwise available.

### **Regional Access**

**Jackson County – Seymour** - During FY 2000 a half-time coordinator was employed for a new learning center at Seymour High School. The development of this learning center was requested by the Seymour Community School Corporation and by members of the business community. Facilities are being provided at no cost to the SCIEA. The School Corporation requires that any institution must work through the SCIEA coordinator if they want to utilize the facilities of the high school for classes. Tremendous community support developed for the learning center during the Spring Semester and it is apparent that there is tremendous potential for increasing adult participation in Jackson County through the services of the learning center. Seymour High School is also the site for installation of additional capability through the RUS grant for two-way video installation. This presents another avenue for providing access to educational programming. The budget request includes recurring funding for a full-time coordinator, connection to the AISB, and support for supplies and expenses for the development and operation of the center.

**Washington County – Salem** – This location is also a site for installation of two-way video equipment and computers secured through the RUS grant. Implementation and utilization of this equipment in the Salem High School with has the complete support and cooperation of school officials. This learning center site is not currently staffed with a coordinator. Therefore, the budget request includes recurring funding for a half-time coordinator position beginning with FY 2002, funding for connection to the AISB, and support for supplies and expenses for the development and operation of the learning center.

Development of the Seymour and Salem Learning Centers will require a total of \$125,250 in new recurring funding to provide for the expansion of services into counties with significant potential for the participation of adult students.

These enhanced technical and staffing capabilities increase geographic and student access to the world through technology. The success of an increased level of personal contact with student services and technological access will reach out to place-and time-bound students to support their entry/reentry into higher education and result in higher levels of participation.

### **Quality Improvement**

Included in the 2001-2003 biennium budget is a request for recurring funding for quality improvement directed at technology and computer enhancements and replacement.

The Area Learning Centers need to update/replace computer equipment due to the increased usage and program improvements as well as providing services in new locations. Current funding levels are not able to support these needs.

A mobile computer lab would be extremely valuable for business and industry training, therefore, making employee utilization and opportunities much simpler and less time consuming, as well as reducing time away from the workplace

Also, several public schools housing an Area Learning Centers do not have ample space for daytime classes. With increasing student enrollment and service requests computer instruction during the day for students, businesses, and organizations is a valuable and desired service. A traveling computer lab will help meet this need.

### **Summary**

As described above, a total increase of \$192,775 annual recurring base funding is requested. The increase will be necessary to provide:

- Enhanced and established learning center sites in Seymour and Salem
- Access Indiana Statewide Backbone (AISB) connection recurring costs
- Quality improvements for the Area Learning Centers
- Computer and other technical enhancement

Implementation of this request will provide a significant amount of additional access and great potential for increasing adult participation levels in higher education.

# **College Cooperative Southeast**

## **2001-2003 Budget Request**

### **History**

The College Cooperative Southeast (CCS) is the continuation of the "Electronic Campus" initiative begun in 1994 through the Southeastern Indiana College and Continuing Education Coalition (SICCEC). Indiana State University became the broker of educational services in June 1997 and the CCS under its direction became a collaborative effort of the State's universities to provide post-secondary education opportunities to meet needs of place-bound students in the original nine county region of southeastern Indiana.

### **Mission and Goals**

The mission of the College Cooperative Southeast is to deliver a menu of programs and services that will respond to individual, community, workforce, and economic development needs and plans specifically:

- To increase access to educational programs and thereby enable increasing numbers of students to enroll in certificate, degree completion, and workforce development opportunities, as well as to provide a full range of student services to satisfy the educational needs of students and communities of southeastern Indiana;
- To reduce logistical barriers for students by offering selected face-to-face programs and courses in Area Learning Centers while continuing to expand electronic delivery of programs/courses to Area Learning Centers and Sites through the utilization of asynchronous programs/courses which free students from time and place constraints; and
- To deliver educational opportunities that satisfy identified needs of constituent groups and individuals in a collaborative, coordinated, articulated manner without duplication of effort by participating institutions.

In its marketing of post-secondary educational opportunities in southeastern Indiana, the CCS initiative has also performed its mission in a way that fairly represents and collaborates with all institutions. Marketing of and referrals to partnership institutions is based on agreed-upon protocols with these institutions especially in areas of business and industry training.

## **Achievements**

### **Enhanced Academic Services**

The community based service plan for delivering education programs and services now operating in southeastern Indiana retains the best of the original "electronic campus" concept and supplements that with full-service learning centers utilizing full-time staff to provide individualized "hands on" student services. The plan also maintains Community Learning Sites with part-time staff, thereby providing access to services in smaller communities. The emphasis on marketing and personal contacts--a "customer service" orientation, has created success in reaching and supporting place-bound students in their entry/reentry into higher education. The value of this approach manifests itself in increased course enrollments and repeat "customers" seeking additional post-secondary education. Achievements in the past two years include:

- **Access** – Nine CCS learning centers and sites are currently being connected to the Access Indiana State Backbone (AISB). This will allow access in these locations to receive educational programming through two-way video. These connections will also provide increased bandwidth for internet-based course access.

Increased access has also been achieved with the successful implementation of learning centers in Hancock and Shelby County.

- **Participation Levels** - Total enrollment for FY 1999 was 708 students enrolled in 992 courses with an annualized FTE of 992. This is a 55 % increase in enrollment and 48% increase in student count over 1998. For the same period, FY 2000, the student count was 1,101 with enrollment at 1,383, or a 55% increase in students and almost 40% increase in enrollments. Annualized FTE for FY 2000 was 138.3.
- **Citizen Involvement** - There is continuing interest among citizens, educators, and directors of economic development to partner with the CCS in establishing new efforts and directions for lifelong learning in communities where CCS has a presence. The CCS participation in the development of the Scottsburg Lifelong Learning Center is a prime example
- **Community Services**-While educational institutions may point to their successes in attracting more students and thereby increasing enrollments, "service-based" organizations (like CCS) offer other "services" or programs to their communities. The CCS is uniquely positioned to deliver courses, seminars, and workshops at a community level. Those programs range from community education computer courses, to human service programs in child development and grief counseling, to academy training for police officers over an IHETS-delivered program. These programs are possible because CCS has offered a vital service to that community through a "staffed" learning center. Head counts for these community programs are comparable to documented enrollments for higher education courses.
- **Grant Support** - The CCS is receiving supplementary funding as a result of the participation of the CCS Regional Director with ISU personnel in the development of a Rural Utilities Services grant application to the United States Department of Agriculture.

This successful application resulted in securing approximately \$150,000 of outside funding dedicated to the installation two-way video equipment and computers for learning centers in Franklin and Switzerland Counties.

- **Community Awareness**-Contacts with community institutions including business and industry, chambers of commerce, school corporations, libraries, the cooperative extension service to name a few, have resulted in expanded awareness of post-secondary offerings in this service area. As evidenced by performance, demand for educational programs and services have increased in all Learning Centers with especially dramatic increases in several counties. There is continuing interest among citizens, educators, and directors of economic development to partner with the CCS in establishing new efforts and directions for lifelong learning in communities where CCS has a presence.

## **2001-2003 Budget Request**

### **Maintenance**

An increase of 4% in compensation and increase of 3% in other budgeted items above the 2000-2001 budget is requested to provide program maintenance in 2001-2002, plus similar increases for fiscal 2002-2003. These increases are necessary to maintain pace with the cost of service and materials utilized in program delivery as well as to maintain/increase the quality and quantity of materials and service for adult students, area employers, and other organizations and citizens. Maintaining technology, two-way videoconferencing enhancements, and improving access are major considerations of this budget.

### **Quality Improvement**

The development of the Access Indiana State Backbone (AISB) and T1 connections to that backbone incurs costs not anticipated with previous budget cycles and represent "real" cost increases. It is important to maintain these important The development of the Access Indiana Statewide Backbone (AISB) and T1 connections to that backbone, connections that allow the delivery of two-way video delivered educational programs and which also provide high bandwidth internet capability to adult student enrolled in higher education.

The amount requested for quality improvement for the support of these T1 lines is \$44,000 during FY 2002 and an additional increase of \$50,000 in FY2003. This recurring funding will ensure the continuation of important method of access for the \$11,000 annual expense, per connection, of the nine "connected" Learning Centers.

Over the past two years, there have been major changes in distance-delivered programs, with increased emphasis toward Internet/Web based curricula. Two-way video technology will significantly increase course delivery, and maintenance of older equipment as well as acquisition of new computer technology will be necessary to ensure that students have access to educational opportunities. This overall budget request and quality improvement supplement will help offer students in rural areas similar access as those in urban areas.

Partial funding for these connections will be secured from existing budget resources during FY 2002.

## **Expanded Access**

To maximize the student enrollment potential in southeastern Indiana counties will require additional investments in learning centers, technology, and personnel/consultants. Funding for these needs, among others, will utilize existing budget resources.

- A half-time site coordinator for the new Lifelong Learning Center in Scottsburg, serving the Scott County community, is a priority. Two-way video, computer labs, and the installation of T-1 line are also being provided. We anticipate a significant increase in adult participation from CCS support of the Lifelong Learning Center in Scott County.
- Two-way video will also be made available in Versailles through the Area Vocational-Technical School to enhance the capabilities of the learning site located at that facility. This will provide capabilities not currently available to the students at that location.
- With the vast increase in technology delivered education has come both a tremendous increase in the capability of students to access educational opportunities, and a large need to acquire the services of competent technical support. These technical services can be provided through outsourcing or by the employment of appropriate personnel. This personnel would provide technical assistance to staff, equipment repairs, and overall technical support at all 13 CCS learning centers and sites. This professional would also perform assessments and assist in installation of equipment. Compensation for this position is included for carry-forward funding.
- T1 connections in nine-locations during FY 2001 and five locations during FY 2002.
- Upgrade of computer lab, with twenty computers, for use in the Jennings County High School.

## **Budget Request Summary**

The maintenance portion of the 2001-2003 biennial budget recommends annual increases of 4% in compensation and 3% in equipment, supplies, and other services. The total base budget increase request is 3.5% for 2001-2002, and an additional 3.5 percent for 2002-2003.

The overall quality improvement request for fiscal year 2001-2002 is \$44,000 with an additional \$50,000 requested for FY2003. These funds will be expended for technology needs and T-1 lines in support of two-way video to provide continuing access to southeastern Indiana.

AGREEMENT TO PROVIDE FLIGHT TRAINING

THIS AGREEMENT, made and entered into this first day of August, 2000 by and between INDIANA STATE UNIVERSITY BOARD OF TRUSTEES, hereinafter referred to as the "UNIVERSITY", and FLYING EAGLE AVIATION, hereinafter referred to as the "CONTRACTOR".

WITNESSETH THAT:

WHEREAS, the UNIVERSITY has initiated within its School of Technology programs in Aerospace Administration, Professional Aviation Flight Technology, and General Aviation Flight Technology which will be available to the students of Indiana State University.

WHEREAS, the CONTRACTOR owns and operates an incorporated flight school with all the necessary instructors, aircraft, and supporting facilities.

WHEREAS, the CONTRACTOR has proposed to the UNIVERSITY that it be permitted to conduct the in-flight training and participate in related cooperative education endeavors for Indiana State University students in conjunction with the UNIVERSITY'S aviation program.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained the parties agree, as follows:

I. FLIGHT TRAINING:

The CONTRACTOR shall provide to flight students of the UNIVERSITY the following described flight training at the place, price, quantity, and for the term indicated, subject to Terms and Conditions attached hereto and made a part hereof:

A. Type of Training

Private Pilot	Certified Flight Instructor
Commercial Pilot	Multi-Engine Rating
Instrument Rating	Cooperative Experiences

Published Course Requirements to include specialty courses: Conventional Gear, Float Plane and Glider (Assuming equipment is available).

The following activities conducted in connection with the UNIVERSITY'S flight training program shall be and are considered part of the contract and shall be subject to and part of the conditions contained in said contract:

1. Participation by Contractor in Indiana State University flight team activities.
2. Competition in National Intercollegiate Flying Association, as well as, other competitive intercollegiate meets.
3. Faculty proficiency flying offered by Contractor.

The above activities are conducted in conjunction with and subject to all terms and conditions of this contract to provide flight training for Indiana State University.

B. Hours of Training and Costs:

The minimum required hours of flight and ground instruction are governed by Federal Aviation Regulations, Part 61 and /or Part 141 and any amendments thereto.

The costs for aircraft rental and flight instruction will be generally based upon the normal market price reduced by approximately fifteen percent for Indiana State University students. Specific rates will be negotiated and agreed upon annually during or before July and will be published and in effect on August 1 of each year. The agreed flying costs must be competitive with other college and university flight programs.

In the event of unforeseen cost escalation, such as rapidly rising fuel costs, aircraft rental costs can be adjusted accordingly. Any proposed cost increase shall be set forth in writing and must be approved in writing by the UNIVERSITY. Proposed cost increases must be received no later than 30 days before such increases are implemented.

Approved flight costs will be made and addendum to this contract.

C. Aircraft Specification and Equipment:

FAA certified aircraft will be provided for flight training. Aircraft provided must be equipped with instrumentation and navigational equipment appropriate for the course of instruction. Some aircraft used for navigational training must provide training opportunities on state-of-the-art equipment to include LORAN and GPS systems.

All flight instruction by the CONTRACTOR for ISU students in the Department of Aerospace Technology will be in aircraft owned and/or operated by said CONTRACTOR.

D. Instructors:

The CONTRACTOR shall provide certificated flight instructors holding appropriate

type and class ratings for the instruction being given. Quality of instruction standards must meet or exceed those specified in FAR Part 141.83 and any amendments thereto.

Graduate students with assistantships/fellowships are expected to work a maximum of 20 hours per week within the school awarding the fellowship/assistantship. Generally no outside work is permitted unless approved by the Dean of the School of Graduate Studies. If not in violation of School of Graduate Studies policies, fellowship/assistantship students could be employed by a flight contractor not under contract to Indiana State University.

Adjunct professors, employed by Indiana State University may not perform duties as a certified flight instructor, assistant chief flight instructor, or chief flight instructor for any flight contractor under contract with Indiana State University.

In order to meet FAA training standards, student assistants employed in the Indiana State University Department of Aerospace Technology Ground Training Laboratory may also be employed by one of the Indiana State University flight contractors.

E. Supervision:

The CONTRACTOR shall provide a supervisor to monitor all instructors and instruction to ensure the quality and standardization of the flight training.

II. PAYMENT FOR INSTRUCTION:

Normally flight fees will be paid in advance. However, with approval of the CONTRACTOR payment for instructor and /or aircraft rental may be made at the time the service is provided.

The CONTRACTOR is not expected to provide credit on flight accounts.

The UNIVERSITY will not be responsible for student flight fees.

III. CONTRACTUAL TERMS:

The term of this agreement is from 1<sup>st</sup> day of August, 2000, to the 31<sup>st</sup> day of July, 2001.

IV. TERMINATION:

The UNIVERSITY reserves the right to terminate this contract upon serving written notice to the CONTRACTOR thirty (30) days prior to the date of termination or immediately if students' safety is, in the opinion of the UNIVERSITY, endangered.

The CONTRACTOR reserves the right to terminate this contract upon serving written notice to the UNIVERSITY thirty (30) days prior to the date of termination. The CONTRACTOR agrees to complete students enrolled in flight courses for that semester in which the contract is terminated.

