

MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

JULY 16, 2004

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MINUTES
INDIANA STATE UNIVERSITY
ANNUAL ORGANIZATIONAL MEETING
JULY 16, 2004

The Annual Organizational Meeting of the Indiana State University Board of Trustees was held on Friday, July 16, 2004, in the State Room, Tirey Hall.

Trustees present: Mr. Alley, Mr. Bonds, Mrs. House, Miss Robertson, Mr. Shagley and Dr. Zietlow. Trustees absent: Mr. Carpenter, Mr. Fleetwood and Mr. Smith.

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

There being a quorum present, Mrs. House called the meeting to order at 1:35 p.m.

SECTION I

A. ORGANIZATION OF THE BOARD, 2004-05 (Mrs. House)

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

Mr. Bonds called the roll for the Annual Meeting:

Michael J. Alley	Present
Richard T. Bonds	Present
Ron D. Carpenter	Absent
George S. Fleetwood	Absent
Barbara P. House	Present
Jessica E. Robertson	Present
Richard J. Shagley	Present
Donald E. Smith	Absent
Charlotte T. Zietlow	Present

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

Mr. Bonds then read the Notice of Annual Meeting:

“The Annual Organizational Meeting of the Indiana State University Board of Trustees will be held at 1:30 p.m. on Friday, July 16, 2004, in the State Room, Tirey Hall.”

3. Report of Nominating Committee (Dr. Zietlow)

Dr. Zietlow reported the Nominating Committee met at the Levey Mansion, 2902 North Meridian, Indianapolis, on June 17, 2004. Members of the Nominating Committee were Charlotte T. Zietlow, Chairperson, George S. Fleetwood, and Jessica E. Robertson.

Dr. Zietlow moved the approval of the following slate of officers as recommended by the Nominating Committee. Mr. Alley seconded the motion.

Barbara P. House - President
 Richard J. Shagley - Vice President
 Richard T. Bonds - Secretary
 George S. Fleetwood - Assistant Secretary

The Nominating Committee also recommended the appointment of Gregg Floyd as Treasurer.

B. APPROVAL OF THE MINUTES (Mrs. House)

On a motion by Mr. Bonds, seconded by Mr. Alley, the minutes of the June 18, 2004 meeting were approved as presented.

C. DATES OF NEXT MEETING (Mrs. House)

The dates for the next meeting are September 23-24, 2004.

The Board of Trustees will hold a retreat in Indianapolis on August 25-26, 2004.

The following Board meeting dates for 2004-05 were approved at the June 18, 2004 Board meeting:

2004 Meeting Dates

July 16, 2004 (Friday, 1 day)	Annual Meeting
August 25-26, 2004	Board Retreat (Indianapolis)
September 23-24, 2004	Agenda Meeting
October 28-29, 2004	Agenda Meeting
November 2004	No Meeting
(Homecoming – Saturday, November 6)	
December 2-3, 2004	Agenda Meeting
(Commencement – Saturday, December 18)	

2005 Meeting Dates

January 13, 2005 (Thursday, 1 day)	Agenda Meeting
February 24-25, 2005	Agenda Meeting
March 2005	No Meeting
April 28-29, 2005	Agenda Meeting
May 2005	No Meeting
(Commencement – Saturday, May 7)	
June 16-17, 2005	Agenda Meeting
July 21, 2005 (Thursday, 1 day)	Annual Meeting

D. REPORT OF THE BOARD PRESIDENT

Mrs. House thanked the Nominating Committee for its report. She felt the past year has been successful and thanked everyone for their efforts on behalf of the University. She expressed appreciation to the Trustees for their continued confidence and said she looks forward to working with everyone again this next year.

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

President Benjamin congratulated Trustees House and Shagley on their reappointments to the Board by the Governor. He also welcomed back Professor Harriet Hudson from her recent surgery.

Melony Sacopulos spoke on the Public Access Law handout distributed to Trustees as prepared by the Indiana Attorney General's office. She asked that the Trustees review the information and contact her if they have any questions.

Administrative Retreat

The University's administrative team, deans, and representatives of the University Faculty Senate and Support Staff Council met July 14-15 to consider implementation of the strategic plan, provide feedback on its further revision, and gain an understanding of how the plan can be supported.

Dr. Benjamin expressed appreciation to Kevin Snider and staff, including Professors Greg Bierly and Nancy Rogers, Dean Tad Foster and their committees and all who have participated and given important feedback over the course of the past year.

New Web Site

A new and improved ISU Web Site – in compliance with the integrated marketing campaign – was launched on July 8. The redesigned site features a more interactive layout, taking advantage of some of the latest web site technology. In addition to the redesigned web site, new content management software will be available in August, allowing administrators to maintain and create their web sites more easily. Appreciation goes to EMG, Teresa Exline, Ed Kinley and their staffs.

HMSU Dede I

The University's primary multi-purpose room will soon have a fresh new look. The renovations will give the room a distinguished "ISU" feel. The renovations will add more color and an upscale look including the five official seals that ISU has had throughout its history. Appreciation goes to Vice President Tom Ramey and HMSU Director Charlie Potts and their staffs, as well as to Emeritus Bill Carls, a consultant with architects Snapp and Associates.

Terre Haute Air Fair

The Air Fair held at Hulman Field provided ISU students, faculty, and staff opportunity to participate in a community service event. Dr. Benjamin expressed appreciation to ISU staff and students who helped make this community-wide event a success.

Athletics Academic Report

ISU athletics experienced another stellar year in the classroom with 65 per cent of student-athletes earning a GPA of 3.0 or greater. Overall mean GPA of 3.15 was a new high mark. The percentage of student-athletes in poor academic standing is 3% (8 of 302). In the past year, 8 ISU athletic teams have been ranked nationally due to their academic successes: women's basketball, women's soccer, softball, women's cross country, women's track, women's tennis, volleyball, and men's cross country. ISU student-athletes captured the inaugural MVC Academic Excellence Award for having the highest GPA among conference schools.

Teaching and America's Future Conference

A team from ISU represented the University at a national conference on teaching in Austin, Texas. It was established to identify the implications for teaching embodied in current school reforms and to examine what steps need to be taken to guarantee all children access to skilled, knowledgeable, and committed teachers working in schools that are capable of meeting the nation's educational goals.

Funding was provided by Carnegie Corporation and the Rockefeller and Ford Foundations. ISU's representatives included Provost Maynard and Deans Michelfelder and Williams, in addition to Dr. Benjamin.

Recognitions

Provost Maynard introduced the new Director of Admissions, Richard Toomey, Mr. Toomey has worked as acting director of admissions at Massachusetts College of Liberal Arts since September 2003. He worked as associate director of admissions there from September 1999 to August 2003. Prior to that he was senior assistant director of undergraduate admissions at the University of Massachusetts (Amherst) from July 1997 to September 1999. He was assistant director of undergraduate admissions there from August 1993 to July 1997.

Dr. Maynard also acknowledged Dr. Richard Antonak who is leaving the Academic Affairs Office the end of July to accept a position at the University of Massachusetts (Boston).

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

Dr. Hudson noted the Senate and its committees do not meet in the summer but activity continues as the officers plan agendas for next year.

Dr. Hudson expressed regret at not being able to attend the June meeting for the presentation of the budget and the compensation report. She has been pleased with both the results of the Compensation Committee's work and the manner in which the Committee worked. Now that the needs have been identified, she expects that the committee will continue to work toward the development of a plan to address needs. These are difficult financial times for the University, but the administration must make a commitment to funding this need. There have been numerous compensation studies in the past; the problem has been identified before, but for various reasons no, or only limited, action has been taken. This has been most demoralizing. The University cannot afford to defer salary maintenance any longer. To attract and retain the "dedicated faculty and staff" who will give "personal attention" to the "high-achieving, goal-oriented students" identified in the strategic plan, the money must be found to make salaries competitive. Obviously this will take time, and faculty understand this and are not impatient, but will continue to review with interest the University's budgets and funding requests. The faculty is eager to work with the administration to develop a plan and see it carried out.

Dr. Hudson was pleased to see the proposed revision to faculty overload pay. Several years ago, the Senate forwarded a proposal to raise such stipends.

In her earlier comments on compensation, Dr. Hudson noted she quoted from the document "Fulfilling the Promise-the Path to Pre-Eminence" which was easy to do given the number of times she's seen those phrases. Yesterday at the administrative retreat members of the Senate Executive Committee, the Faculty Affairs Committee, the Curriculum and Academic Affairs Committee, and the Graduate Council were in attendance, along with deans, support staff, and vice presidents. At some point the Board will receive final copies of the document and a formal presentation. Representatives of faculty governance have been actively involved in the development of this plan and will continue to work toward implementation. Retreat discussions were very productive and collaborative and a number of key issues were identified with some consensus on ways to address them. The complete development and careful implementation of this plan are essential to the future health of the University.

Supporting this proposal for pre-eminence is the integrated marketing plan--no small budget item. The plan and some of its products have been the subject of controversy among faculty. Surely this time next year all will be able to see the results of its success.

Next year will be a year of many challenges for our university, and the members of the University Faculty Senate and its committees stand ready to work with staff and administration to achieve common goals.

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

Ms. Langley distributed copies of the Support Staff Council Annual Report. While it does not include the upcoming August meeting, it represents the accomplishments of Council to date. Next year the Council elections will be held in the Spring and the annual report will include all activities during the fiscal year 2004-05.

The Council has made great strides in several areas this year, including substantial progress on rewriting the bylaws and completing the support staff scholarship criteria. Many individuals have contributed to the success of Council this year and she thanked the other officers: Kelly Hall, Nancy Hall, and Anita Adams.

Five Council representatives participated in the group session on "Fulfilling the Promise" at the annual retreat. It was an opportunity for support staff to gain a

better understanding of the course that ISU will take to achieve the status of a pre-eminent public institution. A support staff committee will be formed by Council to explore the role of support staff at other pre-eminent universities to discover the extent of the support staff role in the process to better define how the support staff can support ISU's journey towards pre-eminence.