In consideration for the mutual undertaking covered by this contract, the UNIVERSITY has designated the CONTRACTOR as one of the UNIVERSITY'S recognized flight training schools. The UNIVERSITY will to the extent possible, make known, without bias, to all students enrolled in flight courses, the name and location of each recognized flight training school under contract to the UNIVERSITY.

V. **ADDITIONAL PROVISIONS:**

The parties hereto incorporate herein as part and parcel of this contract, the "Indiana State University Contractor Flight Handbook" (Revised 9/98) which is attached to and made a part of this contract.

VI. **RELEASE OF LIABILITY:**

The CONTRACTOR hereby releases the UNIVERSITY, its officers, agents, servants, and employees from any and all claims and liabilities of any type whatsoever for damage to, loss of, or destruction of any property of the CONTRACTOR, its officers, agents, servants, and employees, and the property of any person, firm, corporation, or other party, and for the injury to or death of any person, firm, corporation, or other party, and for injury to or death of Contractor's officers, agents, servants, and employees, and for injury to or death of any students furnished by the UNIVERSITY, and of any person or persons which may now or hereafter arise out of or result from or be in any way connected, directly or indirectly, with said training or the operation of the aircraft hereunder or performance of this agreement.

VII. **INDEMNIFICATION:**

The CONTRACTOR further agrees to indemnify and save harmless the UNIVERSITY, its officers, agents, and employees, from and against any and all claims and liabilities of any type whatsoever and for damage to, loss of, or destruction of any property of a person (including, but not limited to, Contractor's officers, agents, servants, and employees), firm, corporation and/or other party, and for injury to or death of any person or persons (including, but not limited to, the University's students and Contractor's officers, agents, servants, and employees) which may arise out of or result from or be in any way connected, directly or indirectly, with the performance of this agreement. This indemnity agreement shall extend also to any expense incurred by the UNIVERSITY in connection with the defense of any such claims contemplated herein.

VIII. **INSURANCE:**

The CONTRACTOR agrees to provide the following insurance coverage:

- A. In connection with the operation of aircraft and the performance of this contract (or the flight checking of trainees hereunder by the employees or representatives of governmental agencies), the CONTRACTOR engaged to provide the flight training shall procure and maintain at all times during the performance of service under this contract Aircraft Public Liability Insurance including coverage of liability to passengers against bodily injury and property damage. Such insurance shall be procured and maintained in limits of not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence. The Contractor shall also

provide premises liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence. This required insurance coverage shall be carried under the terms and conditions which shall protect the CONTRACTOR, the student trainee, and the UNIVERSITY, its agents, servants, and employees.

- B. Each insurance policy evidencing this required insurance shall bear appropriate endorsements whereby the insurance carrier waives any rights of subrogation against the UNIVERSITY by reason of any payment under such policy, and such policy shall further provide that the UNIVERSITY will be given thirty (30) days prior notice before cancellation of such policy or reduction of coverage thereunder can be effective.
- C. The CONTRACTOR shall, prior to initiation of flight instruction under this contract, submit to the UNIVERSITY or its duly authorized representative, (1) a certified copy of the insurance policy actually procured and maintained, and (2) an insurance certificate issued by the insurance carrier certifying to the existence of the required insurance coverage in conformity with this clause. This insurance documentation shall show the period of coverage to be at least for the length of the contract period.
- D. Indiana State University, Indiana State University Board of Trustees, their predecessors and successors, their agents, servants, employees, and students while acting within the scope of their duties as such, shall be among the named insured in each of such policies.

#### IX. FINANCIAL RESPONSIBILITIES:

The CONTRACTOR shall furnish upon request proof of financial responsibility as evidenced by financial statements made on the forms approved by the UNIVERSITY.

The financial statement shows the condition of the Contractor's business and operation that is concerned with the operation of the UNIVERSITY flight program. Particular items to be included to be specified by the UNIVERSITY.

IN WITNESS WHEREOF, the parties hereto have themselves, or through their respective officers, or duly authorized agents, caused this contract to be executed the day and year first above written.

INDIANA STATE UNIVERSITY BOARD OF TRUSTEES

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Secretary

CONTRACTOR

NAME: Flying Eagle Aviation

BY: Dorothy W. Greer

ATTEST: My Attest  
Secretary

## CERTIFICATE OF INSURANCE

**COMPANY:** Phoenix Aviation Managers - Old Republic Insurance Company

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

**NAME & ADDRESS OF NAMED INSURED**

Executive Air Charter, Inc.  
dba Flying Eagle Aviation  
3637 E. County Road, 400 North  
Kokomo, IN 46901

**NAME & ADDRESS OF AGENCY**

Avsurance Corporation  
P.O. Box 1387  
Ann Arbor, MI 48106-1387

This is to certify that policies of insurance listed below have been issued to the named insured named above and are in force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

**POLICY NUMBER:** AV 52184-03 **POLICY PERIOD:** FROM 12/15/99 TO 12/15/00

**COVERAGES & LIMITS OF LIABILITY**

**AIRCRAFT INSURANCE**

**APPROVED USE:** Commercial (Excluding Charter)

**AIRCRAFT LIABILITY:**

**Aircraft Leaseback Owner**

\$ 100,000  
Bodily Injury Each Passenger  
\$ 1,000,000  
Property Damage  
\$ 1,000,000  
Each Occurrence

**Aircraft Lienholder**

**AIRCRAFT PHYSICAL DAMAGE**

**DEDUCTIBLES:** \$ 100 Not In Motion \$ 500 In Motion

Make/Model	Cessna 172	N#	1956F	Value	\$ 49,000
Make/Model	Piper PA28-RT-201	N#	80ML	Value	\$ 70,000
Make/Model	Cessna 152	N#	6182Q	Value	\$ 31,500
Make/Model	Cessna 172	N#	2632Y	Value	\$ 140,000

**AIRPORT LIABILITY INSURANCE**

**PREMISES**

\$ Each Occurrence

**PRODUCTS**

\$ Each Occurrence &  
Annual Aggregate

**HANGARKEEPERS LEGAL LIABILITY**

\$ Any One Aircraft X \$ Each Occurrence \$ Deductible

**OTHER:** Certificate Holder is named additional insured but only with respects to operations arising out of the Named Insured.

**NAME & ADDRESS OF CERTIFICATE HOLDER**

Indiana State University  
Attn: A. Keith Mew, Ph.D.  
Aerospace Technology  
Terre Haute, IN 47809

**CANCELLATION**

Should any of the above described policies be canceled before the expiration date stated above, the company or agency will endeavor to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Date Issued: January 4, 2000

Authorized Representative

Flying Eagle Aviation  
Flight Fees  
for  
Indiana State University

	Retail	ISU 10% Discount
Cessna 152	\$54.00	\$48.60
Cessna 172N	64.00	57.60
Cessna 172 R	81.00	72.90
Piper Arrow IV	81.00	72.90
Instruction Primary & Advanced	28.00	25.20

COPY

## Internship Agreement The StayWell® Company

Student Star Campbell Date \_\_\_\_\_  
College/University Indiana State University  
Address 8000 Applewood Ct, Terre Haute, IN, 47802  
Phone 812-298-8955

Faculty Advisor Dr. Blansitt Evans Phone \_\_\_\_\_  
Address Dept. Physical Education, Indiana State University  
Fax # 812-237-4061

StayWell Intern Coordinator Debra Rehnerford Phone 317-240-4810  
Address Indy Four RV 1101 S. TINDS AVE, Indianapolis, IN 46241  
Fax # 317-240-4965

This internship will start on May and will conclude on Aug. in the year of 2000  
The internship will be a total of \_\_\_\_\_ hours in length.  
The specific days per week and hours per day are as follows: Mon, Wed, Fri 8-4; Tues 12-8p; Thurs 5-1p

The following statements cover the terms and conditions under this agreement. Please review and acknowledge your understanding by signing and dating this form in the noted area.

The StayWell Company agrees to provide a supervised unpaid internship to the above named student. The above designated StayWell Internship Coordinator will be responsible for overall supervision and evaluation of the intern. Specific responsibilities and requirements of the intern are outlined in the internship manual given after verbal acceptance of the internship. The intern will work with the StayWell Internship Coordinator to determine objectives for the internship within two weeks of starting the internship. The internship responsibilities and requirements must be reviewed and agreed upon by the intern's College/University supervisor, the intern, and the StayWell Internship Coordinator. Any modifications will be agreed upon in writing and signed by the respective individuals designated above.

The intern accepts this assignment with the understanding that the work performed as a student is in fulfillment of academic requirements. The intern will receive no compensation from The StayWell Company. This agreement does not make either party an employee, agent, or legal representative of the other and, therefore, cannot obligate each other in any form or manner other than what is explicitly stated in this agreement. It is understood that The StayWell Company extends no professional liability or public liability insurance coverage to the intern and it is agreed that The StayWell Company will be held harmless for any claims for injuries or damages that arise from the intern's work under this agreement. The intern agrees not to divulge to anyone, either during the terms of the internship or thereafter, any information of any kind not in the public domain that is acquired in carrying out this internship. All materials used are the property of The StayWell Company and must be returned following the completion of the internship. Three copies of this form must be signed by the designated parties and each will retain a copy of the form for their own record.

Please sign in appropriate places:

Blinche W. Evans  
(College/University Supervisor)

Date: 4-04-00

Representing:

Indiana State University  
(College/University)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Intern)

Date: \_\_\_\_\_

\_\_\_\_\_  
(StayWell Intern Coordinator)

Account Name: Indiana State University  
Contact Name: Steven Pahl  
Telephone Number: 812-237-2028

Account Number:  
Project Number:

Billing Address: School of Business, Indiana State University Terre Haute, IN 47809

DESIGN PROGRAMMING  
SERVICES AGREEMENT

THIS DESIGN AND PROGRAMMING SERVICES AGREEMENT ("Agreement"), made and entered into as of the 15th day of June, 2000, by and between EXPIDANT, LLC ("EXP"), an Indiana limited liability company having its principal business address at 950 North Meridian St. Suite 920 Indianapolis, IN 46204, and Indiana State University, an Indiana Educational Institution, having its principal business address at Terre Haute, IN 47809, ("Client"),

WITNESSETH THAT:

WHEREAS, EXP possesses confidential and proprietary knowledge and expertise concerning the design and implementation of Internet Web sites for a variety of clients; and

WHEREAS, EXP has made to Client a detailed proposal dated May 8, 2000, ("Proposal") specifying that EXP is willing to perform certain Web site development work ("Work") with respect to a certain Web site development project ("Project"), as specified in the Proposal, such work to be comprised of basic services ("Basic Services") as specified in the Proposal, as well as certain identified supplementary services ("Supplementary Services") all for an estimated Project Cost ("Project Cost"), as set forth in the Proposal and Design Document, which are attached hereto as Exhibit A and incorporated herein by this reference thereto; and

WHEREAS, Client desires to agree to accept the Proposal in its entirety subject to the terms and conditions hereof,

NOW, THEREFORE, in consideration of the Proposal, of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by both parties, EXP and Client hereby agree as follows:

Article I

Incorporation of Preambles

The foregoing recitals are hereby incorporated herein by this reference thereto.

Article II

Work

2.1 Final Design Specifications. Final detailed design and production specifications ("Design Document") shall be developed cooperatively by EXP and Client and approved by Client as an initial stage of the Work. Material differences between the Design and the Work as outlined in the Proposal may result in revisions to the estimated Project Cost. If such revisions to estimated Project Cost are unacceptable to Client, and Client and EXP are unable to agree on final

Project Costs, Client may terminate this Agreement in accordance with the provisions of Article VIII hereof.

2.2 Basic Services. As provided in the Proposal, EXP shall provide Basic Services for the Project consisting of consultation, research, Design, checking quality of implementation, and coordination of the Project and its execution. In connection with performing the Basic Services, EXP shall prepare and present materials to Client that demonstrate or describe EXP's intentions and shall prepare various materials, such as creative comprehensives, drawings, and specifications, to enable the Design to be implemented.

2.3 Supplementary Services. EXP may also provide certain specialized Supplementary Services, but only to the extent described in the Proposal and/or the Design. Such Supplementary Services might include: creative services including graphic design and illustration, nonstandard typefaces, copy development, preparation of special artwork, use of stock photography, preparation of existing materials for reproduction, external content, external software, CD-ROM or removable media reproduction, and the like. If any of these services are required, but are not to be provided directly by EXP pursuant to the Proposal as Supplementary Services, they will be coordinated by EXP, provided by others, and billed to Client, pursuant to the provisions of paragraph 3.6 hereof.

### Article III

#### Project Cost, Project Acceptance, Fees, Expenses, Records and Taxes

3.1 Project Cost. Subject to adjustment at the Design stage as provided above, and except as hereinafter provided, Project cost ("Project Cost") shall be the amount set forth in the Proposal attached hereto as Exhibit A.

3.2 Payment of Project Cost. One third of Fixed Project Costs shall be paid upon execution hereof before any Work shall commence upon the project. An additional one third of Fixed Project Costs shall be payable upon Client's acceptance of the Design (creatives), including the appearance of Client's Web site and the interface designs. The final one-third of Fixed Project Costs shall be due and payable upon Project Acceptance. All hourly charges incurred shall be billed in accordance with our monthly billing cycle as hours accrue.

3.3 Project Acceptance. Project Acceptance shall mean written notice by Client to EXP that the Project as completed by EXP meets Design criteria as operated on Client's equipment. Project Acceptance and payment in full of Project Costs, fees, reimbursable expenses and third party contractor expenses shall be necessary pre-conditions for EXP to enable Client to make commercial "live" use of the Project.

3.4 Work in Addition to Estimated Project Cost. The fixed fee or fee estimate not to exceed a specified amount as set forth in the Proposal as estimated Project Cost or otherwise estimated for Client has been based upon the time estimated to complete the Work specified in the Design specifications during normal working hours. Any revisions or additions to the Work described in the Design shall be billed as additional Work not included in any estimated fixed Project Cost or other fee specified above. Such additional Work shall include, but shall not be limited to, changes in the extent of Work, changes in the complexity of any elements of the Project, and any changes made after approval has been given for a

specific stage of design, development, or implementation. EXP shall keep the Client informed of additional Work required and shall request Client's approval for any additional Work which will cause the total fees, exclusive of any charge for rush work, to exceed the estimated fees set forth as Project Cost.

3.5 Rush Job Surcharges. Client shall pay a surcharge for any Work to be performed outside of normal working hours by reason of unusual deadlines or as a consequence of Client not meeting scheduled times for delivery of information, materials, or approvals. The surcharge for rush Work shall be the standard rates set forth on Exhibit B, plus 25%.

3.6 Other Project Fees. As to other Project Fees for EXP Work in addition to the Basic Services and Supplementary Services set forth in the Proposal, EXP shall invoice Client biweekly in arrears on a time and materials basis, and Client shall pay, for EXP's Work provided to Client by EXP's staff pursuant to the Proposal or other Client request for Work. The current schedule of fees for Work are detailed in Exhibit B, attested hereto and made a part hereof by its reference thereto. If EXP increases its rates for such Work and provides Client with thirty (30) days written notice of the increase, then EXP may implement the increase as provided in such notice. Client acknowledges EXP's estimates and time schedules are realistic, but not absolute, and many factors, including causes beyond EXP's control, can cause delays.

3.7 Expenses. EXP shall invoice Client biweekly in arrears, and Client agrees to pay, for expenses incurred as a result of performing Work in accordance with the Proposal or other Client requests for Work. Such expenses shall be limited to reasonable "out-of-pocket" expenses, including travel expenses, necessarily and actually incurred by EXP in the performance of its Work, provided that; (i) Client has given its prior written consent for the Work which necessitate any such expenses; (ii) the expenses have been submitted with sufficient detail; and (iii) if requested by Client, EXP submits copies of supporting documentation in addition to the invoice(s) for the expenses. EXP's current Travel and Expenses Policy is detailed in Exhibit C attached hereto and incorporated herein by this reference thereto.

3.8 Payment Terms. The fees and/or expenses invoiced in accordance with this Section, except for any specific amounts disputed by Client, shall be payable by Client upon receipt. All amounts owed by Client to EXP pursuant to this Agreement and which are past due shall accrue interest at a simple rate of seven percent (7%) per annum, or the greatest rate allowed by law if less than seven percent per annum, from their due dates until paid. All payments shall be made in United States dollars. In addition to any other remedies which may be available to EXP pursuant to this Agreement or at law, EXP reserves the right to suspend Work until past due amounts are paid in full.

3.9 Cancellation of Scheduled Work. In the event Client cancels any scheduled Work agreed to upon less than seven (7) days notice, EXP will attempt to reemploy those personnel scheduled to perform such canceled Work, provided EXP reserves the right to charge Client, and Client agrees to pay EXP, fifty percent (50%) of the estimated fees for the canceled Work scheduled to be performed by personnel EXP is unable to redeploy. Client further agrees to pay all non-recoverable expenses incurred by EXP in anticipation of performing the scheduled Work and prior to receipt of notice of cancellation from Client, regardless of whether any cancellation notice is subsequently given by Client.

3.10 Delay of Scheduled Work. In the event that the schedule work or previously agreed to timeline becomes delayed for a period of 4 weeks or more due to Client, EXP will invoice Client for the greater of: (i) all work completed to date, including expenses or, (ii) the amount of scheduled installments as indicated in the previously agreed to timeline.

3.11 Records. EXP shall maintain complete and accurate accounting records, in a form which conforms with generally accepted accounting principles, to substantiate EXP's charges and expenses hereunder and EXP shall retain such records for a period of one (1) year from the date of any final payment.

3.12 Taxes. Client shall pay all applicable sales, use, excise, and other taxes or similar governmental charges or duties applicable to the performance of the Work, if any, except such taxes or charges based on the income of EXP, or of EXP's employees or sub-contractors. In lieu of payment of such taxes, charges, or duties, Client shall provide EXP with a certificate acceptable to the taxing authorities exempting Client from payment of these taxes. Upon request, Client shall promptly provide EXP with evidence of payment of any such tax. Client will reimburse EXP for all such costs and taxes paid by EXP on the Client's behalf, including any related penalty or interest charges on unpaid taxes, duties, or charges, levied upon Client by any such taxing or governmental authority within thirty (30) days after Client's receipt of EXP's invoice therefore supported by appropriate documentation. Reimbursable expenses shall include, but not be limited to, expenditures for: typesetting, photography, presentation materials, facsimile and long-distance telephone charges, postage, and local deliveries, including messengers, out-of-town travel, and shipping.

#### Article IV

##### Client's Obligations

4.1 Client's Representative. Client shall appoint a representative ("Representative") with full authority to provide or obtain any necessary information and approvals that may be required by EXP. Client's Representative shall be responsible for coordination of briefing, review, and the decision making process with respect to persons and parties other than EXP.

##### 4.2 Client's Project Information.

(a) Client shall provide accurate and complete information and materials to EXP in final edited state and shall be responsible for the accuracy of completeness of all information and materials so provided. Client guarantees that all materials supplied to EXP are owned by Client or that Client has all necessary rights in such materials to permit EXP to use them for the Project.

(b) Client shall indemnify, defend, and hold EXP harmless from and against any claim, suit, damages and expense, including attorney's fees, arising from or out of any claim by any party that its rights have been or are being violated or infringed upon with respect to any materials provided by Client.

(c) All content provided by Client shall be in a form suitable for development or programming in a digital format. Where photographs, illustrations, or other visual materials are provided by Client, they shall be of professional quality and in a form suitable for reproduction without further preparation or alteration. Client shall pay all fees and expenses arising from its provision of materials that do not meet such standards. EXP shall return all materials provided by Client within ninety (90) days after the completion of the Project and payment of all amounts due. All content to be supplied by Client shall be noted in the Design.

(d) EXP shall take reasonable precautions to safeguard original or other materials provided by Client. EXP shall, however, not be liable for any damage to, or loss of any material provided

by Client, including artwork, photographs or materials other than or on account of willful neglect or gross negligence.

4.3 Client Copy Approval. Client shall proofread and approve all final copy before the production of Design elements. The signature of Client's Representative shall be conclusive as to the approval of all materials or other items prior to their release for implementation.

4.4 Power to Act. Client specifically grants to EXP the right to act on Client's behalf to give instructions on behalf of Client to any person or entity involved in the Project, such as content providers, integrators, or support services. Any such instructions or approvals by Client may only be made through EXP. Client shall be bound by all such instructions given by EXP within the scope of this Agreement.

4.5 Client's Commitment of Resources. Client agrees to ensure that EXP has reasonable and adequate access to Client's records, facilities, workload information, source code, computer systems, computer time, data, report histories, and all other normal and reasonable materials required to perform the Project Work. Client further agrees to make its employees and third-party contractors available to EXP as necessary to be trained or to otherwise facilitate the performance of the Project Work as reasonably required by EXP. EXP agrees to indemnify, hold harmless, and defend the University against any claim, suit, or course of action arising out of access, use or dissemination of materials.

## Article V

### Confidentiality

5.1 Each party for itself and for its officers, directors, employees, and representatives, agrees to the following conditions relating to the disclosure of confidential information:

(a) "Confidential Information" means non-public information that either party designates in writing as being confidential, including, without limitation; trade secrets; know-how; concepts; methods; techniques; designs; drawings; specifications; computer source code; support materials; client, customer, or supplier lists; pricing information; marketing plans or information; records concerning the disclosing party's finances, contracts, services, personnel, methods of operation, properties, and other business affairs; and information received from others that the disclosing party is obligated to treat as confidential;

(b) Confidential Information shall not include that information that the receiving party can reasonably establish; is in the public domain; was known when received; is or hereafter becomes lawfully obtainable from other sources; must be disclosed to regulatory authorities having jurisdiction over the receiving party, or as may otherwise be required by law, provided that the disclosing party is given at least five (5) days' written notice before disclosure; or to the extent such all materials supplied to EXP are owned by Client or that Client has all necessary rights in such materials to permit EXP to use them for the Project.

(b) Client shall indemnify, defend, and hold EXP harmless from and against any claim, suit, damages and expense, including attorney's fees, arising from or out of any claim by any party that its rights have been or are being violated or infringed upon with respect to any materials provided by Client.

(c) All content provided by Client shall be in a form suitable for development or programming in a digital format. Where photographs, illustrations, or other visual materials are provided by Client, they shall be of professional quality and in a form suitable for reproduction without further

preparation or alteration. Client shall pay all fees and expenses arising from its provision of materials that do not meet such standards. EXP shall return all materials provided by Client within ninety (90) days after the completion of the Project and payment of all amounts due. All content to be supplied by Client shall be noted in the Design.

(d) EXP shall take reasonable precautions to safeguard original or other materials provided by Client. EXP shall, however, not be liable for any damage to, or loss of any material provided by Client, including artwork, photographs or materials other than or on account of willful neglect or gross negligence.

4.3 Client Copy Approval. Client shall proofread and approve all final copy before the production of Design elements. The signature of Client's Representative shall be conclusive as to the approval of all materials or other items prior to their release for implementation.

4.4 Power to Act. Client specifically grants to EXP the right to act on Client's behalf to give instructions on behalf of Client to any person or entity involved in the Project, such as content providers, integrators, or support services. Any such instructions or approvals by Client may only be made through EXP. Client shall be bound by all such instructions given by EXP within the scope of this Agreement.

4.5 Client's Commitment of Resources. Client agrees to ensure that EXP has reasonable and adequate access to Client's records, facilities, workload information, source code, computer systems, computer time, data, report histories, and all other normal and reasonable materials required to perform the Project Work. Client further agrees to make its employees and third-party contractors available to EXP as necessary to be trained or to otherwise facilitate the performance of the Project Work as reasonably required by EXP.

## Article V

### Confidentiality

5.1 Each party for itself and for its officers, directors, employees, and representatives, agrees to the following conditions relating to the disclosure of confidential information:

(a) "Confidential Information" means non-public information that either party designates in writing as being confidential, including, without limitation; trade secrets; know-how; concepts; methods; techniques; designs; drawings; specifications; computer source code; support materials; client, customer, or supplier lists; pricing information; marketing plans or information; records concerning the disclosing party's finances, contracts, services, personnel, methods of operation, properties, and other business affairs; and information received from others that the disclosing party is obligated to treat as confidential;

(b) Confidential Information shall not include that information that the receiving party can reasonably establish; is in the public domain; was known when received; is or hereafter becomes lawfully obtainable from other sources; must be disclosed to regulatory authorities having jurisdiction over the receiving party, or as may otherwise be required by law, provided that the disclosing party is given at least five (5) days' written notice before disclosure; or to the extent such duty as to confidentiality is waived by the disclosing party;

(c) The receiving party shall take reasonable security precautions, at least as great as the precautions it takes to protect its own confidential information, to keep confidential the Confidential Information. Confidential Information may be disclosed, reproduced, summarized, or distributed only in

pursuance of the business relationship between the parties, and shall not be, directly or indirectly, divulged or disclosed for any purpose other than as permitted by this Agreement. The receiving party shall notify the disclosing party promptly upon discovery of any unauthorized use or disclosure of Confidential information;

(d) Each party shall return all Confidential Information it receives under the terms of this Agreement and all copies thereof to the disclosing party upon receiving a written request for same from the disclosing party;

(e) Both parties acknowledge that any publication or disclosure of Confidential Information to others may cause immediate and irreparable harm to the disclosing party, or to the ultimate owner of the Confidential Information, and if the receiving party should publish or disclose Confidential Information to others without authorization, the disclosing party shall be entitled to injunctive relief or to any other remedies to which it is entitled under law or equity because such harm may be inadequately compensable in damages; and

(f) This agreement not to disclose Confidential Information shall continue to apply for two (2) years after completion of the Project.

## Article VI

### Proprietary Rights

6.1 Proprietary Rights. Unless otherwise specified, component software such as pre-authored modules, work of authorship, to be known as "source code" developed or provided pursuant to the Project Proposal (whether or not such Project is completed) are the property of EXP and granted an unlimited, perpetual single license for usage. All other "source code" specific to Indiana State University and all "object code" such as graphics, design and the like are the property of Indiana State University, and EXP hereby agrees that any efforts put forth under this Agreement regarding "source code" specific to ISU and all "object code" have been fully compensated by ISU and it is the express Agreement of the parties that ISU shall possess all intellectual property rights resulting from the product of this Agreement, whether they be in copyright, trade or other patentable product or work. Further, EXP agrees to execute any and all documents required to effect such ownership.

6.2 Export Restrictions. Client may not export or re-export the materials, products, and deliverables developed or prepared by EXP pursuant to the Proposal or any copy or adaptation in violation of any United States Export Administration regulation or other applicable regulation.

6.3 Credit Line. EXP shall have the right to include a credit line on the completed designs or any visual representations of the Project and this same credit shall be included in any publication of the Design by Client. Client shall not, without written approval, use EXP's name for promotional or any other purposes with respect to these designs. EXP's credit line shall read as follows:

Internal Code Credit: <!-- Site designed by Expidant, LLC.  
<http://www.expidant.com>-->

External Credit: Designed and Maintained by: Expidant, LLC.

6.4 Promotional Rights. Expidant shall have the right to photograph or represent all completed designs or installations and shall have the right to use such photographs or representations for

publication, exhibition, or other promotional purposes. Such promotional usage of these materials must be approved by the CLIENT before the promotion takes place.

6.5 Third Party Contractors. EXP may contract with others to provide production services such as external content, media reproduction, software, and the like, which is desired by Client, but outside the scope of the Proposal. Client agrees to be bound by any terms and conditions, including required credits, with respect to the usage of such Work as may be imposed on EXP by such third parties.

#### Article VII

##### LIMITED WARRANTY, DISCLAIMER OF WARRANTIES, LIMITATIONS OF LIABILITY AND REMEDY

7.1 Limited Warranty - Consulting Services. EXP warrants that each of its employees assigned to perform Work under the Proposal shall have the proper skill and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with the Proposal and Design.

7.2 Limited Warranty - Web Site Software. EXP warrants that its unmodified Web site software shall substantially perform as described in the written, mutually agreed upon Design for the Project or in any documentation for the Project for a period of thirty (30) days following Acceptance of this Project by Client. During the warranty period, EXP agrees to correct all substantive nonconformances of the Project as reported in writing by Client at no additional charge. Any support of the Project, or of its usage or documentation, required after the initial thirty (30) days can be provided to Client pursuant to EXP's written Maintenance Agreement.

7.3 Apportionment of Fault. EXP shall not be responsible for any delay or failure to perform Project Work that is caused solely by the fault of Client or failure by Client to perform its obligations under this Agreement in a timely and complete manner. In the event that any delay or failure by EXP to perform the Work in accordance with the Project is caused in part by the fault of Client or failure by Client to perform its obligations under this Agreement in a timely and complete manner, the parties shall negotiate in good faith to apportion the aggregate of any actual damages suffered by Client and any actual damages suffered by EXP as a result thereof in accordance with the relative fault of the parties.

7.4 DISCLAIMER OF WARRANTIES. EXCEPT AS PROVIDED IN THIS ARTICLE VII, EXP MAKES NO OTHER WARRANTIES REGARDING THE PROJECT OR THE WORK, INCLUDING WITHOUT LIMITATION, EXPRESS OR IMPLIED WARRANTIES, AND EXPRESSLY DISCLAIMS THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY OTHER WARRANTY, EXPRESS OR IMPLIED.

7.5 LIMITATION OF LIABILITY AND REMEDY. IN NO EVENT SHALL EXP BE LIABLE FOR ANY INCIDENTAL, SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF GOODWILL, OR TORTIOUS CONDUCT RELATING TO, CAUSED BY OR ARISING OUT OF ANY BREACH OF OBLIGATIONS OR DELAY IN DELIVERY OF THE PROJECT OR THE WORK UNDER THIS AGREEMENT, OR FROM CLIENT'S USE OR INABILITY TO USE THE WORK, EVEN IF EXP HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. ANY DAMAGES THAT EXP IS REQUIRED TO PAY FOR ANY AND ALL CAUSES, WHETHER FOR NEGLIGENCE, BREACH OF CONTRACT, OR OTHERWISE, AND REGARDLESS OF THE FORM OF THE ACTION IN THE AGGREGATE, SHALL BE LIMITED IN AMOUNT TO THE FEES PAID BY CLIENT TO EXP FOR THE WORK.

## Article VIII

### Term and Termination

8.1 Term. This Agreement shall commence on the Execution Date and shall continue in full force and effect thereafter unless and until terminated in accordance with the provisions of this Agreement.

8.2 Termination for Breach. In the event of any material breach of this Agreement by either party, the other party may terminate this Agreement by giving ten (10) days' prior written notice thereof, provided the party allegedly in breach shall have ten (10) days in which to cure or remedy the material breach to prevent termination. Upon termination of this Agreement by Client or EXP for cause, EXP may retain any initial or supplemental payment and Client shall pay EXP for all work expended on the Project, up to the date of termination, at EXP's standard rates together with all other amounts due hereunder. Any initial payment that has been received shall be credited against any such amounts due. All indemnities shall continue after any such termination.