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

Ms. McManama reported SGA has been working most of the summer with the SGA executive officers on campus.

Greg Goode has initiated a Student Legislative Action Network and Megan has been working with Heather Nees to get 100 ISU students included in this network to meet members of Congress and the State Legislature. SGA is doing a letter encouraging students to participate. These students will have an opportunity to represent Indiana State University at functions throughout the year.

David Wright, Student Affairs office, has been assisting with the process of advertising and promoting student justices. It is hoped to have these positions filled when the fall semester opens.

The Freshman 15 Program encourages freshmen to devote 15 hours of community service or work with campus organizations. The pilot program should be ready next semester.

ISU has been selected by Fox TV 59 Indianapolis News to be highlighted in September. Fox 59 will be coming to campus sometime during the week of September 20-24 and will do a report on SGA's efforts to get students to register and vote in the fall election.

I. BIENNIAL OPERATING BUDGET REQUEST, 2005-07 (Mr. Floyd)

The Operating Budget Request for the 2005-07 biennium is to be submitted to the Indiana Commission for Higher Education and the State Budget Agency on or before August 21, 2004. Preliminary budget schedules were to be submitted on July 15, 2004, subject to Board approval, for the Biennial Operating Budget Request, DegreeLink Budget Request, and the South Central/Southeast Budget Request.

Sincere appreciation goes to Vice President Gregg Floyd and University Budget Officer Diann McKee and their staff for the work in preparing this information.

Recommendation: Approval of the 2005-07 biennial legislative operating budget request as presented in Exhibit A.

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

J. OVERLOAD TEACHING PAY RATE (Dr. Maynard)

Since 1998-99, the overload teaching pay rate has been \$200 per credit hour for each credit hour taught beyond 12 credit hours in a semester, provided the number of credit hours taught exceeded 13. The stipulation for all departments of what constitutes a regular teaching schedule is considered inappropriate given the variable expression of academic, research, and service missions across the departments in the six colleges of the Division of Academic Affairs. The overload teaching pay rate for full-time tenured and tenure-track faculty members is insufficient when examined in the context of the stipend floor per credit hour for temporary faculty.

The goal is to compensate temporary faculty members at a stipend floor per credit hour of \$1,000 per credit hour. This goal was achieved beginning in 2003-04 for full-time temporary faculty members with the approved stipend floor of \$24,000 for a two semester teaching assignment equivalent to 24 credit hours. A plan is in place to achieve a stipend floor per credit hour for part-time temporary faculty members of \$1,000 per credit hour. Approved stipend floors per credit hour beginning in 2004-05 are \$925 for Lecturer III, \$800 for Lecturer II, and \$675 for Lecturer I.

It is proposed that the overload teaching policy University Handbook language be changed as follows:

Overload Teaching

In emergency situations, full-time tenured or tenure-track faculty members may agree to teach a course or a section of a course in addition to the regular teaching schedule. Pay for such extra teaching responsibility is based upon an established overload teaching pay rate approved by the ISU Board of Trustees and available from the Provost and Vice President for Academic Affairs Office.

Fiscal year faculty members or executive/administrative/professional staff may not receive additional compensation for teaching classes,

research or other contract purposes without prior authorization by the appropriate vice president's office using the Fiscal Employee Approval Form.

It is proposed that the overload teaching pay rate for full-time tenured or tenure-track faculty members be more closely aligned with the stipend floor per credit hour for temporary faculty with a rate of \$1,000 per credit hour effective with the fall semester of the 2004-05 year.

Recommendation: Approval of the University Handbook language change and the overload teaching pay rate for full-time tenured or tenure-track faculty members of \$1,000 per credit hour, effective August 19, 2004.

On a motion by Dr. Zielow, seconded by Mr. Alley, the recommendation was approved.

K. ACADEMIC LABORATORY/COURSE SPECIFIC FEES (Dr. Maynard)

The following corrections are to be made to the academic laboratory/course specific fees that were approved at the April 23, 2004 Board meeting.

GEOL 161L should be GEOL 160L

SCED 396 should be SCED 396L

SCED 398 should be SCED 398L

SCED 525 should be SCED 595

Recommendation: Approval of the corrections to the Academic Laboratory/Course Specific Fees as approved at the April 23, 2004 Board meeting.

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

L. AGREEMENT WITH EDUCATIONAL MARKETING GROUP, INC.
(Dr. Bouse)

Following a review of marketing firms on both the local and national level, Indiana State University began working with the Educational Marketing Group, Inc. (EMG) last year on the development of a comprehensive integrated marketing program. EMG specializes in developing integrated marketing

programs for higher education institutions. In February 2004, the Indiana State University Board of Trustees approved an agreement authorizing EMG to serve as the media buyer for Indiana State University for the launch of the new integrated marketing campaign.

To assist with the on-going implementation of the new integrated marketing program, Indiana State University will continue having EMG serve as its media buyer for the coming year.

Recommendation: Approval of the agreement between Indiana State University and the Educational Marketing Group, Inc. for the delivery of media planning, negotiation, buying and related services for the period July 1, 2004 through June 30, 2005 as presented in Exhibit B.

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

M. IN MEMORIAM (Mr. Schafer)

Resolutions are presented in Exhibit C for the following individuals:

Jane S. Bakerman, Professor Emerita of English, died on June 25, 2004.

Deloris M. Dwyer, Accounting Clerk (retired) Bookstore, died on July 1, 2004.

Donald M. Hilt, Vice President Emeritus of Business Affairs and Treasurer, died on July 5, 2004.

Edward K. Spann, Professor Emeritus of History, died on July 5, 2004.

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

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

N. STALKER HALL RENOVATION – REVISED COST ESTIMATE (Mr. Floyd)

The 2001 Indiana General Assembly approved the expenditure of and related bonding authority under IC 20-12-6 for \$4,500,000 for the renovation of Stalker Hall. The project, approved by the Board of Trustees on January 16, 2003, will provide for major improvements in the building infrastructure and ADA compliance. Because this major initiative provides an economically attractive opportunity to integrate additional needed building improvements in the project

the scope of the project has expanded. Based upon preliminary architectural estimates, the Board of Trustees approved an additional \$567,600 to this project earlier this year. After receiving bids, an additional \$482,400 is requested to address the project scope expansion and pricing adjustments occurring since the 2001 original project approval.

Recommendation: Authorization for the President of the University and/or Treasurer of the Board of Trustees to request from the Commission for Higher Education, the State Budget Committee, and the Governor of the State of Indiana authority to expend up to \$5,550,000 for the project. Funding will consist of \$4,500,000 of state bonding authority and \$1,050,000 of University reserves, of which \$567,600 was previously approved. The President of the University and/or Treasurer is further authorized to enter into contracts to equip and construct the renovation of Stalker Hall once State approval has been obtained.

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

O. ARTICULATION OF UNIVERSITY/ISU FOUNDATION RELATIONSHIP
(Dr. Bouse)

Indiana State University Foundation, Inc. was formed specifically to assist Indiana State University in its mission by providing resources that might not otherwise be available to the University. The University and the Foundation have worked together to allocate strategically resources to best benefit the University, and, in turn, those who utilize and benefit from the vast impact that Indiana State University has on the Terre Haute community and the State of Indiana. To recognize officially the important role of the Indiana State University Foundation, Inc., the following resolution is proposed.

WHEREAS, Indiana State University Foundation, Inc. was formed to benefit exclusively Indiana State University by providing resources to assist Indiana State University in its mission; and

WHEREAS, the Indiana State University Board of Trustees recognizes that in order for Indiana State University Foundation, Inc. to achieve its mission there must be strategic collaboration and cooperation between Indiana State University and Indiana State University Foundation, Inc.;

NOW, THEREFORE, the Indiana State University Board of Trustees resolves to confirm that Indiana State University Foundation, Inc. is a separate legal entity from the University, serving as the official fundraising organization supporting the mission of Indiana State University.

Recommendation: Approval of the Resolution.

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

P. INCUBATION/ECONOMIC DEVELOPMENT - IRC 501 (c) (3)
(Dr. Bouse)

Indiana State University has been called upon in recent years to respond to a growing need in the State of Indiana to assist in economic development. The University has responded to this statewide need in a variety of ways, and now is in a position to benefit from the formation of a tax-exempt entity to assist in further pursuit of these efforts.

Recommendation: Authorization of the University President to cause an Indiana business entity to be formed for the purposes of incubation and economic development efforts, and to make application for qualification under Section 501(c)(3) of the Internal Revenue Code and under Indiana law for tax-exempt status.