8.3 Client's Optional Termination. In the absence of a material breach of this Agreement by EXP, Client may terminate this Agreement or any Work hereunder by giving EXP ten (10) days' prior written notice of its election to terminate this Agreement or specific Work. In such cases, Client shall pay EXP for all costs incurred by EXP with Client's approval up to the effective date of termination, plus any additional payments due pursuant to paragraph 3.4 above.

## Article IX

### Provisions of General Application

9.1 Amendment or Modification. No modifications or amendments to the Agreement hereof shall be valid unless made in writing signed by duly authorized representatives of the parties.

9.2 Nonwaiver. Any failure or delay by either party to exercise or partially to exercise any right, power, or privilege hereunder shall not be deemed a waiver of any of such party's rights, powers, or privileges pursuant to the Agreement. The waiver by either party of a breach of any term, condition, or provision of this Agreement shall not operate as, or be construed as, a waiver of any subsequent breach thereof.

9.3 Assignment. This Agreement shall be binding upon the parties' respective successors and permitted assigns.

9.4 No Third Party. Except as otherwise specifically stated in the Agreement, the provisions of the Agreement are for the benefit of the parties hereto and not for any other person.

9.5 Governing Law. This Agreement shall be governed by the laws of the State of Indiana, and shall inure to the benefit of EXP, its successors, administrators, heirs, and assigns.

9.6 Limitation on Actions. No actions, regardless of form, arising from the transactions under the Agreement, may be brought by any party hereto more than two (2) years after the facts creating the cause of action become known to such party.

# EXHIBIT A



## DESIGN DOCUMENT Client Project Specifications

Project: Internet Site Development	Prepared by: Expidant
Client: Indiana State University	Revised: 6.21.00
	Status: Final

The purpose of this document is to define the scope and functionality of the contracted work to be developed by the development staff of Expidant, LLC. Functionality described within this document will be the final project deliverables.

### 1.0 PROJECT SUMMARY

Expidant will develop an Internet presence for The Gongaware Center ("Client"). The site will be built around a common theme and focus to provide continuity.

The Gongaware Internet site will be located at [www.gongawarecenter.com](http://www.gongawarecenter.com). The domain name [www.gongawarecenter.com](http://www.gongawarecenter.com) has been secured by Borshoff Johnson & Co.

### 2.0 STRATEGIC SUMMARY

Based on Client interviews Expidant has made the following determinations:

1. Gongaware requires a content-rich Internet presence to showcase The Gongaware Center and its programs.
2. The website will help drive interest in The Gongaware Center's programs and also serve as a recruiting tool.
3. The personalized portion of the website will be an integral link between the Executive Development Program and Gongaware scholars.

### 3.0 CREATIVE SPECIFICATIONS

Attractive, Concise Site Design:

The design will focus on pointing the user towards the information that they need, while still maintaining a consistent look-and-feel. Universal navigation and site design will incorporate database elements and Client supplied content.

Expidant will make use of provided product graphics, logos, and other images to be integrated into the site. Graphics and additional site elements will be selected and developed by Expidant. Any additional creative designs developed by Borshoff Johnson can be used to enhance the site.

Creative comps will be developed, reviewed, and approved as part of the initial design process. The remainder of the design process consists of the development of screen prototypes that will also be reviewed and approved by the Client. Expidant will utilize its international award-winning design staff to produce creative assets for the site.

#### Design Considerations:

Based on Client interviews and a Creative Ideas meeting with Borshoff Johnson, Expidant has noted the following design considerations:

1. Expidant will require Gongaware identity materials and concepts from Borshoff Johnson (palettes, fonts and sample graphical imagery).
2. Expidant will make use of the existing Gongaware logo and printed folder.
3. Expidant may use stock art and images to supplement the supplied graphics on the site.
4. The Client has expressed the desire to incorporate fresh, non-traditional navigational elements (would prefer an alternative to the standard left-hand side menu bar). Navigation may include flash animation to enhance the look of the site.
5. Flash animation will be included on the Main Screen (Homepage) of the Gongaware site.

#### Target User Audience:

The design and development parameters for the site are as follows:

**Platform**

PC and Macintosh

**Browser**

Internet Explorer (4.x - 5.x)

Netscape Communicator (4.x)

**Monitor Resolution**

800 x 600 screen setting

**Connection Speed**

Minimum 28.8 with ramping to T1/LAN

## **4.0 DEVELOPMENT SPECIFICATIONS**

**Project Specifications and Detailed Functionality:**

This site will focus on the display of content related to the following main areas:

**MAIN SCREEN:** The main screen of the site will be a graphical and motion enhanced page that is designed to convey the Executive, Financial and Global aspects of The Gongaware Center and the Executive Development Program. Other features to be included on this Homepage are the navigational elements and basic contact information (includes a feedback mechanism to allow users to report problems). There will be a callout to lead the user directly to the Executive Development Program.

Gongaware News will be displayed on the MAIN SCREEN. The three (3) most recent published articles will be displayed. This area will display the message subject (linked to the complete article) and teaser copy. A link to the message archives will also be displayed. News articles will be published from the Admin Area.

**THE GONGAWARE CENTER:** This section of the site will contain static content about The Gongaware Center and its three main components: Student Development, Industry Research and the Industry Education Program. The content in this section will be static in nature.

Other sub-sections will be as follows:

History: This area will contain text and graphics regarding the background of The Gongaware Center.

Mission: This area will provide the user with the purpose and position of The Gongaware Center. This area can include graphics dependent upon materials available before launch.

Facilities: This area will provide information regarding the different Gongaware locations and facilities. There will be contact info, address, phone, fax and email information. Also included in this area will be directions to the various locations. Maps will be developed based upon client supplied location information. Expidant will provide a clickable graphic map of the US and the user can select a state and find the nearest location. There are limitations to what can be done with the maps due to the fact that the Client and Borshoff Johnson have requested that the location information be captured in a database.

**INDUSTRY EDUCATION:** This section will provide the user with information about one of The Center's three different Industry Education programs, which include the Executive Development Program, the Management Development Program, and a Sales program. At this time, the Executive Development Program is the only program that has been developed to any extent to be included for the initial site launch.

**EXECUTIVE DEVELOPMENT:** This section of the site will contain information about the Center's Executive Development Program (EDP).

General Info: This area will describe the general purpose of the EDP and how this will be an integral career development tool for executives. Showcasing innovative ideas such as, multiple class locations and staggered scheduling across the country will help promote the Program to its target audience. Included in this area, will be an introduction to the EDP derived from The Center's existing 24 slide PowerPoint presentation.

Borshoff Johnson will provide Expidant with 5 or 6 key points and the copy to provide details about those points.

Application: This area will contain the application to participate in the Program. When an application is received, a user will be assigned a username and password and a URL for applicants to check the status of their application. The means to obtain the username and password are described in the following paragraph.

- Online application will allow multiple session use, meaning that a prospective applicant will have the opportunity to begin filling out information and then return at a later time to complete the process. This will give the user the needed flexibility to go to a supervisor, mentor or other corporate decision maker for additional information or guidance. There will be a clause that states that in submitting the application, the user accepts responsibility for the contents (in lieu of written signature). Regardless of the means by which an application is submitted, a user will obtain a username and password to log in and check the status of their application.

- A PDF application will allow the user the option to print out the application and fax or send by conventional mail to The Gongaware Center.

Class Schedules: Class schedules (Date and Location) will be included in this area. The Executive Development by Day schedule will be found in this area as well. Class schedules will be entered by Gongaware staff, using the Content Publishing Tool, as they will be subject to change based on instructor availability and Program enrollment.

Curriculum: This area will contain course curriculum for the various classes of the Program. Curriculums will be entered by Gongaware staff with the Content Publishing Tool.

Instructors: This area will contain a staff list and accompanying information about these instructors. Information displayed will include Name, background, education, a photo, and which

courses, if any, the instructor is responsible for. This area will also contain related video clips for viewing. The number of clips available at the time of launch will be limited to between 3-5 depending on availability. Since the instructor list will be evolving and growing as the Program develops, Gongaware staff will have the opportunity to enter in new instructors and the related information with the Content Publishing Tool.

**INDUSTRY RESEARCH:** This section of the site will contain static information about The Gongaware Center's Industry Research Program. A feedback form and a PDF research grant application will be available for interested users.

**STUDENT DEVELOPMENT:** This section of the site will contain static information about The Gongaware Center's Student Development Program. Contact information will be provided for prospective and current students. The following sub-sections have been described for the purposes of this document to serve as a set of detailed project specifications. At this time Expidant is aware that not all materials may be ready for the initial launch of the site. In the event that content is unavailable, a simple message will be displayed indicating that more information will be provided in the future and there will be a feedback form for the user to request information.

**Recruitment:** This area will contain static information about how to apply for The Program and scholarships. An application (in PDF format) will be available to be downloaded and printed out. Additionally, there will be a feedback form for users to request more information.

**Development:** The content in this area will provide the user with information regarding internships and other student development programs.

**Support:** The content in this area will focus on providing information on how students receive placement support.

**THE BOARDROOM:** This members-only section will be the EDP alumni's main source of continuing education and provides a link to the resources of The Gongaware Center. Upon acceptance in The Program, the user will be supplied a username and password to log in to this section of the site. In the event that an individual submits an application via fax or mail, Gongaware staff will set up an account in the Admin area and can then supply the user with a username and password. The main welcome page of The Boardroom will supply the user with News, Events and Announcements that can be entered by Gongaware staff. This section will include both static and dynamic content.

**Personal Info:** In order to obtain the privileges to personalize this area of the site and the Main Page, the user will be required to enter in some basic personal information (name, email address, what online messaging application they use - OPTIONAL, online messaging handle/codename - IF APPLICABLE, company name, title, responsibilities, telephone, URL to a personal web page if applicable). The user will be able to update this information at any time and will also have the opportunity to change their password on this screen. The user will be presented with the opportunity to select one of several privacy settings that can limit what information other EDP participants can view in the Classmate search.

(See note in 10.0 Additional Considerations for IDP)

**Individual Development Plan (IDP):** This area of The Boardroom will be devoted to the personal development of EDP participants. The executive coach assigned to each student will gather the necessary information to design an Individual Development Plan before using this area. This plan will be finalized approximately one month before the student begins the EDP. The IDP coach will enter in details of the plan in the Content Publishing System. There will be five main sections in the IDP and each will contain sub-sections that the coach will complete:

1. Strengths
  - a. Problem-solving and thinking
  - b. Emotion and motivation
  - c. Interpersonal relations and communications
  - d. Understanding of self and others
  - e. Work leadership and characteristics

2. Career directions
  - a. Career Goals
  - b. Readiness for reassignment/advancement
3. Development needs
  - a. Problem-solving and thinking
  - b. Emotion and Motivation
  - c. Interpersonal relations and communications
  - d. Understanding of self and others
  - e. Work leadership characteristics
4. Developmental objectives and action steps (each Objective will include the following plan):
  - a. Additional feedback
  - b. Actions
  - c. Coaching
  - d. Other developmental job assignments
  - e. Training or education
  - f. Follow-up
5. Obstacles to development
  - a. Developmental obstacle #1
  - b. Developmental obstacle #2
  - c. Developmental obstacle #3

The EDP student will receive assignments and mentoring through this IDP area. The coach will be able to follow up on progress as the student checks off completed assignments.

**Classmates:** Search for classmates and other alumni by Class (City, Month/Year, Name). Search will return personal information for desired alumnus (Name, Company, Title, Responsibilities, Telephone, Email, URL).

**Bulletin Board:** This area will contain a threaded discussion forum. Main thread topics will include: The Work, The Individual, Informal Organizational Arrangements, and Formal Organizational Arrangements. This forum will be moderated by Gongaware staff. Information in the threaded discussion area will be archived and consequently available for viewing at a later date.

**Chat:** This area will provide alumni the chance to correspond with classmates and other EDP members. The Chat room will be moderated and Gongaware staff will select a date and time for a guest to be present.

**Online Conferences:** This area will contain text-based conferences that are arranged by Date, Subject, and

Course. These online conferences will consist of written transcripts from the EDP courses. Content for this area will be published through the Content Publishing System.

#### **CONTENT PUBLISHING SYSTEM**

Authorized personnel will be able to add other staff members and establish content publishing permissions for these users. This will allow Gongaware to easily manage who has access to the CPS.

Authenticated users will choose from the various areas of the site that can be updated. Content will be added to the various parts of the site by cutting and pasting plain, unformatted text. There will be functions available within the publishing tool to format (bold, italicize, underline, font size and bullets).

The Content Publishing System will allow Gongaware staff to update the following types of information:

Main Screen: News Articles.

The Gongaware Center: Facilities.

Executive Development Info: Class schedules, Curriculums, Instructors.

The Boardroom: News Articles, Gongaware/EDP Events and Announcements,

Online Conferences: Gongaware staff will have the opportunity to enter in Date, Subject, Course and text for the transcripts. Entering information will entail cutting and pasting plain, unformatted text into the publishing module.

IDP Coach Interface (See 10.0 Additional Considerations):

Expidant will develop an interface allowing the IDP coach to log in and enter in information specific to their EDP student. The coach will have the opportunity to fill in the bulleted points or paragraphs corresponding to the structure on pages 7 & 8.

Application processing: Student and Executive development and Industry Research. Gongaware staff

will be able to enter in information for applications that are not sent electronically. Authorized staff will also be able to update the status of the application process and an interface will be built through which Gongaware staff can set up a new user account (username and password) for applicants who are processed manually (applications not submitted online). When an application is received, the user will receive a username and password and URL which they can use to log on to check the status of their application.

**Promotional Page:** A separate page will be set up on the site for promotional purposes. This page will not be linked from the main site but will instead be used by the Client to provide information based upon different promotional campaigns that are being run. Gongaware will enter text for this page using the Content Publishing Syetem.

### ADMINISTRATIVE AREA

**Threaded Discussion in The Boardroom:**

**Post Forum Threads:** Allows Administrator to post forum main threads to the Forum area. Admin users will enter a topic name and description. Topics can be modified or deleted at a later date if necessary.

**Forum Moderator:** Allows Administrator to delete chapter news, events, or forum postings that may be inappropriate.

**Moderated Chat Room in The Boardroom:**

- 1) A chat can be added (date, starting time, ending time, guest, subject), modified, or deleted.
- 2) The special guest can enter the chat room from the admin side.
  - a) The guest will see all questions/comments entered by the users.
  - b) The guest can respond to one of the questions or enter his own comments.
  - c) If the guest responds to a question, the question and his response will appear on the users' side. If the guest enters his own comment, the comment will appear on the users' side.

A broadcast email will be sent automatically to all EDP

participants involved with the scheduled chat. There will be an opportunity to enter in a Topic and Time as well as who will be present to lead the chat in this email.

**Marketing Report:**

Expidant will develop an application to produce a marketing report based on fields within the student, EDP, Industry Research database.

## **5.0 INFRASTRUCTURE SPECIFICATIONS**

The site will be developed for a Windows NT platform environment. Future development and expansion may result in platform or software changes.

**System Configuration:**

The hardware/software parameters for the site are as follows:

**Database Server (1-shared)**

**Software**

Microsoft SQL 7.0

**Web Server (1-shared)**

**Software**

Operating System: Windows NT 4.0 - SP 4

Internet Information Server 4.0

## **6.0 PROJECT TEST PLAN**

**System Testing:**

Expidant will adhere to the following guidelines for testing the project deliverables. The system testing parameters for the site are as follows:

The Main Internet Site: The Gongaware Center, Student Development, Industry Education (Executive Development).

Personalized Portion of Internet Site: The Boardroom.  
Content Publishing System: Administrative area.

**Bug Categories:**

When a bug is identified, it will be assigned one of the

following bug categories by the tester:

Functional - Programming assets and interactivity

Creative - Design assets and layout

Usability - User-focused problems

#### **Problem Reporting and Resolution**

1. Failure identification and assessment

2. Problem documentation

3. Problem resolution

4. Retest

#### **Severity Assignment**

Cases identified as not having met the expected results will be documented and reported to the development staff. Information provided by QA will contain sufficient data to duplicate the error. Each failed test case will be assigned a priority level as detailed below.

##### **Severity Level of 1**

Performance/ Process Affecting. Error affects system performance/ process and efficiency. This includes errors defined as Functional in the Bug Categories section. Testing can continue, but condition must be corrected and retested.

Retest required

##### **Severity Level of 2**

Performance/ Process Affecting. Error affects system performance/ process and efficiency. This includes errors defined as Creative in the Bug Categories section. Testing can continue, but condition must be corrected and retested.

Retest required

##### **Severity Level of 3**

Minor Problem. Error affects function process, but does not hinder Day One processing. This includes errors defined as Usability in the Bug Categories section. Document for purpose of providing fix in future release.

Retest will take place at that time.

Items marked with a Severity Level of 1 will cause the immediate termination of the entire system. The existence of an error of this priority would require immediate development changes, and could significantly impact the ability of the system to function.

Items marked with a Severity Level of 2 will require modification of the system, but are limited in scope such that other functions may be tested without compromising the integrity of the system. Regression testing of the entire function where a Priority 2 error is found will be required. The error will be fixed and retested prior to the completion of the System Test.

Items marked with a Severity Level of 3 will be documented and reported, with the understanding that the error will be addressed and retested in a future release. System documentation impacted by these types of errors will be updated to reflect the error.

#### **Problem Tracking System**

System problems reported by designers, developers, testers, or the client will be tracked in a centralized system. This system will be used by Expidant's staff to track the resolution process.

### **7.0 CLIENT SUPPLIED CONTENT**

The Client agrees to supply the following content in a digital format to Expidant. Text content should be provided in Word, WordPerfect, PageMaker, Quark, or similar form of digital-text document. Logos and graphics should be provided in a high-resolution format such as EPS, TIF, PSD, or JPG.

- New content to be written by Robert Gunther
- EDP materials (on driveway.com)
- 5 - 6 key points and accompanying detail copy (derived from 24 slide PowerPoint presentation)
- Video Clips (approximately 3 - 5 no longer than 30 seconds each) of instructors
- List of email addresses to direct feedback from the site (additional information regarding Student Development Program, EDP, Industry Research

and The Center)

- Application for a Student Scholarship
- EDP Application and related forms
- Industry Research application

Expidant reserves the right to use only what content is deemed appropriate. Since the digital environment is significantly different than print media, there may be instances where Expidant determines that the amount of material for a given section is excessive. This could be a factor on two different levels: design and functionality. Expidant may limit the volume of content converted for online use to meet scope specifications. The Client will be notified in advance of any content editing.

## 8.0 SITE MAP

The attached Site Map shows the information architecture for the project. Documents, links, forms, database tie-ins, and multimedia elements have been noted accordingly.

(We will be referencing the Site Map dated 6.19.00)

## 9.0 PROJECT TIMELINE

Design Document Approval [6.21.00]	Finalize project specification document with client. Client will be presented with a finalized copy of this document and both parties will sign off to establish the scope of the project.
Creative Development [7.5.00]	Expidant's design staff will provide two (2) different creative comps for Client review. These comps represent basic look-and-feel concepts as well as site navigation elements.
Creative Approval [7.12.00]	After the client has reviewed and approved the design of the site, the design portion of the project is closed.
Content Collection [7.12.00]	Client should prepare needed content for project. Logos and graphical elements should be provided immediately for Prototype Development phase to begin.
Content Approval [7.17.00]	Client will presented with a Content Outline and finalized Content Map for their approval. The documents will show complete site content flow.
Prototype Approval [7.28.00]	The client will review and approve the screen prototypes and the design staff will make any necessary layout changes. These changes do not

encompass actual design specifications (look-and-feel) determined at the Creative Approval stage.

Project Production [7.28 - 8.18.00]	Development of final graphical elements and formatting of Client supplied content. The user interface shell will be filled in with code. Development of site specific functionality and custom scripting. Final integration of external/internal data sources.
Project Testing [8.18.00]	The site will be initially debugged internally. The development team will work to locate and fix any bugs or problems with the site. The site will be reviewed for its adherence to the initial specifications.
Final Client Review [8.23.00]	Client will be shown completed project, and be given a private URL for review. Final approval and payment.
Upload and Launch [8.30.00]	The site will be transferred to the appropriate Web server after the site development has been completed.

## **10.0 ADDITIONAL CONSIDERATIONS**

Expidant has noted the following items which fall outside the original proposed scope of the project:

- ☐ External Content: The Boardroom Section should include external news content to promote the stickiness of the area. Content would be pulled through an external content provider. Pricing for external content will be based on content feed, setup charges, software charges, and ongoing monthly fees. Application development costs would be applied to the total cost of the project.
- ☐ Individual Development Plan (IDP): The functionality of the IDP module is described in Section 4.0 (Development Specifications). The module will also include an interface in the Content Publishing System that will allow the IDP coach to enter in plan details and assignments (this is described in Section 4.0).

The Client should place a check next to the items which should be developed as part of this project. The Client will be billed for these additional items on the final project invoice.

## **11.0 AGREEMENT**

I agree and understand that the information contained in this document was reached through the mutual development of both the Client and Expidant, LLC.

Expidant will use this document and the project Proposal to create initial creative elements, layout features, project functionality, content integration, and overall testing. Content items outlined in this document are to be provided by the Client in digital format. Content deadlines will be established by Expidant upon the written acceptance of this document. Changes, revisions, or alterations to the specifications outlined in this document or the project proposal may constitute re quoting and/or delays in the launch of the final project.

\_\_\_\_\_  
Client Representative Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Expidant Representative

\_\_\_\_\_  
Date

EXHIBIT B

EXP's Standard Billing Rates

Expidant's standard rates currently in effect are as follows:

Consulting: \$150 per hour

Design: \$110 per hour

Programming: \$155 per hour

## EXHIBIT C

### EXP's Travel and Expenses Policy

Client shall pay for all travel and related meeting expense incurred as a result of project development. These expenses include, but are not limited to: air travel, hotel accommodations, meals, taxi, rental car and parking.

SECTION I  
Exhibit I  
July 14, 2000

IN MEMORIAM

EDGAR R. PETTEBONE

WHEREAS, Edgar R. Pettebone, Director Emeritus of the Cooperative Professional Practice Program, died on the twelfth day of June, two thousand and;

WHEREAS, Edgar R. Pettebone had given loyal and devoted service to Indiana State University for seventeen years and had gained the respect and affection of his associates and colleagues who knew him as a friend and excellent administrator;

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 appreciation for the superior contributions 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.

ADOPTED BY THE INDIANA STATE UNIVERSITY BOARD OF TRUSTEES  
THIS FOURTEENTH DAY OF JULY, TWO THOUSAND.

## SECTION II

JULY 14, 2000

### A. UNIVERSITY INVESTMENTS (Mr. Crichfield)

Under the approved Board of Trustees investment policy, a Treasurer's report is to be made to the Board semiannually including a summary of the investments made during the preceding six month period and their average rate of return. A summary of the internally managed investments for the period January to June, 2000, is presented in Attachment I.

1. The average rate of return on the internally managed investments for the six month period ending June 30, 2000, was 5.63 %
2. The reporting of the rate of return on the externally managed investments has to be delayed until the next Board of Trustees meeting. The three bank trusts could not meet the abbreviated reporting schedule which would allow enough time to prepare the required analysis for the July meeting.
3. The current cash management plan is under review. A discussion of revisions to the plan is anticipated for the next Board of Trustees meeting. The use of the Common Fund for liquidity purposes is being considered.

### B. VEBA INVESTMENTS (Mr. Crichfield)

The transition of moving the VEBA funding to outside investment professionals was completed by December 31, 1998. A summary of the investment activity for the last six months and the rates of return will be distributed at the next Trustee meeting. The three investment managers could not meet the abbreviated reporting schedule which would allow enough time to prepare the required analysis for the July meeting.

We have received an update from the Oxford Group, our VEBA financial advisor, concerning Conseco Capital Management, one of the VEBA investment managers. CCM is a separate subsidiary of the parent corporation and is still carried on Oxford's approved list. CCM determines the investment allocation within the

fixed income investments and selects the individual instruments. Terre Haute First National Bank is the VEBA trustee and executes the trades and holds the investments. We continue to monitor the VEBA investment managers, but do not currently anticipate any changes.

C. POWER PLANT DEBT SERIES J (Mr. Crichfield)

A financial plan for Series J was submitted to the State Budget Agency outlining the projected cost to the state for both a fixed rate or variable rate issue. Given current interest rate levels, the SBA approval recommended that we use a variable rate strategy. Series J will probably be issued within the next thirty days.

INTERNAL INVESTMENTS

<u>DATE OF PURCHASE</u>	<u>PRINCIPAL AMOUNT</u>	<u>DATE OF MATURITY</u>	<u>COST</u>	<u>YIELD</u>
-----------------------------	-----------------------------	-----------------------------	-------------	--------------

BANK ONE CERTIFICATE OF DEPOSIT

01/13/00	\$ 1,000,000.00	04/27/00	\$ 1,000,000.00	5.90%
01/13/00	\$ 2,000,000.00	06/01/00	\$ 2,000,000.00	6.02%
01/13/00	\$ 2,000,000.00	08/31/00	\$ 2,000,000.00	6.13%
01/13/00	\$ 2,000,000.00	10/30/00	\$ 2,000,000.00	6.33%
01/13/00	\$ 2,000,000.00	01/02/02	\$ 2,000,000.00	6.53%

TERRE HAUTE FIRST NATIONAL CERTIFICATE OF DEPOSIT

01/21/00	\$ 1,000,000.00	01/28/00	\$ 1,000,000.00	5.79%
01/21/00	\$ 2,000,000.00	04/28/00	\$ 2,000,000.00	6.03%
06/30/00	\$ 2,000,000.00	08/01/00	\$ 2,000,000.00	6.77%
06/30/00	\$ 2,000,000.00	09/15/00	\$ 2,000,000.00	6.77%
06/30/00	\$ 1,000,000.00	09/28/00	\$ 1,000,000.00	6.79%

IRWIN UNION CERTIFICATE OF DEPOSIT

01/21/00	\$ 2,000,000.00	11/29/00	\$ 2,000,000.00	6.42%
03/24/00	\$ 2,000,000.00	05/15/00	\$ 2,000,000.00	6.17%

OLD NATIONAL BANK CERTIFICATE OF DEPOSIT

03/24/00	\$ 2,000,000.00	06/15/00	\$ 2,000,000.00	6.25%
03/24/00	\$ 2,000,000.00	07/14/00	\$ 2,000,000.00	6.30%
03/24/00	\$ 2,000,000.00	08/15/00	\$ 2,000,000.00	6.35%

### SECTION III

JULY 14, 2000

#### PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

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

#### A. FACULTY

1. Full-time Appointments  
(effective August 16, 2000, unless otherwise stated)

Jeffrey G. McNabb; Associate Professor, Department of Manufacturing and Construction Technology; Ph.D., Indiana State University; salary \$53,000.

Mary Sterling; Assistant Professor and Coordinator of Interior Design, Department Family and Consumer Sciences; M.A., Central Michigan University; salary \$42,000.

Elaina M. Tuttle; Assistant Professor, Department of Life Sciences; Ph.D., State University of New York-Albany; salary \$45,000.

#### One-Year Appointments (effective August 17, 2000)

Lois Fouse; Assistant Professor, Department of Electronics and Computer Technology; salary \$41,000.

Gregory L. Schwab; Visiting Assistant Professor, Department of Aerospace Technology; salary \$38,000.

#### Temporary Part-Time Appointments, 2000 Spring Semester (effective January 6, 2000)

Danelle K. Leaf; Lecturer I, Department of Physical Education; one hour; salary \$500.

Dorothy Mimms; Lecturer II, Associate Degree Nursing Department; three hours; salary \$1,800.

Eileen Prose; Supervisor of Student Teachers, Department of Curriculum, Instruction, and Media Technologies; six hours; salary \$4,500.

Greg M. Tranquada; Lecturer I, Department of Physical Education; three hours, effective January 6, 2000; one hour, effective March 14, 2000; salary \$2,000.

2. Changes of Status and/or Rate

Susan M. Berta; Department of Geography, Geology and Anthropology; change in leave of absence from the 2000-2001 academic year with 60 percent pay to the spring semester of the 2000-2001 academic year with pay.

Ann Cockerham; Library Services; change in leave of absence, with pay, from July 1, 2000 through December 31, 2000, to January 1, 2001 through June 30, 2001.

Douglas Keiser; Department of Music; change in status from a fiscal to academic year appointment; effective July 1, 2000; to assume full-time assignment as Associate Professor, Associate Director of Bands, and Marching Band Director effective August 17, 2000; salary \$46,133.

Marcella L. Stevens; Department of Life Sciences; change in status from a fiscal to academic year appointment; effective July 1, 2000; to assume full-time assignment as Assistant Professor of Clinical Laboratory Science and Coordinator of the Clinical Laboratory Science Program on August 17, 2000; salary \$44,751.

3. Leave of Absence Without Pay for the 2000-2001 Academic Year

Fernando Monroy; Department of Life Sciences

Nora Nachumi; Department of English

4. Resignations

Robert W. Grant; Department of Psychology; effective May 6, 2000.

Robert D. Green; Organizational Department; effective May 6, 2000.

Janice L. Hall; Department of Curriculum, Instruction and Media Technology; effective May 6, 2000.

Daniel W. McCarthy; Department of Music; effective May 6, 2000.

Michelle Sandrey; Department of Athletic Training; effective May 6, 2000.

R. Sritharan; Department of Mathematics and Computer Science; effective May 6, 2000.

B. ADMINISTRATION1. Appointments

Heather Gasser; Assistant Director, Student Life Programs; salary \$26,500; effective July 1, 2000.

Susan Owen; Web Documentation Specialist, Information Technology; salary \$48,000 per fiscal year, prorated from the effective date of August 14, 2000.

Reappointments

Janice Kramb; Director of Laboratory/Consultant, Student Health Center; 16 hours per week for the employment period of July 1, 2000 through June 30, 2001; salary \$12,272.

Temporary Appointments

Elizabeth Ann Gaither; Assistant Director, Upward Bound, in the Student Academic Services Center; salary \$33,049 per fiscal year; effective June 1, 2000 through May 31, 2001.

Troy Hershman; Assistant Athletic Trainer; Department of Athletic Training; salary \$28,410 per fiscal year; effective July 1, 2000 through June 30, 2001.

2. Changes of Status and/or Rate

Kevin Barr; Purchasing and Central Stores; from Associate Director to Interim Director of Purchasing and Central Stores from July 1, 2000 through December 31, 2000; \$500 per month stipend for additional duties.