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

Summary I
SUMMARY OF 2005-07 OPERATING REQUEST
FOR INDIANA STATE UNIVERSITY

	2004-05		2005-06		2006-07		TOTAL BIENNIIUM (\$)
	BUDGET TOTAL (\$)	CHANGE (\$)	REQUEST (%)	TOTAL (\$)	CHANGE (\$)	REQUEST (%)	
EXPENDITURE BUDGET CHANGES							
I. BASE ADJUSTMENTS							
A. Enrollment Change		350,000					700,000
B. Plant Expansion							
SUBTOTAL	131,345,684	5,890,371	4.5%	137,236,055	5,708,581	4.2%	142,944,637
II. PRICE INFLATION							
A. Personal Services		350,000	0.3%			0.0%	700,000
B. Supplies and Expense		2,906,384			2,993,575		8,806,343
C. Student Assistance		881,317			907,756		2,670,390
SUBTOTAL		152,670			157,250		462,590
III. QUALITY IMPROVEMENTS		3,940,371	3.0%		4,058,581	3.0%	11,939,323
A. Center for Research, Enterprise, and Economic Development		400,000			450,000		1,250,000
B. Comprehensive Clinical Teacher Education Prototype Program		350,000			350,000		1,050,000
C. Simulation and Systems Integration Initiatives		500,000			500,000		1,500,000
D. Beginning Teacher Support Program		350,000			350,000		1,050,000
SUBTOTAL		1,600,000	1.2%		1,650,000	1.2%	4,850,000
TOTAL EXPENDITURE BUDGET		<u>5,890,371</u>	4.5%		<u>5,708,581</u>	4.2%	<u>17,489,323</u>
INCOME BUDGET							
I. STUDENT FEES							
A. Rate Change		1,873,674	3.0%		1,929,886	3.0%	66,259,365
1. Gross Fee Base	62,455,805			64,329,479			130,588,844
2. (Less) Academic Facility Fees	(6,549,470)	(540,344)		(7,089,814)	4,755		(14,174,873)
3. (Less) Other Dedicated/Restricted Fees	(10,039,595)		0.0%	(10,039,595)		0.0%	(20,079,190)
SUBTOTAL (=Net Unrestricted Fees)	45,866,740	1,333,330	2.9%	47,200,070	1,934,641	4.1%	49,134,711
II. FEDERAL FUNDS							
A. Operating Expense	78,929,474	4,016,699	5.1%	82,946,171	3,778,694	4.6%	169,671,038
B. Fee Replacement	6,549,470	540,344	8.3%	7,089,814	(4,755)	-0.1%	14,174,873
SUBTOTAL	85,478,944	4,557,043	5.3%	90,035,985	3,773,939	4.2%	183,845,911
TOTAL INCOME BUDGET	131,345,684	5,890,371	4.5%	137,236,055	5,708,581	4.2%	280,180,692

DEGREELINK BIENNIAL BUDGET REQUEST 2005 - 2007

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 workforce-related 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 (the program was then known as PEPP - Partnerships for Enhanced Postsecondary Participation) 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 (PEPP) project and proposed a schedule for the development and roll out of the degree programs by distance education. The primary delivery focus for these programs was to Ivy Tech State College and Vincennes University locations, and several Area Learning Centers throughout the state. The initial appropriation (1997-99) 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 statewide-mediated delivery. These degree completion opportunities are considered one part of the broader ISU distance education delivery mechanism called "DegreeLink".

DegreeLink Goal

DegreeLink addresses Indiana's need for increased numbers of baccalaureate degree holders in workforce-related fields of study. The overall DegreeLink strategy is to develop comprehensive statewide program articulation between ISU and Ivy Tech and Vincennes University to facilitate bachelor's degree completion through the third and fourth year of ISU programs delivered both on- and off- campus. These three institutions have been constructing this partnership to provide for a more seamless transfer of credits since the middle of 1996. ISU has become a state leader in articulation and transfer through the DegreeLink program and is currently recognized as a transfer-friendly institution. Through its distance education offerings, ISU also has substantially increased access to workforce-related degrees for many Hoosiers, particularly for place- and time-bound adults.

One significant area of positive impact upon ISU enrollments has been that of transfer students. For the Fall 2002 and 2003 cohorts, Ivy Tech State College and Vincennes University first time transfer students were enrolled in the following numbers throughout all programs at Indiana State University, which comprises 47 % of the total first time transfer students during that period.

Total ISU First Time Transfer Students By Transfer Institution, Fall 2002 and 2003

	Ivy Tech State College	Vincennes University
Fall 2002 and 2003	288	226

Enrollment and Degree Completion

Enrollment and degree completion projections for DegreeLink programs and distance education through fiscal year 2004 have been surpassed. Since 1998, 326 DegreeLink students have graduated at this writing (5/2004). During fiscal year 2004, 603 DegreeLink students were enrolled for classes in one of the 11-degree completion programs including 314 who only took courses at a distance. The chart that accompanies this narrative demonstrates successful trends in enrollment growth both on campus and at a distance. Early in fiscal year 2005, student enrollments for fall term significantly exceed the same point in time for previous years, in part, because students now have a full range of degree offerings available to them. As the number of approved programs have increased, there has been a corresponding growth in overall enrollment. A county-by-county enrollment chart also provides evidence that DegreeLink has had a statewide impact for both distance and on campus transfer students.

While the enrollments reported above comprise the central focus for the DegreeLink effort, the faculty and course development activities supported by the appropriated funds have had a secondary impact on the development and delivery of mediated courses by ISU faculty. Distance education courses enrolled 2,918 students during 2003-2004. The ISU enrollment growth in these types of courses has occurred during the period in which DegreeLink has been in operation and during a period of rapid development in these kinds of offerings throughout U.S. higher education.

Student Comments

Earlier this year, DegreeLink distance students who are reaching graduation were asked how they felt about their experiences. From their comments, the benefits to the largely adult, place-bound students include convenient access to preferred degree options and educational delivery approaches that fit into the constraints of the student's lifestyles. The following are some excerpts from their replies:

“I am an Ivy Tech transfer in Career and Technical Education. I would recommend distance courses because it’s a great way to earn your degree no matter where you live. The distance courses are the same as the on campus courses.” Kim from Columbus, IN

“I have completed this degree without leaving my hometown. It was done completely over the

Internet and I am very grateful that I could succeed in this way.” Mary from Hanover, IN

“I currently have a 4.0 GPA and am a member of Phi Kappa Phi. I will graduate in fall 2004 in Human Resource Development. I learned it is never too late to go back to school.” Pamela from Monroe City, IN

Interinstitutional Support Committee

An Interinstitutional Support Committee was established in December 1998 and meets regularly in support of the DegreeLink partnership and its initiatives. The purpose of this committee is 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 40 senior staff members from Ivy Tech State College, Vincennes University, and ISU meets regularly as an entire committee and includes several subcommittees that address specific support and service issues. The Interinstitutional Support Committee undergirds the partnership that leads the state in integrating policies supportive of student-centered delivery.

Due to the success of DegreeLink, the Interinstitutional Committee has broadened the institutional wide partnership to focus on a variety of educational programs representing the full capabilities of our institutions and enhance our service to Indiana. A major accomplishment over the last year has been the signing of dual admission agreements between Indiana State University and both Ivy Tech State College and Vincennes University. Additionally, the implementation of EDI Smart allows for electronic transmission of transcripts between ISU and VU and ITSC Region 7. Statewide implementation with Ivy Tech is planned for later this year.

DegreeLink Enhancement

Indiana State University and Vincennes University agreed to establish baccalaureate degree completion programs on the Vincennes University main campus. These programs will be delivered through face-to-face classes (no more than 50% of the program) and distance delivery classes. Human Resource Development, Business Administration, and Criminology were the DegreeLink programs launched Fall 2003.

Enrollment Services Office at Vincennes University

A full time coordinator was hired and is housed in the Administration Building at Vincennes University. The main function of the position is to serve as a student services support person for current and prospective ISU students as well as facilitate the DegreeLink Enhancement program and dual admission.

Creation of Transfer Central

In order to continue our role as "Indiana's most transfer friendly institution", Indiana State University has established Transfer Central to provide information in one centralized location for

both transfer students and partner institutions, to enhance the success of transfer students, and to increase articulation agreements for both courses and programs.

CURRENT BUDGET, EXPENDITURES & PROGRAM ACTIVITIES

The current appropriation has been directed toward providing continued support for DegreeLink degree completion programs through professional staff services, including regional student support services at three Ivy Tech campuses and Vincennes University, operational supplies and expenses, and course development.

Professional Staff Services

- Three instructional designers provide professional service to faculty involved in the course development process. To date, these design experts have worked directly with approximately 300 faculty members who are in the process of transforming their courses for distributed education delivery.

- ISU employs four Distance Learning Coordinators at Vincennes University, Vincennes campus and Ivy Tech campuses in Columbus, Indianapolis, and Logansport. They work with Vincennes and Ivy Tech student and academic personnel in Southern, Central, and Northern Indiana. They also assist adult students 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

This expense category includes office supplies, printing, telephone, videotapes, travel, and postage that support DegreeLink efforts.

Course and Faculty Development

The Course Transformation Academy (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. Since its inception in 1997, over 400 faculty and teaching assistants have participated in the Course Transformation Academy, WebCT Institute and other technology-focused workshops designed to enhance distance learning. The faculty development program involves the instructional designers, computer pedagogy specialists, and library personnel who are involved in delivering the CTA instruction and in assisting faculty in the transformation of their courses following completion of the CTA curriculum. In FY04, 543 courses were offered via distance modalities.

It is noteworthy that the Course Transformation approach resulted in ISU, in partnership with Ivy Tech State College and Vincennes University, receiving a highly competitive Learning Anytime Anyplace Program grant for approximately \$1.2 million to develop a virtual instructional designer. It was one of 29 grants from a pool of 653 applicants.

Course/Program Delivery Support

A hybrid delivery model, or a mixture of distance delivery of academic courses with in-person student services, supports DegreeLink students. Four full-time DegreeLink coordinators, with office space at Vincennes University, Vincennes campus and Ivy Tech State College campuses in Columbus, Indianapolis, and Logansport, provide community-based student support, and coordinate regional services with student service coordinators located at Ivy Tech and Vincennes University regional campuses. These part-time coordinators provide additional support to students beyond that offered by the full-time coordinators. Together, this network of coordinators supply a variety of advising, counseling, and logistical support services that help connect distance students to their DegreeLink education. As mentioned above, research supports that this is a vital aspect of a quality distance education opportunity.

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

Course Development Support Teams - Professional staff - instructional designers, computer specialists, a course development coordinator, an editor, video production staff, graduate students, and student workers -- support faculty efforts to develop their courses in distance education formats. These teams are supported jointly by the DegreeLink appropriation and other University funds. Faculty members engage 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 technical capacity continues to increase, many courses that currently utilize video via the IHETS satellite are expected to convert to Internet delivery approaches that utilize video streaming, video caching, and other cutting-edge technologies. These anywhere, anytime, anyplace types of delivery are favored by students and faculty members who are eager to test these computer applications.