Shanaka L. DeSilva; extension of assignment as Interim Manager of the Faculty Computing Resource Center; salary \$64,363 per fiscal year, prorated from the effective date of July 1, 2000 through August 16, 2000.

Dexter D. Jordan; Office of Admissions; change in title from Assistant Director to Associate Director; effective October 1, 1999.

Cynthia S. McClain; Programmer/Analyst, Administrative Affairs; from .75% FTE to .80% FTE; effective June 1, 2000.

Timothy V. Schwibbe; School of Technology; change in title from Electronic Computer Technician to Manager of Electronics and Computer Technical Services; effective July 1, 2000.

David Wright; from Interim Director, Public Safety and Assistant to the Vice President for Student Affairs to Assistant to the Vice President for Student Affairs; effective June 12, 2000.

3. Resignations

Jacqueline L. Kemp; Community and Professional Programs; effective July 14, 2000.

Sarah Moore; Student Academic Services Center; effective May 31, 2000.

Lisa Williams; Office of Admissions; effective June 15, 2000.

C. COACHES AND ATHLETICS

1. Reappointments

Brian Boland; Men's Tennis Coach; employment period August 15, 2000 through May 15, 2001; salary \$19,467.

Aimee Dawson; Assistant Track and Cross Country Coach; employment period July 1, 2000 through June 30, 2001; salary \$22,279.

John Gartland; Head Women's Track and Cross Country Coach; employment period July 1, 2000 through June 30, 2001; salary \$36,866.

Mitch Hannahs; Assistant Baseball Coach; employment period July 1, 2000 through June 30, 2001; salary \$27,728.

John McNichols; Coordinator/Head Men's Track and Cross Country Coach; employment period July 1, 2000 through June 30, 2001; salary \$54,090.

Mark Rodriguez; Assistant Track and Cross Country Coach; employment period July 1, 2000 through June 30, 2001; salary \$22,291.

Thomas Rupert; Head Softball Coach; employment period July 1, 2000 through June 30, 2001; salary \$34,183.

Mary Ann Stadler; Women's Tennis Coach; employment period August 15, 2000 through May 15, 2001; salary \$19,289.

Robert Warn; Head Baseball Coach; employment period July 1, 2000 through June 30, 2001; salary \$88,011.

2. Changes of Status and/or Rate

Donald Bender; Assistant Men's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$51,200.

James Bertoli; Head Women's Volleyball Coach; salary increase for the employment period January 1, 2000 through December 31, 2000; salary \$42,953.

Eugene Boley; Assistant Football Coach; salary increase for the employment period February 1, 2000 through January 31, 2001; salary \$29,542.

Douglas Dutton; Assistant Football Coach; salary increase for the employment period February 1, 2000 through January 31, 2001; salary \$27,163.

Megan Lanham; Restricted Assistant Women's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$14,553.

Tim McGuire; Head Football Coach; salary increase for the employment period January 1, 2000 through December 31, 2000; salary \$63,191.

Sam Murphy; Assistant Football Coach; salary increase for the employment period February 1, 2000 through January 31, 2001; salary \$29,460.

William Ray; Assistant Men's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$42,000.

Cheryl Reeve; Head Women's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$57,681.

Kareem Richardson; Restricted Assistant Men's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$22,000.

Donna Seybold; Assistant Women's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$39,592.

Mark Smith; Assistant Football Coach; salary increase for the employment period February 1, 2000 through January 31, 2001; salary \$37,598.

Royce Waltman; Head Men's Basketball Coach; change in salary for the period April 1, 2000 through June 30, 2000; salary \$102,608.

Erin Weaver; Assistant Volleyball Coach; salary increase for the employment period January 1, 2000 through December 31, 2000; salary \$20,700.

James Wiedie; Assistant Women's Basketball Coach; salary increase for the employment period April 1, 2000 through March 31, 2001; salary \$29,662.

3. Resignation

Kelley Halliburton; Athletics Media Relations; effective June 19, 2000.

D. RESIDENTIAL LIFE

1. Appointment

Valara Sample; Area Director, Residential Life; 9 1/2 month assignment effective August 1, 2000; salary \$24,000 plus maintenance in the form of an apartment and board.

E. SUPPORT STAFF REPORT

The Support Staff Personnel Report ending June 30, 2000 is presented in Exhibit A.

# INDIANA STATE UNIVERSITY

## MONTHLY REPORT OF SUPPORT STAFF EMPLOYEES

### FOR THE PERIOD ENDING JUNE 30, 2000

#### A. APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Atterson, Nicole	Geography, Geology & Anthropology	Ofc Asst II	\$13,611	06-12-00
Baumunk, Jill	Student Counseling Center	Ofic Asst III	\$14,859	06-19-00
Hayden, JoAnn	Library	Library Asst I	\$14,293	06-26-00
Howard, Myla	Admissions	Ofc Asst II	\$13,611	06-05-00
Johnson, James	Facilities Management	Cust Wrkr I	\$12,441	06-26-00
Keusch, Stephanie	Employee Assistance Program	Admin Asst I	\$17,199	06-19-00
Mahalek, Christopher	Environmental Safety	Occup Safety Assoc	\$22,815	06-12-00
Oba, Muteta	Student Health Center	Staff Nurse	\$24,375	06-01-00
Ottinger, Desiree	Army ROTC	Ofc Asst III	\$ 7,924 (.53 fte)	06-14-00
Roberts, Heather	Admissions	Ofc Asst II	\$13,611	06-05-00
Scott, Judy	Physical Education	Ofc Asst II	\$13,611	06-26-00

#### B. TERMINATIONS

##### 1. Voluntary

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Allen, Steve	Facilities Management	06-01-00
Atterson, Nicole	Geography, Geology & Anthropology	06-28-00
Bowers, Jeanette	Student Academic Services	06-17-00
Green, Charles	Facilities Management	06-13-00
Harvey, Lynn	Education & School of Psychology	06-30-00
Hubb, Tracy	Early Childhood Education Center	07-07-00

**B. TERMINATIONS (CONTINUED)**2. Involuntary

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Starr, Jason	Office of the Controller	06-02-00
Noble, Donald	Facilities Management	06-14-00
Woods, Debra	Facilities Management	05-31-00

3. Retirement

<u>NAME</u>	<u>DEPARTMENT</u>	<u>YRS OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Aff, Caroline	Institutional Research & Testing	10	06-30-00
Butts, Gertrud	Student Financial Aid	23	06-30-00
Murphy, Frederick	Hulman Memorial Student Union	13	06-30-00

4. Other

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Inman, Janice	Registrar	06-03-00*
Deceased		

**C. CHANGE IN STATUS OR RATE**1. Promotion

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Elson, Kathryn	North Central Assoc Visit Admin Asst I \$17,823	Central Housing Computer Spec II \$24,024	06-19-00
Stone, Amelia	Office of the Controller Acct Clerk II \$14,235	Registrar's Ofc Asst III \$15,658	06-19-00

2. Reclassification

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
ay, Wandell	Curriculum Instruction & Media Tech Ofc Asst III \$15,561	Curriculum Instruction & Media Tech Admin Asst I \$19,831	07-01-00

**C. CHANGE IN STATUS OR RATE (CONTINUED)**

**3. Other**

<b><u>NAME</u></b>	<b><u>DEPARTMENT/POSITION FROM</u></b>	<b><u>DEPARTMENT/POSITION TO</u></b>	<b><u>EFFECTIVE DATE</u></b>
Boyd, Michelle	Library Acct Clerk III \$18,193	Library Acct Clerk III \$20,202	05-29-00*
Evans, Teresa	Student Affairs Ofc Asst III \$15,171	Public Safety Ofc Asst II \$13,786	06-26-00+
Hills, Lisa	Elementary & Early Childhood Educ Ofc Asst III \$14,859	Criminology Ofc Asst II \$13,611	06-26-00+

\*Administrative Adjustment

+Voluntary Demotion

**4. Grant Account Fiscal Year Salary Increase Effective 07-01-00**

<b><u>NAME</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>PAY GRADE</u></b>	<b><u>SALARY 1999-00</u></b>	<b><u>SALARY 2000-01</u></b>
Adderley, Anthony	Anthropology	110	\$18,817	\$19,929
Barkmeier, Cathleen	THCME	106	\$14,859	\$15,873
Allayne	Blumberg Center	104	\$14,664	\$15,678
Bryan, Sharon	Blumberg Center	106	\$16,341	\$17,413
Campbell, Craig	Public Safety Department	111	\$24,003	\$25,209
Cantin, Mark	Anthropology	113	\$26,656	\$28,002
Cooper, Kathy	Upward Bound	106	\$16,770	\$17,881
Cunningham, Joyce	Blumberg Center	109	\$19,870	\$21,040
Goodrich, Laura	Ctr for Research & Mgmt	109	\$25,896	\$27,417
Hughes, Ellen	THCME	111	\$18,993	\$19,812
Humphrey, Karen	THCME	111	\$20,455	\$21,625
Ivy, Tiffany	THCME	114	\$22,815	\$23,965
Kennedy, Patricia	Academic Affairs	106	\$16,731	\$17,784
Lewis, Joseph	THCME	106	\$16,146	\$17,277
McCullough, Jane	THCME	111	\$25,096	\$25,915
Marks, Karen	Comm Disorders/Spec Ed	106	\$15,639	\$16,692
Miller, Jade	THCME	114	\$27,631	\$29,133

4.

Grant Account Fiscal Year Salary Increase Effective 07-01-00 (Continued)

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PAY GRADE</u>	<u>SALARY 1999-00</u>	<u>SALARY 2000-01</u>
Mocas, Stephen	Anthropology	113	\$25,272	\$26,500
Reinig, Christi	Upward Bound	106	\$16,458	\$17,550
Robinson, Deborah	THCME	107	\$15,853	\$16,887
Schwegman, John	Anthropology	110	\$21,684	\$22,834
Scott, Connie	South Central IN Edu	106	\$18,174	\$19,246
Seaward, Mary	THCME	114	\$32,623	\$34,242
Steinmiller, Barbara	THCME	106	\$16,341	\$17,160
Summers, Esther	Blumberg Center	106	\$16,048	\$17,062
Tanoos, Peter	Public Safety Department	111	\$24,003	\$25,209
Zhou, Dan	THCME	114	\$23,127	\$24,297

## SECTION IV

JULY 14, 2000

### INFORMATION/DISCUSSION ITEMS

#### 1. Travel Policy and Procedures Update (Mr. Crichfield)

Dr. Benjamin reviewed actions he has taken regarding the recent issues raised regarding travel. He assured everyone that there is a great responsibility for accountability in the operation of the institution and this is a major concern to him. He assured the Board and others that steps will be taken immediately to improve procedures to monitor travel. All travel is to be done in the least expensive way. Forms will be revised to provide more information. The focus will be on travel funds for professional development and support of teaching initiatives. He will work with Dr. Zietlow to establish a small task force advisory group composed of some trustees and other university officials, to investigate the benefit of a compliance study in travel policies and procedures.

Mr. Crichfield advised that he also shares concern about the travel issues reported in the local press. The finance staff has begun the process of more scrutiny of travel expenditures. Mr. Crichfield commented on the revision of travel forms and procedures including increased oversight. He emphasized the need to use one travel agency, such as IT Travel, to assure least expensive costs. More reporting detail will also be made available.

Mr. Dooley commented that the Board recognizes the need to travel but it is important to have adequate controls in place. Frequency of trips should be monitored and reimbursement should be equitable. Dr. Benjamin noted it is also an issue of using good judgment. Dr. Bell felt the information on travel should be available to anyone who wants to look at it. Dr. Benway felt individuals should be counseled if inappropriate judgment is used.

#### 2. Support for Faculty Development and Travel Overview - Attachment 3 (Dr. Wells)

Dr. Hopkins discussed information contained in Attachment 3. During the 1999-2000 year the Academic Affairs Office provided this same information to the faculty. Dr. Hopkins reported that a one time additional supplement of \$200,000 was added to faculty travel funding during 1999-2000. The University supports faculty professional development through several initiatives including sabbaticals, the Center for Teaching and Learning, the Professional Development Schools Program and the Lilly Project. Attendance at conferences and other events, including travel, are covered to the extent possible as provided within the various academic budgets.

3. Grants - Information Only - Attachment 1 (Dr. Wells)
4. Purchasing Update - Information Only (Mr. Schafer)

Purchases Over \$25,000.00 And Only One Bid Received

PO# P0028391, Santarossa Mosaic & Tile Co. \$75,900.00 Installation of Epoxy Terrazo

5. Vendors Report - Information Only - Attachment 2 (Mr. Crichfield)

COMMENTS PRIOR TO ADJOURNMENT

Mrs. House expressed concern about the number of times the general University number rings before someone answers. Recently when she called it rang 8 times before being answered.

Mr. Jefferson noted the amount of calls that come in to the central console have declined over the years. There are now two full time operators with student employees used at night. Mrs. House and Dr. Zietlow both agreed the University should rethink using voice mail for a first response when anyone calls.

Mr. Wooden asked if the console is staffed 24 hours. Mr. Jefferson responded the hours are 7:30 a.m. until 4:30 p.m. during the summer, and during the academic year when the students are on campus 7:30 a.m. until 11:00 p.m.

Dr. Benjamin commented that nothing is more infuriating than finding you are talking to a machine; personal service is always the best.

Dr. Zietlow adjourned the meeting at 12:15 p.m.

## SECTION IV

July 14, 2000

### GRANTS

#### Research Grants and Contracts

1. IU Intercampus Research Fund, Fund No. 547416, Proposal No. 00-206  
An agreement in the amount of \$1,485 has been received from Indiana University-Purdue University at Indianapolis for the project entitled, "Molecular Biology Analysis of the Mamalian Circadian Pacemaker", under the direction of Margaret Moga, Terre Haute Center for Medical Education, for the project period March 1, 2000 through February 28, 2001.
2. Indiana Coalition to Reduce Underage Drinking, Fund No. 547417, Proposal No. 00-186  
An agreement in the amount of \$2,000 has been received from Indiana Coalition to Reduce Underage Drinking for the project entitled, "Indiana Coalition To Reduce Underage Drinking: College/University Mini Grant Program", under the direction of Chandra Shipley, Student Health Promotion, for the project period July 1, 2000 through June 30, 2001.
3. Clarian Health Partners, Fund No. 547415, Proposal No. 00-028  
An agreement in the amount of \$22,241 has been received from Indiana University – Purdue University at Indianapolis for the project entitled, "Training Medical Residents and Nurses to Address Spiritual Issues in Seriously Ill Patients", under the direction of Jean L. Kristeller, Psychology, for the project period February 1, 2000 through January 31, 2002.

The following vendors have accumulated purchases from the University for the time period January 1, 2000 to June 30, 2000 (Calendar Year) in excess of \$100,000:

**Vendors with Purchases Exceeding \$100,000  
June 5, 2000 - June 30, 2000**

<u>Vendor Name</u>	<u>Current YTD Paid</u>	<u>Services Rendered</u>
Sewage Disposal Works	111,158	Sewage Utility payments
Teachers Insurance and Annuity Association	115,437	Disability Premiums
ASI Sign Systems	118,532	ADA Signage for various buildings
M S I Construction Inc	121,182	Lincoln Quad Showers & Univ Adv Renovation
Network Solutions Inc	196,774	Network Upgrade and supplies
Freitag-Weinhardt Inc	1,579,107	New Power Plant Mechanical System

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

<u>Vendor Name</u>	<u>Current YTD Paid</u>	
AAA Electric of Terre Haute Inc	102,635	Holmstedt Hall Emergency Power System
Klaus Co Inc	109,548	Technology Project Phase 2 expenses
RMS Business Systems	122,673	HP Server
Indiana Gas Company Inc	123,422	Gas Utility payments
Advanced Microelectronics	136,068	Computer Maintenance Payments
Bell Tech.logix	144,172	Computer Supplies and Equipment
Manpower Incorporated	146,087	Temporary Employment Services
NRK Inc	150,828	Pk Lot Surveillance proj & HMSU Fire Al Install
Apple Computer Inc	167,291	Computer Equipment and Supplies
Xerox Corporation	177,608	Xerox copier center, supplies and equipment
GTE North	192,093	Local Service Phone Service
Associated Roofing	196,074	Cunningham Library Roof
Graybar Electric Co Inc	196,303	Fiber Optic Cable for Tunnel Library Project
IT Travel Agency	198,279	Travel Expenses
Stanley Consultants Inc	198,827	New Power Plant Construction
Dennis Trucking	208,177	Soccer Field Renovation
Universal Fabric Structures	229,412	Casear's Project Tent Rental
Indiana-American Water Company	263,795	Water Utility Payments
Williams Randall Marketing Communications	272,767	University Advertising
Ohio National Life Insurance Company	275,661	Life Insurance Benefits Premiums
Office Depot	286,102	Office Supplies
Hannig Construction Inc	323,881	Recreation East and Classroom Upgrade
Postmaster	331,949	Postage
Springhill Heating/Air Conditioning	340,355	Hul Ctr Mech Rep, St Svc BI Ren, Normal HI AC
Black Beauty Coal Co	344,786	Coal Purchases
Delta Dental Plan of Indiana	346,858	Univesity Dental Payments
Klaus Campbell Company Inc.	489,592	Tunnel Renov, Music Fac Chiller, & Sci RR
Amritech	504,853	Telephone & Voice Mail Upgrade & Tele Maint

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

<u>Vendor Name</u>	<u>Current YTD Paid</u>	
Sycamore Engineering Inc	536,906	Rec East Elec, New Power Plt, Softball Lights
Indiana Department of Corrections	632,961	Place Bound Academy Courses
Public Employees Retirement Fund	642,982	Employee Retirement Contributions
Dell Marketing LP	838,534	Computer Equipment Purchases
PSC Health Systems Inc	913,122	Prescription Drug Coverage
Terre Haute First National Bank - Trustee	1,020,000	VEBA Contributions
Cinergy Services Inc	1,174,930	Electricity Utility Payments
SMC Inc	1,299,727	Science HVAC Ren, Heat Recovery System
CDI Inc	2,390,055	New Power Plt, and Tunnel to New Power Plt
J F Molloy and Associates Inc	2,770,855	University Medical Payments
Marriott Management Services Corp	3,258,694	University Food Services



# Indiana State University

Office of the Provost and  
Vice President for Academic Affairs

TO: All Tenured and Tenure-Track Faculty

FROM: Richard H. Wells, Provost and Vice President  
for Academic Affairs *RW*

*DRH* and  
David R. Hopkins, Associate Vice President  
for Academic Affairs

DATE: September 17, 1999

RE: FACULTY SUPPORT SERVICES AND FUNDING OPPORTUNITIES

We want to take this opportunity to welcome all of you to the 1999-2000 Academic Year and wish each of you a very enjoyable and productive year. Attached is an inventory that our office has compiled to identify available services and funding opportunities to support faculty, teaching, research, and service activities. The inventory identifies the unit within the division of Academic Affairs, services and funding opportunities provided by that unit, and the appropriate contact person.

Our first purpose in sharing the inventory is to encourage you to access services and funding opportunities to support your work. We have an impressive array of support available and we encourage each of you to take full advantage of these opportunities.

Our second purpose in completing the inventory is to begin an analysis of present and future support needs as well as how to provide a coordinated vision for supporting faculty work. We will facilitate a process of conversations during the Fall 1999 Semester with the Faculty Affairs Committee of the Faculty Senate, Chairpersons, and the Deans Council to identify faculty support needs and strategies for the future.

In a separate memo we will be announcing a one-time experimental allocation of \$200,000 directly to department chairpersons to supplement existing travel funds of academic departments to enhance the professional development of faculty members. More details will be forthcoming on this initiative.

We want to thank all of you for the dedicated and outstanding work you do in support of the multiple missions of our University. We hope this inventory and subsequent analyses and conversations will allow us to identify ways to enhance our support of your work.

dmr

Attachment

cc: President Moore  
Deans

Indiana State University  
Academic Affairs  
Faculty Support Services & Funding Opportunities  
for 1999-2000

Unit	Services	Funding	Contact
OFFICE OF THE PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS	<u>Sabbatical Leaves</u> are granted to faculty members for the purpose of enhancing their professional skills & knowledge to better enable them to contribute to the mission of the University. Leaves may be granted for professionally related activities, including but not necessarily limited to, advanced study, scholarly travel, research, writing, creative performance, service, development of new skills, or a combination of these.	The sabbatical leave may be taken during either the fall or spring semester at full pay or for one academic year at 60% pay. Sabbatical leave for a full calendar year can be granted to those on academic year appointment, with the 60% pay calculated separately for the spring & subsequent fall semesters of the leave period without summer compensation. A faculty member holding a fiscal year appointment shall be granted special leave for six months at full pay or 12 months at 60% of the annual pay.	Chairpersons/Heads, Deans, or David Hopkins, Associate Vice President for Academic Affairs, X2307
CENTER FOR TEACHING & LEARNING	<u>Supplemental Support for Professional Development Travel</u> during the 1999-2000 academic year, a one-time supplement to existing travel funds of the academic departments will be made available for the purpose of enhancing professional development	\$200,000 allocated to departments chairpersons/heads -more detail will be provided in a subsequent memo	Chairpersons/heads, Deans, or Richard Antonak, Associate Vice President for Academic Affairs, extension 3572
	<u>Scholarship of Teaching Program</u>	\$50,000 is available to support mentoring, presentations, research projects on the scholarship of teaching. More details will be provided in a subsequent memo.	Terry O'Connor, Director; extension 3053; email <a href="mailto:ctl@ruby.web.indstate.edu/ctl/home.html">ctl@ruby.web.indstate.edu/ctl/home.html</a> ; 122 Dreiser Hall
	<u>Pedagogical Consultation</u>		Terry O'Connor

Unit	Services	Funding	Contact
CENTER FOR TEACHING & LEARNING (continued)	Resource Center (short essays, books, videos)		Terry O'Connor
	Department Programs		Terry O'Connor
	a) facilitating department instruction assessments b) organizing materials & speakers for department sponsored meetings	\$5,000 in matching funds available for travel & visiting scholars related to teaching & learning	Terry O'Connor
	Teaching Assistant Professional Pedagogy Program	\$8,000 available for range of services to enhance & support TA teaching	Leslie Ortquist-Ahrens; extension 3057; email: clortqu@ruby.indstate.edu
	Winterfest Conference (Teaching & Learning in Higher Education) January 26, 27, 28, 2000		Terry O'Connor
	Instructional Development Grants	\$10,000 per year competitively awarded; up to \$750 per grant	Terry O'Connor
	Summer Pedagogy Institutes	\$25,000 available for summer stipends	Terry O'Connor
	Student Consultations: observations & feedback on teaching by students		Terry O'Connor
	Computer Assistance Assist with hardware & software installation, problems, network access, remote access, & ISU computer information		IT Help Desk University Hall UH 234; extension 2910; email: IT-Help@indstate.edu; web site: http://web.indstate.edu/acns/user-serv/help/helpform.html
	Computer Facilities for Instruction: Facilities may be reserved for seminars, classes or workshops		ccginny@amber.indstate.edu; or http://hurricane.indstate.edu/
INFORMATION SERVICES			

Unit	Services	Funding	Contact
INFORMATION SERVICES (continued)	Class accounts: reserve disk space for course materials		http://web.indstate.edu/acns/tech-suppl/forms/clsacct-form.htm
	Computer Training		Teresa Crafton; email cccraft@isugw.indstate.edu; extension 4140
	Instructor-led Training Program: Video Training Library in MTR		http://web.indstate.edu/acns/user-serv/training
	Printing & Text Processing Services: assistance in laser printing, ext & graphics scanning, & mailing list & label generation		http://web.indstate.edu/acns/user-serv
	Institutional Computing Services supports computer systems used by the academic community, including BANNER, ISU's financial & student information system; provides BANNER training for instructors & academic advisors		For BANNER ID contact David Ridenour; email: regride@amber.indstate.edu
	Telecommunications & Networking Services manages the University voice, video, & data networks, providing Internet access, access to IHETS networks for distance delivery of courses, local area network access & support, & telephone services		For telephone related services contact extension 4183; for data or video network problems or requests contact extension 2910

Unit	Services	Funding	Contact
LIBRARY SERVICES	Reserve Desk: put materials on reserve or utilize electronic reservation services		<a href="http://odin.indstate.edu">http://odin.indstate.edu</a> or X2546
	Library Instruction & Orientation: two classrooms & instructional computer lab for librarian-conducted instruction		X2604, CML
	Orientation to Library Resources & Services Informational packet, tour & individualized orientation program		Library Room 204 To request scheduling or more information call extension 2604; email <a href="mailto:marshamiller@indstate.edu">marshamiller@indstate.edu</a> ; <a href="http://odin.indstate.edu/level1.dir/llo.dir/llohome.html">http://odin.indstate.edu/level1.dir/llo.dir/llohome.html</a>
	Course-Specific Instruction: schedule use of Library resources (both print & electronic)		Extension 2604
	Workshops on use of the Internet--introductory & special topic, e.g. electronic legal research		<a href="http://odin.indstate.edu/level1.dir/llo.dir/llohome.html#work">http://odin.indstate.edu/level1.dir/llo.dir/llohome.html#work</a>
	Electronic Database Searching Electronic indexes, abstracts & full-text services		Extension 2604 <a href="http://odin.indstate.edu/level1.dir/llo.dir/llohome.html#work">http://odin.indstate.edu/level1.dir/llo.dir/llohome.html#work</a>
	Faculty Study Carrels--renew or apply by September 10, 1999		Extension 2580 or email <a href="mailto:ref@odin.indstate.edu">ref@odin.indstate.edu</a> Application forms are available in the offices of the Deans
	Interlibrary Loan Services: order books, selected dissertations, photocopies of articles, & other materials not available in the ISU Library		Extension 2566 or <a href="http://odin.indstate.edu/">http://odin.indstate.edu/</a>

Unit	Services	Funding	Contact
UNIVERSITY RESEARCH COMMITTEE	Grants awarded in support of faculty research & scholarship, & funds for costs related to dissemination of research	Approximately \$60,000/year awarded in grants & summer stipends	For application contact Office of Sponsored Programs, X3088
ARTS ENDOWMENT GRANTS	Grants for projects that involve original faculty work on creative projects that eventuate in performance, exhibitions, & publications which benefit ISU.	Approximately \$15,000-20,000/year awarded in grants & summer stipends	Office of Sponsored Programs, Tirey Hall, Room 183, X3088
COLLEGE OF ARTS & SCIENCES	<u>Professional Travel</u>	\$60,000 allocated to 23 departments annually	Department Chairperson
	<u>"One-time" funds on competitive basis to attend workshops, seminars, or other opportunities to enhance skills</u>	Based on funds available	Associate Dean Tom Sauer, X2785
	<u>General Education Faculty &amp; Curricular Development</u>	Based on funds available (\$20,000 in Summer 1999)	Bob Levy, Coordinator of General Education, X2777
SCHOOL OF BUSINESS	<u>General Education Supplemental Funds for Professional Travel</u>	Based on funds available (small supplemental stipends)	Bob Levy
	<u>Instructional &amp; Professional Development (IPD) Committee plans programs for School faculty each semester &amp; awards grants in support of innovative teaching</u>	IPD Grants	Leona Gallion, Dean, X2000
	<u>Center for Research &amp; Management Services (CRAMS) provides internal support for research &amp; related projects: postage, writing proposals, . . .</u>	CRAMS Funding	William Minnis, Director, X3232
	<u>The Gongaware Center for Insurance Management Development provides ISU professors an opportunity to serve as ambassadors for ISU to firms in or related to the insurance industry. Professors compete for a 24-month term as a Gongaware Professor within which they undertake &amp; complete a substantial body of work for these firms.</u>	\$11,500 per year per professor; of this amount, expenses may constitute up to the full amount although no more than \$10,000 may be used as non-expense-related compensation.	Steven Pahl, Executive Director, X2442

Unit	Services	Funding	Contact
SCHOOL OF EDUCATION	<p>Professional travel for conferences, workshops, &amp; presentations</p> <p>Office of Educational Outreach</p> <p>a) Develop arrangements that enable faculty at ISU to help their professional colleagues in schools &amp; related agencies meet their most critical needs.</p> <p>b) Establish joint University-school corporation or agency projects that are funded by a third-party agency or foundation.</p> <p>c) Arrange short-term institutes, workshops, &amp; symposia that focus on specific issues relevant to professional staff in schools &amp; related agencies.</p> <p>d) Arrange staff development projects that continue over an extended period &amp; do not involve ISU course credit.</p> <p>e) Arrange distance-learning programs that involve multiple schools or agencies.</p> <p>f) Provide focused, short-term consultations that may or may not involve compensation</p> <p>g) Organize opportunities for ISU students to become involved in faculty-coordinated activities in schools &amp; related agencies that are not course related.</p> <p>h) Help negotiate, manage, &amp; evaluate contracts to support service projects.</p>	\$28,600 allocated to six departments	<p>Department Chairpersons</p> <p>Assistant Dean Robert Williams, X2899, SE 1106</p>

Unit	Services	Funding	Contact
SCHOOL OF EDUCATION (continued)	<p><u>Office of Education Research &amp; Evaluation:</u></p> <ul style="list-style-type: none"> <li>a) Help prepare competitive proposals to intramural &amp; extramural funding sources for support of research &amp; evaluation projects.</li> <li>b) Help conceptualize, design, prepare &amp; submit research or evaluation projects instruments for research &amp; evaluation projects.</li> <li>d) Provide assistance in collecting, coding, entering, storing, &amp; managing project data.</li> <li>e) Provide assistance in planning &amp; completing analyses of project data.</li> <li>f) Provide presubmission reviews of manuscripts, locating &amp; selecting appropriate publication outlets, revising manuscripts for publication in professional journals and provide presubmission reviews of manuscripts.</li> <li>g) Provide assistance in locating &amp; selecting appropriate publication outlets.</li> <li>h) Provide assistance revising manuscripts for publication in professional journals.</li> <li>i) Provide assistance preparing for the presentation of a paper or a poster at a professional meeting.</li> <li>j) Help increase skills in the use of information technology, including software for database development &amp; management, spreadsheet development &amp; budgeting, statistical analysis, word processing, page layout &amp; graphics, graphing, reference database management, &amp; multimedia preparations.</li> </ul> <p><u>Professional Development Schools:</u> Collaborative Inquiry Projects—encourages collaborative projects with public school personnel</p>	Provides financial assistance in amounts up to \$400.00	Assistant Dean Robert Williams