SUMMARY

The DegreeLink program has been highly successful. This program has supported ISU as it has become a leader in Indiana for being transfer-friendly, developing articulations with other institutions, and in forming partnerships meaningful to the opportunities provided to Hoosier students. Through implementation of DegreeLink ISU has focused on developing student-centered policies and procedures relating to distance education and transfer students. DegreeLink funding provides important faculty development in the use of technology in instruction that leverages existing state investment in the ISU faculty expertise for the benefit increased numbers of students. Significant technical infrastructure enhancements have also been accomplished through

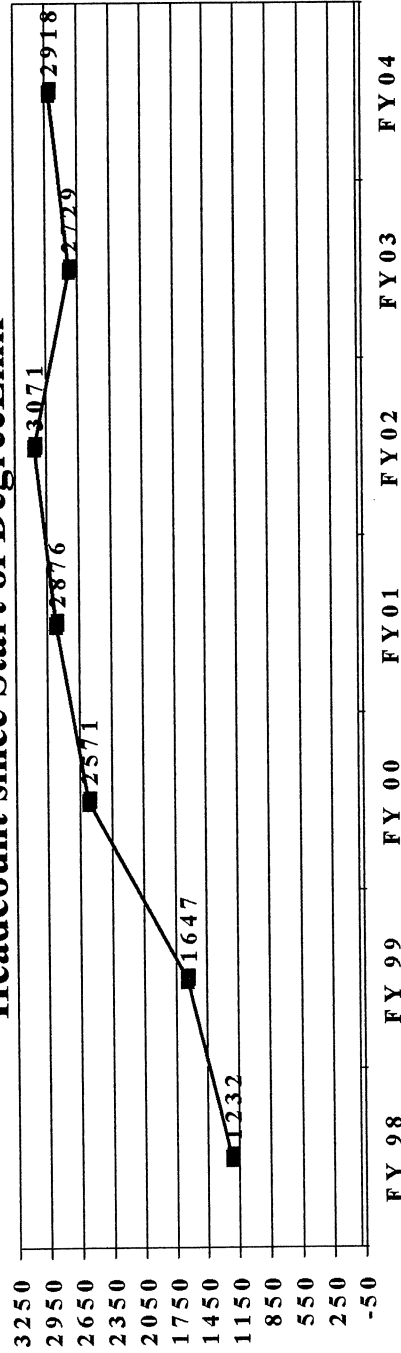
support. In its formative years, DegreeLink programs have experienced significant levels of enrollment growth and serve the educational needs of previously underserved student populations. In short, the state's investment in DegreeLink has been and continues to be appreciated by increasing numbers of faculty, students, and Hoosier taxpayers.

PROPOSED BUDGET EXPENDITURES

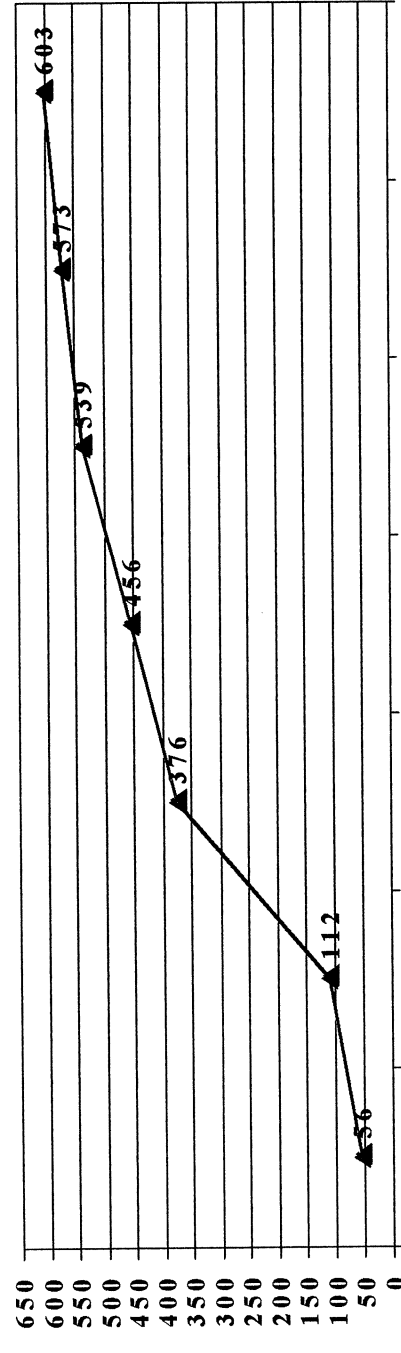
The University requests recurring continued support of the base DegreeLink appropriation with a maintenance increase of 2% on compensation and 1% on other expenses. This budget request will continue the programs and services model currently in place (described above). This service model has been directed at providing support for DegreeLink programs through professional staff services, including regional student support services at three Ivy Tech campuses and Vincennes University, operational supplies and expenses, and course development. In keeping with its commitment to the state, the University is utilizing fee revenues from DegreeLink students to build the DegreeLink program capacity.

Indiana State University

Unduplicated DegreeLink and Distance Education Student Headcount since Start of DegreeLink

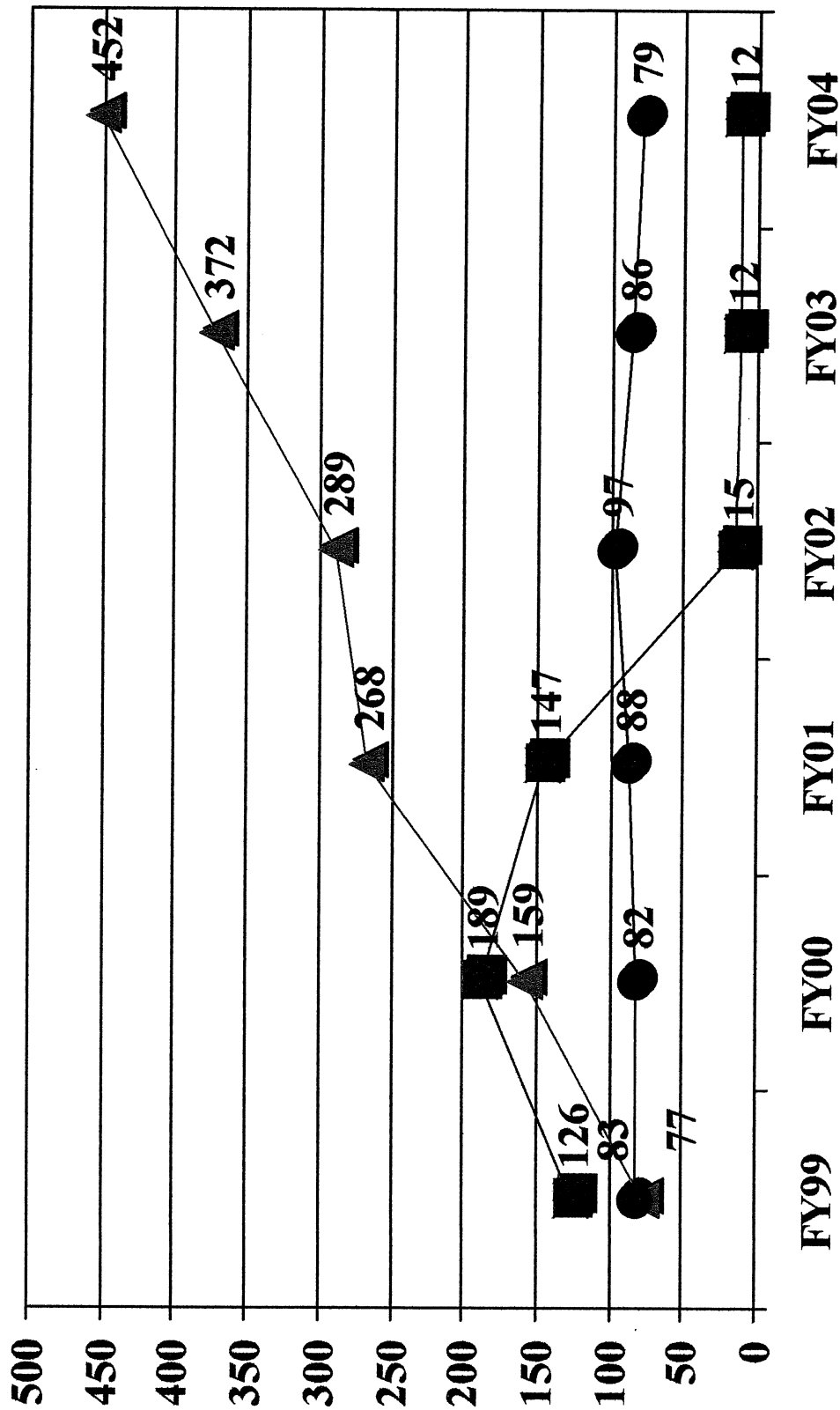


■ Distance Students



▲ DegreeLink Students-Defined as TRANSFER Students into the 11 2+2 programs approved for distance delivery statewide

Distance Courses Offered

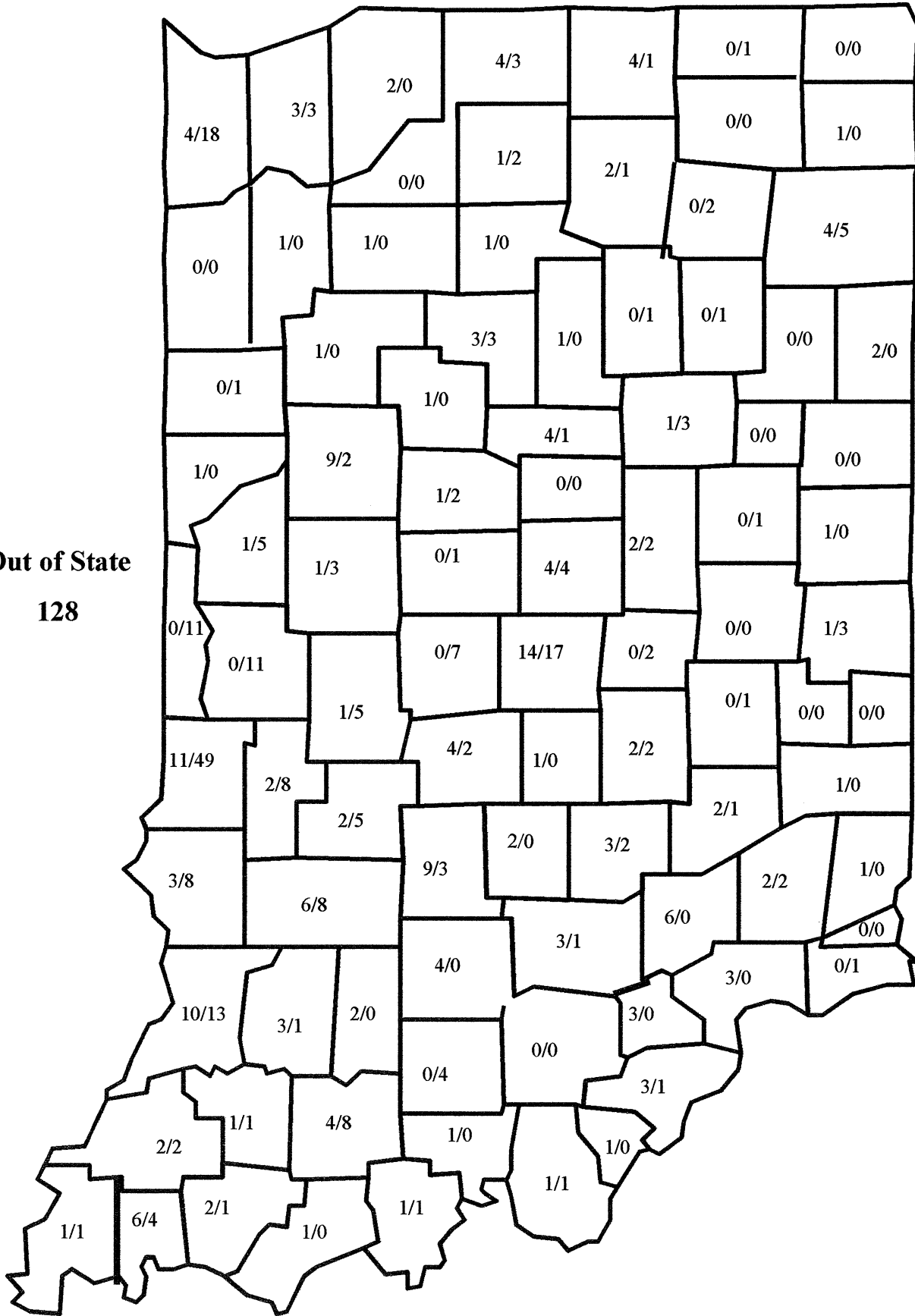


▲ Web ● TV ■ SBC

DegreeLink Students FY04 Distance/On Campus

**Out of State
128**

**In State
186/253**



Line Item 1

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

	2004-05		2005-06		2006-07	
	Total	Increase	Total	Increase	Total	%
Line Item Project 1 - Base Budget						
EXPENDITURES						
Compensation	731,948	21,958	753,906	22,617	776,524	3.0%
Supplies and Other Expenses	164,400	4,932	169,332	5,080	174,412	3.0%
Total	<u>896,348</u>	<u>26,890</u>	<u>923,238</u>	<u>27,697</u>	<u>950,936</u>	<u>3.0%</u>
INCOME						
State General Fund	500,375	15,011	515,386	15,462	530,848	3.0%
Student Fees	395,973	11,879	407,852	12,236	420,088	3.0%
Total	<u>896,348</u>	<u>26,890</u>	<u>923,238</u>	<u>27,697</u>	<u>950,936</u>	<u>3.0%</u>

BIENNIAL BUDGET REQUEST

2005-2007

COLLEGE COOPERATIVE SOUTHEAST (CCS)

**Submitted to
The Commission for Higher Education
And
The State Budget Committee**

**By
Indiana State University
Broker for Education Services in Southeast Indiana**

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 (CCS), with Indiana State University as fiscal agent and site manager, respectfully submits its 2005-2007 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 mission is to "provide access to learning opportunities and services which enhance the quality of life in southeastern Indiana." As part of its vision, the CCS established a collaborative effort with Indiana postsecondary institutions to connect citizens and communities of southeastern Indiana to education and training opportunities. Distance education technologies provide the primary delivery system for many of these programs with face-to-face instruction at Ivy Tech, Region 11 campuses, Shelbyville, N. Vernon, Greensburg, and Scottsburg. 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 uniquely a "community" organization that encourages cooperative and collaborative efforts of post-secondary institutions, and supports staffed learning centers oriented to "customer-friendly" delivery of distance education.

The organizational structure includes a Regional Office with a Director and Marketing/Administrative Coordinator, a Technical Services Coordinator and six full-time Area Learning Center Coordinators, six part-time Assistant Area Coordinators, and seven Learning Site Coordinators. This staff, distributed across learning centers in southeastern Indiana, provide access to higher education and support services for students. They assist students in determining their educational goals, acquaint them with career information, and help them identify the best academic program for their needs. The Coordinators also assist with the admission, registration, and financial aid processes and coordinate support services to post-secondary institutions as they deliver academic programs at learning center locations. Six "full-service" Area Learning Centers are located in Greensburg, Lawrenceburg, Madison, North Vernon, Scottsburg, and Shelbyville. Smaller Community Learning Sites include Batesville, Brookville, Fortville, Moores Hill, Rising Sun, Rushville, Versailles, and Vevay.

Achievements

Student enrollment and student services have increased significantly in southeastern Indiana over the past two years. The following achievements are indicative of recent progress and include:

- **Access-** CCS learning centers and sites are connected to the Indiana Telecommunications Network (ITN) and provide the capability for accessing classes offered two-way video conferencing and other technology applications. Increased access has also been achieved with the implementation of a learning center in Rush County with the support of an active group of citizens.
- **Participation Levels-** Student enrollment has increased from During FY'01, 1493 students enrolled in 1971 courses, an increase of 42% in enrollment and 35% in the number of individual students more than FY'00. During FY'02, 2002 students enrolled in 2632 courses, an increase of 34% in enrollment and students over FY'01. FY'03 found 2750 students enrolling in 3734 courses, an increase of 41% or 1089 course enrollments. In FY'04, 2681 students enrolled in 4227 courses, for an increase of 13%. We anticipate similar success in the future.
- **Services to the Community -** The CCS coordinates and hosts programs that range from community education computer classes, to professional development, to courses for small businesses, and other community groups including health care workers and law enforcement officials, including the Indiana State Police. Other examples include the hosting the Indiana Law Enforcement Academy in Scottsburg, Assistance with local industry such as GECOM in Greensburg, to develop training programs, working with VU to develop a technology workshop for educational leaders in the Shelbyville area, and providing educational broadcast opportunities to health department employees in Shelbyville. The participation level for these types of community programs ranges in the hundreds to over a thousand individuals yearly.
- **Citizen Involvement-** There is continuing interest among citizens, educators, community foundation officials, and local chambers of commerce, to partner with the CCS in current and new efforts for lifelong learning in communities where CCS has a presence. The CCS participation in the Scott County Lifelong Learning Center and Community Alliances for Partnership in Education (CAPE) grants in southeastern counties, provides examples of CCS leading and/or facilitating these efforts. Current activity in Rush County, with the development of a new learning center; activity in Decatur County for the development of a full-service Greensburg Community Learning Center, led by the Superintendent of Schools for the Greensburg Community Schools indicate grass roots support for CCS and local access to postsecondary in southeast Indiana. These developments portend significant future growth in the number of students served and growth in the depth and breadth of curricular offerings for students.

- **Grant Support-** The CCS participated in the U.S. Department of Agriculture Rural Utilities Services (RUS) program that initially established additional technology resources for Franklin and Switzerland counties. While funding has expired, much needed distance education resources have been provided to the communities of Brookville and Vevay. The Franklin and Switzerland centers have recently received new computers through the RUS program to maintain the level of service to Indiana Citizens.

Budget Request 2005-2007

Maintenance

For maintenance, the budget recommends a 3% overall increase above the 2004-2005 budget for program maintenance in the 2005-2006 budget, plus a similar increase for the second year of the biennium, 2006-2007.

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

Expanded Services

Funding is also requested to support expanded services in Rushville and Greensburg.

The Rushville Center will require a half-time coordinator; support for additional technology investments; S & E; marketing and travel, and potential leasing for facilities. The costs for 2004-2005 will be absorbed by carry-forward funds in the CCS budget. However, continuation of the effort will require financial support for the 2005-2007 biennium.

The Greensburg Community School Corporation is converting an elementary school into the Greensburg Community Learning Center. The College Cooperative Southeast Learning Center, now located at Greensburg High School, along with its computers to establish a computer laboratory in the Learning Center. The CCS will be the "lead institution" to coordinate postsecondary activity in the Learning Center the CCS Coordinator will be responsibility for this effort.

Several additional institutions expect to utilize this facility for face-to-face classes, and at least one institution will lease space for staff and faculty, and perhaps for labs and classrooms.

Funding is requested to support the employment of 1.5 personnel to serve as receptionists in the Greensburg Community Learning Center as well as support for marketing, travel, technology and S& E. This budget will support activities that assist all participating institutions including potential joint printing and copying, leasing costs for space, basic telephony services, receptionist assistance, and responding to requests for assistance.