Unit	Services	Funding	Contact
SCHOOL OF EDUCATION (continued)	<p><u>Blumberg Center</u>—support services for professional projects:</p> <p>a) Provides assistance in the form of money &amp; consultation for pilot projects &amp; professional travel.</p> <p>b) Encourages reporting of pilot projects in workshops &amp; other professional meetings.</p> <p><u>Information Technology Center Support Services</u></p> <p>a) Provides equipment &amp; consultation services for professional instruction.</p> <p>b) Provides training for multiple types of software that may be used for web development, statistics, or information processing.</p> <p><u>Media Technology &amp; Resources</u> support services</p> <p>a) Provides multimedia assistance for instructional materials.</p> <p>b) Provides assistance for professional presentations</p>		<p>Director William Littlejohn, X2830</p> <p>Ken Janz, Director of Information &amp; Instructional Services, X2921</p> <p>Curriculum, Instruction, &amp; Media Technology Dept., X2960</p>
SCHOOL OF GRADUATE STUDIES	<p><u>Undergraduate/Graduate Research Showcase</u></p> <p><u>Graduate Student Research Seed Grant Funding</u></p> <p>Support of research &amp; travel</p>	<p>Top winners receive cash awards</p> <p>Grants up to \$300</p> <p>Dean's funding</p>	<p>Bernice Bass de Martinez, Dean, X3111</p> <p>Bernice Bass de Martinez</p> <p>Dean Barbara Passmore, X3118</p>
SCHOOL OF HEALTH & HUMAN PERFORMANCE			

Unit	Services	Funding	Contact
SCHOOL OF NURSING	<p>Professional Development Support providing travel funding for faculty attending &amp;/or presenting conferences &amp; professional meetings.</p> <p><u>Assistant Dean</u></p> <p>a) Assists School committees, Department Chairpersons, and Dean in evaluation, survey, and questionnaire development, data collection, analysis, and interpretation.</p> <p>b) Provides support for distance education development.</p> <p>c) Assists faculty interest in research: facilitates research activities. conceptualization &amp; design of research or evaluation projects.</p> <p>project proposals, including: reviewing &amp; editing drafts of proposals, obtaining human subjects committee review, obtaining</p> <p>f) Assists with conceptualization of research &amp; evaluation projects &amp; identification of appropriate quantitative or qualitative research or evaluation designs.</p> <p><u>Graduate Assistant Support for Library Research:</u></p> <p>a) Conducts library searches based on faculty needs</p> <p>b) Conducts library searches for faculty for materials related to classroom instruction.</p>	Dean's Funding	<p>Dean Bonnie Saucier, X3683</p> <p>Assistant Dean Mary Bennett, X2320</p> <p>Sherri Beaver, X3683</p>

Unit	Services	Funding	Contact
SCHOOL OF NURSING (continued)	<u>School of Nursing Learning Resources Center:</u> a) General assistance on campus resources, production of visual aids (posters, videos, web pages . . . ) b) Set up of supplies & equipment		Peg Myers, X3686 & Rhonda Reed, X3689
SCHOOL OF TECHNOLOGY	<u>Travel &amp; Research Support</u>	Dean's Funding	Dean W. Tad Foster, X3166
	<u>Technology Services Center</u> a) Opportunities to provide training for industrial/business clients b) Access to business/industry for research c) Co-op & internship experiences for faculty	Payment for services provided	TSC Director, X3355
	<u>Audio-Visual Equipment (loan service)</u> a) Digital camera b) Video camera c) Laptop computer d) Computer/VCR projector		Dean's staff, X2987
ACADEMIC LEADERSHIP ENHANCEMENT PROGRAM	Provides leadership enhancement opportunities for chairs, targeting problematic areas.		Dave Hopkins, X2307, pmdrth@scifac

Unit	Services	Funding	Contact
DISTANCE EDUCATION	<p data-bbox="207 1310 230 1625"><u>Faculty Development Programs</u></p> <p data-bbox="256 1167 457 1625"><u>Course Transformation Academy:</u> for faculty members preparing to use technology in their teaching. Goal is to provide faculty the time &amp; resources to investigate, create, &amp; utilize alternative instructional strategies by exploring ideas about teaching, learning, course design &amp; educational technology</p> <p data-bbox="490 1167 659 1625"><u>Teaching on Television Orientation</u>—designed for faculty members scheduled to teach on television providing an overview of television teaching environment—learn about teaching via satellite &amp; videoconferencing; tips &amp; techniques.</p> <p data-bbox="691 1167 1029 1625"><u>Course Development Mini-Grant Workshop</u>-- offered to recipients of distance education course development mini-grants. Opportunities to learn teaching with technology basics, how media technologies can be combined in different ways for effective distance education courses, strategies for enhancing paper-based correspondence courses with media &amp; student interaction, &amp; ideas about utilizing supplementary media &amp; incorporating student interaction in videotape-based courses</p>	<p data-bbox="263 1037 285 1167">\$500 stipend</p> <p data-bbox="691 1054 714 1167">Mini-grants</p>	<p data-bbox="214 583 263 835">Nancy Franklin, X8639 or extfrank@ruby</p> <p data-bbox="500 592 548 835">Bob DeFrance, X7698 or mtrdefr@amber</p> <p data-bbox="698 684 721 835">Nancy Franklin</p>

Unit	Services	Funding	Contact
DISTANCE EDUCATION (continued)	<p>Course Development Update &amp; Distance Education Workshops (to be announced)</p> <p>Indiana Partnership for Statewide Education Fall Conference (10/25 at Ball State University)</p> <p>Course Development Support: Course design, development, assessment, &amp; editing support available to faculty developing distance education courses utilizing web, television, videotape, or other technologies.</p> <p>Distance Education Course Development Mini-Grants for faculty members development stand alone distance education courses</p>	<p>\$ to be announced</p> <p>Slate-wide funding of \$250,000 for 1999-2000</p>	<p>Notification via Global E-Mail</p> <p>Nancy Franklin</p> <p>Distance Education Program Development Coordinator, X8639</p> <p>Distance Education Program Development Coordinator @ X8639</p> <p>See <a href="http://www.ihels.org/services/grants/coursedev/">http://www.ihels.org/services/grants/coursedev/</a></p> <p>Distance Education, X8639</p>

Unit	Services	Funding	Contact
DISTANCE EDUCATION (continued)	<p><u>Technology Support Services:</u> make videotape recordings for asynchronous course delivery; originate classes for campus cable distribution; arranges for course distribution on Indiana cable systems; makes test videotapes for self-evaluation; interfaces with Information Technology offices for support of computer &amp; audio courses</p> <p><u>Interaction Newsletter:</u> published by Distance Education geared toward faculty using technology in teaching.</p> <p><i>Sketches of Innovators in Education, a publication which includes a collection of articles on teaching with technology by ISU faculty about their experiences in developing courses &amp; teaching with educational technologies.</i></p> <p>Indiana Partnership for Statewide Education Faculty Papers Collections, annual publications including articles by Indiana higher education faculty about using technology in teaching.</p> <p>"Beginnings: Initial Experiences in Teaching via Distance Education" &amp; "Enhancements: How using Technology Changes What Faculty Do"</p>		<p>To subscribe to newsletter, send an e-mail message to: <a href="mailto:majordomo@yearh.indstate.edu">majordomo@yearh.indstate.edu</a> with the following text, on a line by itself, in the body of the message: subscribe interaction.</p> <p>Distance Education Office, X 8639</p> <p>Distance Education, X8639</p>

Unit	Services	Funding	Contact
FACULTY COMPUTING RESOURCE CENTER	Provides one-on-one & small-group consulting for faculty interested in developing technologies which support & enhance their teaching & research activities. Classroom technologies include both synchronous & asynchronous techniques as applied to both on-campus & Distance Education environments. Investigation of new technologies for new or existing projects is carried out by staff on behalf of faculty. Is equipped with a variety of hardware & software applications in a lab setting & is open for exclusive faculty use. Assistance given for use of equipment including scanners, cameras & non-linear video editing equipment. Offers technology demonstrations, software for evaluation & small selection of specialized equipment for		E-Mail: info@fcr.indstate.edu, http://fcr.indstate.edu Located in the Student Computing Complex, Room 110, X2603
INTERNATIONAL AFFAIRS CENTER	IAC-Information on Fulbright-Rotary International Funding		Gaston Fernandez, Executive Director, X2440
LILLY PROJECT FOR TRANSFORMING THE 1ST YEAR EXPERIENCE	Support 1st Year Course Transformations; support Learning Community development and implementation	Funding for Summer Projects and Institutes	Patti Mills, Administrative Fellow, X2308

Unit	Services	Funding	Contact
OFFICE OF SPONSORED PROGRAMS	<p>Promotes research, scholarship, &amp; creative activity; coordinates pre-award activities associated with external funding; disseminates information on funding agencies, opportunities, &amp; announcements; conducts personalized searches using local &amp; remote databases; assists with preparation of grant application &amp; contract proposals; negotiates grant &amp; contract agreements &amp; awards; maintains institutional records of grant &amp; contract proposals &amp; awards; operates Institutional Review Board for review of research involving human subjects; conducts &amp; organizes workshops &amp; seminars on grant &amp; contract related issues; maintains a point of contact for external agencies &amp; grantmaking organizations.</p> <p><u>Technology Transfer &amp; Copyright Activities:</u> OSP provides assistance with copyright, patent, licensing, &amp; technology transfer issues &amp; activities. It processes &amp; negotiates material transfer agreements on behalf of the University.</p>	\$15K available to use as matching grants for faculty & staff activities related to grant & contract development.	El-Houcin Chaqra, Tirey Hall, Room 183, X3088, ospchaqr@amber.indstate.edu, http://web.indstate.edu/OOR/
VISITING MINORITY SCHOLARS PROGRAM	<p>Minority scholars are invited to campus to participate in intensive one- or two-day visits to lecture, demonstrate, read, consult, visit classes, or perform</p>	Matching awards up to \$625	Dorothy Simpson-Taylor, Special Assistant to the President/Provost on Ethnic Diversity, X3619
ETHNIC DIVERSITY	<p>MAPS: faculty, senior staff &amp;/or administrators are paired with students of color as mentors. Students are available to assist with research projects or classroom support. Faculty are required to mentor students by guiding them through the matriculation process at ISU.</p>		Dorothy Simpson-Taylor, Special Assistant to the President/Provost on Ethnic Diversity, X3619

Unit	Services	Funding	Contact
ETHNIC DIVERSITY (continued)	<p>Diversity Funding Opportunities: challenge or research grants &amp; travel support</p> <p>Resource Library: videos, books, &amp; manuals are available and can be checked out from the Diversity Office</p> <p>Speaker/Presentations: Opportunities for experts on campus to visit classes, collaborate with or co-sponsor projects area available</p> <p>Diversity/Multicultural Competency Workshops are available to departments, meetings, units, &amp; classes.</p> <p>Social Action Theater, student-based group available to dramatize critical diversity incidences &amp; use the experience as a springboard for dialogue.</p> <p>President's Commission on Ethnic Diversity membership available to faculty wanting to provide leadership in the initiative</p>	<p>Faculty are supported to develop diversity-centered/student-centered research projects up to \$250. Faculty are supported with a matching grant up to \$250 for development involving diversity or multicultural conferences.</p>	<p>Dorothy Simpson-Taylor</p> <p>Dorothy Simpson-Taylor, Parsons Hall, Room 208</p> <p>Dorothy Simpson-Taylor</p> <p>Dorothy Simpson-Taylor</p> <p>Dorothy Simpson-Taylor</p> <p>Dorothy Simpson-Taylor</p>

Unit	Services	Funding	Contact
<b>OTHER</b> OFFICE OF INSTITUTIONAL RESEARCH & TESTING	Provides services in scoring & analyzing objective examinations; program, called Test Score III, available free-of charge to faculty; provides printed test analysis within 24 hours; supports faculty course evaluations; ETS Student Instructional Report available at no charge; printed reports provided at end of term; departmental evaluations also supported. Provides consultation, education, & assessment services; coordinates institution- wide drug & alcohol abuse prevention programs; conducts EAP training workshops & seminars on violence in the workplace, stress reduction, & coping with depression; publishes a quarterly health-oriented newsletter; conducts health-oriented programs.		Kevin Snider, Assistant to the Vice President for Institutional Research & Assessment, X2305  Aletha Carter, Program Coordinator, X3924
EMPLOYEE ASSISTANCE PROGRAM			



# Indiana State University

Office of the Provost and  
Vice President for Academic Affairs

TO: All tenured and tenure-track faculty members  
FROM: Richard H. Wells<sup>RW</sup>  
Provost and Vice President for Academic Affairs  
DATE: September 14, 1999  
SUBJECT: Supplemental support for professional development travel

I am pleased to announce that, due to a special allocation of \$100,000 from President Moore as well as a reallocation of budget resources within the Office of the Provost and Vice President for Academic Affairs, \$200,000 will be available during the 1999-2000 academic year as a one-time supplement to existing travel<sup>1</sup> funds of the academic departments for the purpose of enhancing the professional development of faculty members. Professional development travel is here defined as travel that advances the quality and impact of a faculty member's professorial activities in the three domains of scholarship: representing knowledge through teaching, expanding knowledge through research and creative activity, and applying knowledge through service to practitioners, the community, and professional organizations. For the purposes of this one-time supplemental support, professional development travel will also include the travel of individuals who may be invited to come to Indiana State University to consult with faculty members and provide specialized faculty development training that advances the quality and impact of a faculty member's professorial activities in the three domains of scholarship. Professional development travel is distinguished from operational travel in that operational travel meets specific teaching or service obligations of the department (e.g., field supervision of students in practica or internship settings, attendance at required meetings of governmental organizations or accrediting bodies, program or department retreats).

These supplemental professional development travel funds will be the responsibility of the department chairperson to allocate to the department's faculty members during the 1999-2000 academic year who are not on retirement leave, on leave without pay, or otherwise excused from their professorial responsibilities. Chairpersons will be informed of departmental allocations on or before September 24, 1999. Funds must be expended or encumbered before the close of the 2000 fiscal year on June 30, 2000; they may not be carried forward into the 2001 fiscal year. Within these constraints, it is my intention that each chairperson seeks the advice of the members of the department faculty members regarding the purposes for which these funds will be used. It is also my intention that after the department faculty and chairperson have agreed upon the purposes, that the allocation of these funds will be made using a competitive process that involves the preparation, submission, review, and selection of proposals from department faculty members. That is, these professional development travel funds will *not* be distributed to faculty members in the department on a per capita basis.

Each department chairperson will be required to prepare and submit to me, through their dean, by August 1, 2000, a comprehensive report of the value of this project. Information to be provided in the report will include:

- \* How was the decision reached to allocate the supplemental travel support within the department?

- \* Who received supplemental support for professional development travel, how much did each person receive, and what specifically was the support used for?
- \* What were the benefits of this supplemental travel support for the persons who received it? What were the benefits for the department as a whole?
- \* What limitations or constraints were experienced in the implementation of this project? How might these limitation or constraints be overcome if this project were to be repeated?

The information provided in these evaluation reports will be compiled and analyzed by the staff of the Office of the Provost and Vice President for Academic Affairs to judge the effectiveness of this project in accomplishing the program purpose, and will inform future decisions concerning support for the professional development of the members of the faculty.

kc

cc: President Moore  
Deans Council

---

<sup>1</sup> Travel includes the cost of ground or air transportation, parking, per diem costs for food and lodging, registration fees, honoraria, and incidental expenses that are approved for reimbursement.