The development of the Greensburg Community Learning Center will provide extraordinary access to postsecondary programs and services to Greensburg, Decatur County and beyond in southeastern Indiana. Financial support is necessary for the full development of the services and success of this Learning Center.

COLLEGE COOPERATIVE SOUTHEAST

2005-2007 BUDGET REQUEST

History

Indiana State University became the broker of educational services and fiscal agent for educational initiatives in southeast Indiana on July 1, 1997. The College Cooperative Southeast (CCS) is a collaborative effort of the State's universities to provide post-secondary education opportunities to meet needs of time-and place-bound students in the original eight-county region of southeastern Indiana. The (CCS) is the continuation of the "Electronic Campus" initiative begun in 1994 through the Southeastern Indiana College and Continuing Education Coalition (SICCEC). Scott County was added to this educational cooperative in 1997 and in 1999, learning centers initiatives in Hancock and Shelby counties were successfully implemented through CCS. In 2004, Rush County, with the support of RushShelby Energy, a group of local citizens, and Indiana State University/CCS, opened a new learning center in Rushville. Currently, the CCS region consists of twelve southeastern Indiana counties.

Mission and Goals

The mission of the College Cooperative Southeast is to provide access to learning opportunities and services that enhance the quality of life in southeastern Indiana. This initiative is designed 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 learning center 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 Community Learning Centers while continuing to expand electronic delivery of programs/courses to 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

are based on agreed-upon protocols with these institutions, especially in areas of business and industry training.

Achievements

The CCS community based plan for delivering education programs and services operating in southeastern Indiana retains the best of the original “electronic campus” concept and supplements that with full-service Community Learning Centers. Professional full-time staff to provided individualized “hands on” student services to 2,681 students who enrolled in 4,227 courses during the 2003-2004 fiscal year. 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 is obvious by observing the increasing enrollment and repeat “customers” seeking post-secondary education.

Achievements in the past two years include:

- **Access-** CCS learning centers and sites are currently connected to the Indiana Telecommunications Network (ITN). This allows access to students to receive educational programming through two-way videoconferencing and the Indiana College Network. These connections also provide increased bandwidth for Internet-based courses.
- **Participation Levels-** Student enrollment has increased from During FY’01, 1493 students enrolled in 1971 courses, an increase of 42% in enrollment and 35% in the number of individual students more than FY’00. During FY’02, 2002 students enrolled in 2632 courses, an increase of 34% in enrollment and students over FY’01. FY’03 found 2750 students enrolling in 3734 courses, an increase of 41% or 1089 course enrollments. In FY’04, 2681 students enrolled in 4227 courses, for an increase of 13%. We anticipate similar success in the future.
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- **Citizen Involvement-** There is continuing interest among citizens, educators, community foundation officials, and local chambers of commerce, to partner with the CCS in current and new efforts for lifelong learning in communities where CCS has a presence. The CCS participation in the Scott County Lifelong Learning Center and Community Alliances for Partnership in Education (CAPE) grants in southeastern counties, provides examples of CCS leading and/or facilitating these efforts. Current activity in Rush County, with the development of a new learning center; activity in Decatur County for the development of a full-service Greensburg Community Learning Center, led by the Superintendent of Schools for the Greensburg Community Schools indicate grass roots support for CCS and local access to postsecondary in southeast Indiana. These developments portend significant future growth in the number of students served and growth in the depth and breadth of curricular offerings for students.
- **Grant Support-** The CCS previously received a U.S. Department of Agriculture Rural Utilities Services grant for installation of two-way video and computers at learning centers in Franklin and Switzerland counties. With expiration of funding for T-1 lines, CCS has continued support of these centers within existing funding.
- **Community Awareness-** Contacts with community institutions including media outlets, business and industry, chambers of commerce, school corporations, libraries, Purdue Cooperative Extension Service, to name a few, have expanded awareness of post-secondary offerings in southeastern Indiana. As evidenced by performance, demand for educational programs and services has increased in all Learning Centers, with dramatic growth in several counties. Local community leaders including chambers of commerce and local foundations have solicited CCS expertise in their discussions and designs for community learning initiatives.

2005-2007 Budget Request

Maintenance

An increase of 3% in budgeted items above the 2004-2005 budget is requested to provide program maintenance in 2005-2006, plus a similar increase for fiscal 2006-2007. 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 services for adult students, area employers, and other organizations and citizens.

Carry-forward funds will be utilized to enhance Internet Protocol teleconferencing capability across the CCS and to upgrade computer labs in learning centers. They will also be utilized to help complete the Greensburg Community Learning Center and to enhance services in other Community Learning Centers.

Program Maintenance

	2005-2006	Increase	2006-2007
Base Budget Recurring	\$764,468	\$22,943	\$787,708

Funding Request for Expanded Services

To maximize student enrollment potential in southeastern Indiana counties will require additional investments in learning centers, sites, and technology. This expanded services request will facilitate this goal and provide students with broader access to educational programs and degrees offered through Indiana post-secondary institutions and professional student services assistance.

Funding is also requested to support expanded services in Rushville and Greensburg.

The Rushville Center will require a half-time coordinator; support for additional technology investments; S & E; marketing and travel, and potential leasing for facilities. The costs for 2004-2005 will be absorbed by carry-forward funds in the CCS budget. However, continuation of the effort will require financial support for the 2005-2007 biennium.

The Greensburg Community School Corporation is converting an elementary school into the Greensburg Community Learning Center. The College Cooperative Southeast Learning Center, now located at Greensburg High School, along with its computers to establish a computer laboratory in the Learning Center. The CCS will be the "lead institution" to coordinate postsecondary activity in the Learning Center the CCS Coordinator will be responsibility for this effort.

Several additional institutions expect to utilize this facility for face-to-face classes, and at least one institution will lease space for staff and faculty, and perhaps for labs and classrooms.

Funding is requested to support the employment of 1.5 personnel to serve as receptionists in the Greensburg Community Learning Center as well as support for marketing, travel, technology and S& E. This budget will support activities that assist all participating institutions including potential joint printing and copying, leasing costs for space, basic telephony services, receptionist assistance, and responding to requests for assistance.

	2005-2006	Increase	2006-2007
Expanded Services	\$178,750	\$5,286	\$184,036

Expanded Services-One-Time Expenditures with Existing Resources

In addition to the new funds requested for expanded services during the next biennium, existing carry forward funds will be utilized to initiate the Rush and Greensburg

initiatives during the 2004-2005 fiscal year and to enhance other areas of need the CCS region, such as:

- Limited part-time staffing in high enrollment Learning Centers, where course delivery requires extended hours for already limited staffing resources.
- Software upgrades and new computer equipment.
- Two-way video equipment upgrades and T-1 connections to the Indiana Telecommunication Network.

Budget Request Summary

The maintenance portion of the 2005-2007 biennial budget recommends annual increases of 3% each year. The total base budget increase request is 3.0 for 2005-2006, and an additional 3.0% for 2006-2007.

Enhanced Services will be provided through 2004-2005 with carry forward funds currently available to CCS and for growth in Rushville and Greensburg with new state funding during the 2005-2006 and 2006-2007 fiscal years.

Details of state funding are included in the spreadsheets on the following pages.

Base Budget Recurring							
Recurring			2005-2006		Increase		2006-2007
			\$ 764,742.00		\$ 22,942.00		\$ 787,684.00
	2004-2005		2004-2005			2004-2006	
	Total	Increase	%	Total	Increase	%	Total
Regional Services							
Compensation	\$ 467,628.00	\$ 14,029.00	3	\$ 481,657.00	\$ 14,450.00	3	\$ 496,107.00
LC Hosts/Leases	\$ 124,050.00	\$ 3,722.00	3	\$ 127,772.00	\$ 3,833.00	3	\$ 131,605.00
Marketing	\$ 17,800.00	\$ 534.00	3	\$ 18,334.00	\$ 550.00	3	\$ 18,884.00
Travel	\$ 33,761.00	\$ 1,013.00	3	\$ 34,774.00	\$ 1,043.00	3	\$ 35,817.00
Technology	\$ 3,244.00	\$ 97.00	3	\$ 3,341.00	\$ 100.00	3	\$ 3,441.00
Supplies/Expense	\$ 28,508.00	\$ 855.00	3	\$ 29,363.00	\$ 881.00	3	\$ 30,244.00

	\$ 674,991.00	\$ 20,250.00		\$ 695,241.00	\$ 20,857.00		\$ 716,098.00
Subtotal/Maintenance	\$ 674,991.00	\$ 20,250.00		\$ 695,241.00	\$ 20,857.00		\$ 716,098.00
Site Management	\$ 67,477.00	\$ 1,143.00		\$ 69,524.00	\$ 2,086.00		\$ 71,610.00
Total	\$ 742,468.00	\$ 21,393.00		\$ 764,765.00	\$ 22,943.00		\$ 787,708.00

Greensburg Community Learning Center					
	2004-2005	Increase	2005-2006	Increase	2006-2007
			% Total		Total
Compensation	\$ -	\$ 32,500.00	\$ 44,500.00	3%	\$ 45,835.00
		\$ 12,000.00			
Marketing	\$ -	\$ 5,000.00	\$ 5,000.00	3%	\$ 5,150.00
Travel	\$ -	\$ 4,000.00	\$ 4,000.00	3%	\$ 4,120.00
Technology	\$ -	\$ 20,000.00	\$ 20,000.00	3%	\$ 20,600.00
Supplies/Expenses	\$ -	\$ 10,000.00	\$ 10,000.00	3%	\$ 10,300.00
Lease	\$ -	\$ 20,000.00	\$ 20,000.00	3%	\$ 20,600.00
Subtotal		\$ 103,500.00	\$ 103,500.00	3%	\$ 106,605.00
Site Mgmt.		\$ 10,350.00	\$ 10,350.00	3%	\$ 10,661.00
		\$ 113,850.00	\$ 113,850.00		\$ 117,266.00

Rush County Learning Center					
	2004-2005	Increase	2005-2006	Increase	2006-2007
			% Total		Total
Compensation	\$ -	\$20,000.00	\$20,000.00	3%	\$20,600.00
Marketing	\$ -	\$2,000.00	\$2,000.00	3%	\$2,060.00
Travel	\$ -	\$2,000.00	\$2,000.00	3%	\$2,060.00
Technology	\$ -	\$20,000.00	\$20,000.00	3%	\$20,600.00
Supplies/Expenses	\$ -	\$5,000.00	\$5,000.00	3%	\$5,150.00
Leases	\$ -	\$10,000.00	\$10,000.00	3%	\$10,300.00
Subtotal	\$	\$59,000.00	\$59,000.00	3%	\$6,077.00
Site Mgmt.		\$ 5,900.00	\$ 5,900	3%	\$ 177.00
		\$64,900.00	\$64,900.00		\$67,770.00

BIENNIAL BUDGET REQUEST

2005-2007

SOUTH CENTRAL EDUCATION ASSOCIATION (SCEA)

**Submitted to
The Commission for Higher Education
And
The State Budget Agency**

**By
Indiana State University
Broker For Education Services in South Central Indiana**

SOUTH CENTRAL EDUCATIONAL ASSOCIATION AND ALLIANCE (SCEA)

Executive Summary

In accordance with the guidelines and instructions prescribed by the Commission for Higher Education and the State Budget Agency, SCEA (Indiana State University as fiscal agent) respectfully submits its 2005-2007 Operating Budget Request.

The SCEA is a collaborative effort between the SCEAssociation, local civic leaders, and the SCEAlliance comprised of Ball State University, Indiana State University (Site manager and Fiscal Agent), Indiana University, Ivy Tech State College, Purdue University, and Vincennes University, who have agreed to 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. The collaborative structure of this enterprise is a promising approach to marshal resources and apply them to the educational and workforce development needs in the area.

During the past biennium (2003-2005), SCEA has been very successful in providing educational opportunities and services, increasing enrollments, expanding the sites and locations of learning center, receiving grant dollars, and forming collaborative efforts with business and community organizations.

SCEA established one learning center site (Lawrence County) during the fall of 1995. Classes began in the spring of 1996. During the 1999-2001 biennium, three new learning sites were opened with state support in high school facilities for citizens in Greene and Orange counties with full-time staff, while another site was opened in the high school in Seymour (Jackson County), with part-time staff member.

Funding received from the CAPE initiative, with funds from a four-county area, provided funds for four facilities beginning in September 2002 with a facility renovated for a new learning center in Lawrence County. Following that, facilities were renovated for new learning centers in Martin County and Orange County in January 2004. The final learning center facility, made possible through CAPE funding, will open in August 2004 in Salem (Washington County).

In addition, the learning center in Seymour was moved in May 2004 from the Seymour High School to the new Jackson County Educational Center opened by the Seymour School Corporation. The learning site for Greene County remains at White River Valley High School. These new learning centers have provided the opportunity for increased access to distance learning and the availability of providing classes during the day time hours. As a result, enrollments and services are expected to rapidly advance with the opening and full development of these new learning centers.

On January 1, 2004, Tell City/Perry County contracted with Indiana State University to open a Community Learning Center in Tell City. A community partnership committee supports the learning center as an enhancement to efforts in the area to develop a strong workforce and to enhance the overall quality of life in Perry County. To support this effort they have provided financial support to support the beginning of a learning center and have provided facilities for classes and office space, and equipment and a T1 connection to support access to postsecondary education. The learning center is receiving support services and leadership from the SCEA Regional Office.

Student enrollments and services provided have increased greatly in the south central region of Indiana. Enrollment figures for the 2001-2002 year, 909 students participated in credit classes, 436 students enrolled in non-credit workforce classes for a total of 1345 students. In addition, 668 individuals participated in personal enrichment classes.

The 2002-2003 year shows 1672 students participating in credit classes with 426 students enrolled in non-credit workforce classes for a total of 2098. The enrollments for 2003-2004 were 1847 students participating in credit classes, 549 students enrolled in non-credit workforce classes for a total of 2396. The enrollment figures for the Summer 2004 semester are not included in this report.

SCEA continues to expend dollars from a grant awarded through the CAPE Lilly Endowment grant that provided the opportunity to create the new learning facilities and that supplied funding for staff, technology and professional developmental activities. The grant extension will be completed in June 2005.

However, due to the significant advances made through the utilization of CAPE funding over the past three years and the Tell City initiative, additional state support will be required for these new initiatives to realize their full potential in providing access to postsecondary education to Indiana citizens, increasing the achievement levels of adult citizens, and enhancing Indiana's economic development and competitiveness in the global economy.

The budget request recommends a 3% increase in compensation and for operations for 2005-2006 and for 2006-2007.

A request is also being made for Enhanced Services in the Cape developed centers, in Tell City, and in Seymour, all within the SCEA service area. The requested support for enhanced services in Lawrence, Martin, Orange, and Washington is approximately half of the total financial support needed. The other half will be solicited from those counties hosting the Community Learning Centers, fees collected from postsecondary institutions who utilize the facilities and services of the centers, and other sources, to reach a balance of local, state, and user support.

SOUTH CENTRAL EDUCATION ASSOCIATION AND ALLIANCE

2005-2007 BUDGET REQUEST

History

The South Central Education Association, Inc., (known as the SCEAssociation 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 SCEAlliance 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.

Indiana State University was selected to broker educational services and serve as fiscal agent for the South Central Education Association, a role that continues to this day.

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 through the Indiana College Network (ICN) were made available in locations with appropriate technology in place. With the rapid development of courses delivered through internet/WEB technologies and ICN, all of Indiana’s public postsecondary institutions now deliver educational programs to the citizens of South Central Indiana.

During the past 2003-2005 biennium, SCEA has been very successful in providing educational opportunities and services, increasing enrollments, expanding the sites and locations of learning center, receiving grant dollars, and forming collaborative efforts with business and community organizations.

SCEA established one learning center site (Lawrence County) during the fall of 1995. Classes began in the spring of 1996. During the 1999-2001 biennium, three new learning sites were opened with state support in high school facilities for citizens in Greene and Orange counties with full-time staff, while another site was opened in the high school in Seymour (Jackson County), with a part-time staff member.

Funding received from the CAPE initiative, with support through community foundations in four of the SCEA counties, provided funds for support for new and renovated facilities. The first, in September 2002, was a facility renovated for a new learning center in

Bedford (Lawrence County). Following that, a facility was renovated for new learning centers in Martin County and Orange County in January 2004. The final learning center facility, made possible through the CAPE funding, will open in August 2004 in a new learning center in Salem (Washington County).

In addition, the learning center in Seymour was moved in May 2004 from the Seymour High School to the new Jackson County Educational Center opened by the Seymour School Corporation. The learning site for Greene County remains at White River Valley High School. The new learning centers have provided the opportunity for increased access to distance learning and the availability of providing classes during the day time hours and enrollments and services are expected to rapidly advance with the opening of these new learning centers.

Mission and Goals

The mission of this initiative 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 will be 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:

- 1) To provide access to educational programs and student services 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;
- 2) To reduce logistical barriers for students by offering selected face-to-face programs and courses in Community Learning Centers while increasing access by expanding electronic delivery of educational opportunities which free students from time and place constraints; and
- 3) 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

The community based service plan for delivering education programs and services in south central Indiana provides full-service learning centers professional 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

increasing academic enrollments and repeat “customers” seeking additional post-secondary education.

- **Access** – During the past biennium student enrollment continues to increase in Greene, Jackson, Lawrence and Orange Counties in the South Central Indiana service area.

Support from the CAPE grant is providing for the development of additional access and educational services through new Community Learning Centers in Lawrence, Martin, Orange and Washington Counties and for two-way video capability and computers in all of the counties.

- **Participation Levels** – The chart below shows the enrollment history since SCEA began brokering courses in 1996.

Year	Credit Enrollment	Non-credit Enrollment	Total Enrollment
1996	221		221
1996-97	337	187	524
1997-98	275	295	570
1998-99	414	220	634
1999-00	932	519	1451
2000-01	987	520	1507
2001-02	909	436	1345
2002-03	1672	426	2098
2003-04*	1847*	549*	2396*

* Does not include Summer 2004 enrollments

- **Grant Support** - SCEA continues to expend dollars from a grant awarded to SCEA by the Lilly Endowment through CAPE. The grant has provided new Community Learning Centers in Lawrence, Martin, Orange, and Washington counties, supported new professional staff, increased technology support and

student access, and expanded professional developmental activities, scholarships and training awards. The grant extension will be completed in June 2005.

- **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.

2005-2007 Budget Request

Maintenance

The budget request recommends a 3% increase for compensation and operational funds for the 2005-2006 year and the same increase for compensation and operational funds for 2006-2007. The increases are necessary to maintain a 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. A complete line item budget is included.

Program Maintenance

	2005-2006	Increase	2006-2007
Base Budget Recurring	\$289,045	\$8,586	\$297,631

	2004-05		2005-06		2006-07		
	Total	Increase	%	Total	Increase	%	Total
Maintenance							
Compensation	\$237,724	\$7131	3%	\$244,855	\$7346	3%	\$252,201
Leases	0	0	0	0	0	0	0
Marketing	\$5,000	\$150	3%	\$5,150	\$155	3%	\$5,305
Travel	\$6,000	\$180	3%	\$6,180	\$185	3%	\$6,365
Technology	\$2,915	\$87	3%	\$3,002	\$90	3%	\$3,092
Supplies/Expenses	\$1,000	\$30	3%	\$1,030	\$30	3%	\$1,060
Sub-Total Maintenance	\$252,639	\$7,578		\$260,217	\$7,806		\$268,023
Site Management	\$28,071	\$757		\$28,828	\$780		\$29,608
Total Maintenance	\$280,710	\$8,335		\$289,045	\$8,586		\$297,631

Summary

Implementation of this request will provide a significant amount of additional access and great potential for increasing adult participation levels in higher education. However, due to the significant advances made through the utilization of CAPE funding over the past three years, additional state support will be required for the new beginnings to realize their full potential in providing access to postsecondary education to Indiana citizens, increasing the achievement levels of adult citizens, and enhancing Indiana's economic development and competitiveness in the global economy.

Request for Enhanced Services

The following request for additional financial, while high in a percentage compared to current state education funding levels for SCEA, will allow the investment of the CAPE advances to reach maturity and to fully develop their potential as true Community Learning Centers. The CCS Learning Centers in these rural underserved areas have the potential to replenish the investment many times over through the attraction of better and higher paying jobs that not only help the State's economy, but improve the quality of life for local citizens.

Enhanced Programs and Services

South Central Education Association (SCEA) is currently participating in a grant awarded to them in 2001 and funded through the Lilly Endowment, Inc. CAPE initiative. The grant focused on improving educational capacity in four rural southern Indiana counties: Lawrence, Martin, Orange, and Washington.

Areas of concentration are on-the-job-training, job skills, literacy, soft skills, math and technology skills, and post-secondary education needs for employees in the local labor market. To meet these needs, opportunities for new and current workers are, and will be more readily available through the *Community Learning Centers*. The focus will be on common workforce training needs and on strategies to create a skilled workforce.

Programs will include basic skills, communication, math, computer training, job-specific skills, and adult and family literacy. These are in addition to the existing courses (credit and non-credit), certificates/degrees, and workforce activities offered through Indiana colleges and universities (e.g., Ball State University, Indiana State University, Vincennes University, Indiana University, Ivy Tech State College, IUPUC, Purdue University, University of Southern Indiana, Independent Colleges of Indiana) and any other college/university offering distance education courses.

The new *Community Learning Centers* benefit all ages. Citizens in each county will utilize the learning center facility for taking post-secondary courses, receiving student support (test proctoring, pre-academic counseling, faxing, computer usage, etc.), workforce development classes, professional development activities, business and industry training, personal enrichment courses, and for civic and professional meetings.

Programs for persons with disabilities will be provided through the *Community Learning Centers*. These programs include, but not limited to, life skills, employment skills, and coping with disabilities.

The CAPE grant from Lilly supports the learning sites in Lawrence, Martin, Orange, and Washington counties, while the State Budget supports the sites in Greene and Jackson counties and a portion of the regional office.

The chart below indicates the **increased enrollments** and participation for the counties that are supported by the State line item budget and those that are supported by the Lilly Endowment, Inc. grant.

SCEA Enrollments

State Supported

Greene		2001-02	2002-03	2003-04**
	Credit	255	289	248
	NonCredit	79	70	70
	Total	334	359	318
Jackson				
	Credit	160	529	535
	NonCredit	103	0	0
	Total	263	529	535
CAPE Supported				
Lawrence				
	Credit	449	539	696
	NonCredit	130	81	265
	Total	579	620	961
Martin				
	Credit		97	144
	NonCredit		72	87
	Total		169	231
Orange				
	Credit	45	108	108
	NonCredit	124	113	14
	Total	169	221	122

Washington					
	Credit			110	116
	NonCredit			90	98
	Total			200	214
		1345		2098	2381

**Summer 2004 not included

In addition to people using the Community Learning Center for credit and non-credit classes, the buildings have become a central location within each county for meetings, seminars, training, professional development activities, and a host of other uses. The charts show the growth of citizens in the six county region utilizing the Community Learning Centers for lifelong learning opportunities.

Building Usage	2001-02		2002-03		2003-04**
Greene County *	249		443		230
Jackson County *			183		20
Lawrence County	271		491		896
Martin County			1001		1124
Orange County	55		97		310
Washington County*					
Total	575		2215		2580

*Community Learning Centers located in schools. Washington County center is scheduled to open August 2004.

** Does not include Summer 2004 figures

In January 2004, Indiana State University became fiscal agent and broker for the Community Learning Center of Perry County located in Tell City. The coordinator is under the direction of the regional director for SCEA.

The City offices of Tell City granted \$60,000 a year for two years to support the new learning center; however, they are hoping to receive State funds in order to sustain the efforts of the learning center in collaborating with the Perry County Learning Partnership to provide leadership, resources, and advocacy for lifelong learning and workforce development in Perry County. They have also provided office space, two classrooms, T1 service, utilities, and insurance for the Schergen's Learning Center.

A Community Partnership committee is making this investment to support these economic development efforts to improve the quality of life for Perry County citizens.

The proposed budget for the Enhanced Programs and Services is included on the following pages:

	2004-2005		2005-2006 Total	2006-2007	
	Total	Increase		Increase	Total
Enhanced Programs					
Tell City Project					
Salary/Benefits	\$ -	\$17,750.00	\$17,750.00	3%	\$18,282.00
Leases	\$ -	\$20,000.00	\$20,000.00	3%	\$20,600.00
Technology	\$ -	\$10,000.00	\$10,000.00	3%	\$10,300.00
Sub Total		\$47,750.00	\$47,750.00		\$49,182.00
Jackson County					
Salary/Benefits	\$ -	\$44,200.00	\$44,200	3%	\$45,526
Sub Total		\$44,200.00	\$44,200.00		\$45,526.00
Lawrence County					
Salary/Benefits	\$ -	\$ 23,400.00	\$ 23,400.00	3%	\$ 24,102.00
Leases		\$ 24,000.00	\$ 24,000.00	3%	\$ 24,720.00
Utilities	\$ -	\$ 7,000.00	\$ 7,000.00	3%	\$ 7,210.00
Insurance	\$ -	\$ 1,900.00	\$ 1,900.00	3%	\$ 1,957.00
Technology	\$ -	\$ 4,800.00	\$ 4,800.00	3%	\$ 4,944.00
Supplies/Expenses	\$ -	\$ 7,500.00	\$ 7,500.00	3%	\$ 7,725.00
Sub Total		\$ 68,600.00	\$ 68,600.00		\$ 70,658.00
Martin County					
Salary/Benefits	\$ -	\$ 22,945.00	\$ 22,945.00	3%	\$ 23,633.00
Leases	\$ -	\$ 24,000.00	\$ 24,000.00	3%	\$ 24,720.00
Utilities	\$ -	\$ 7,000.00	\$ 7,000.00	3%	\$ 7,210.00
Insurance	\$ -	\$ 1,900.00	\$ 1,900.00	3%	\$ 1,957.00
Technology	\$ -	\$ 4,800.00	\$ 4,800.00	3%	\$ 4,944.00
Supplies/Expenses	\$ -	\$ 7,500.00	\$ 7,500.00	3%	\$ 7,725.00
Sub Total		\$ 68,145.00	\$ 68,145.00	3%	\$ 70,189.00

Orange County

	\$		\$		\$
Salary/Benefits	-	\$ 24,000.00	24,000.00	3%	24,720.00
	\$		\$		\$
Leases	-	\$ 24,000.00	24,000.00	3%	24,720.00
	\$		\$		\$
Utilities	-	\$ 7,000.00	7,000.00	3%	7,210.00
	\$		\$		\$
Insurance	-	\$ 1,900.00	1,900.00	3%	1,957.00
	\$		\$		\$
Technology	-	\$ 4,800.00	4,800.00	3%	4,944.00
	\$		\$		\$
Supplies/Expenses	-	\$ 7,500.00	7,500.00	3%	7,725.00
	\$		\$		\$
Sub Total	-	\$ 69,200.00	69,200.00		71,276.00

Washington County

	\$		\$		\$
Salary Benefits	-	\$ 22,945.00	22,945.00	3%	23,633.00
	\$		\$		\$
Leases	-	\$ -	\$ -		\$ -
	\$		\$		\$
Utilities	-	\$ 7,000.00	7,000.00	3%	7,210.00
	\$		\$		\$
Insurance	-	\$ 1,900.00	1,900.00	3%	1,957.00
	\$		\$		\$
Technology	-	\$ 4,800.00	4,800.00	3%	4,944.00
	\$		\$		\$
Supplies/Expenses	-	\$ 7,500.00	7,500.00	3%	7,725.00
	\$		\$		\$
Sub Total	-	\$ 44,145.00	44,145.00		45,469.00

Regional Office

	\$		\$		\$
Salary/Benefits	-	\$ 55,600.00	55,600.00	3%	57,268.00
	\$		\$		\$
Sub Total	-	\$ 55,600.00	55,600.00		57,268.00

	\$		\$		\$
Sub Total Enhanced	-	\$397,640.00	\$397,640.00	\$11,929.00	\$409,568.00
	\$		\$		\$
Site Management*	-	\$ 39,764.00	39,764.00	\$1,129.00	40,893.00
	\$		\$		\$
Total Enhanced	-	\$437,404.00	\$437,404.00	\$13,058.00	\$450,461.00

*This figure is 10% of subtotal

Summary Request

The following is the proposed total request for 2005-2006 and 2006-2007.

	Program Maintenance		
	2005-2006	Increase	2006-2007
Base Budget Recurring	\$289,045.00	\$ 8,586.00	\$297,631.00
Enhanced Program and Services Request	\$437,404.00	\$13,058.00	\$450,461.00

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



**EDUCATIONAL
MARKETING
GROUP, INC.** *Integrated Brand Marketing & Research for Higher Education*

**INDIANA STATE UNIVERSITY
AUTHORIZATION FOR MEDIA PLANNING, REPRESENTATION, AND BUYING**

July 8, 2004

Indiana State University (ISU or University), and Educational Marketing Group, Inc. (EMG), also referred to in this document as the Parties, hereby agree to the following Authorization for the delivery of media planning, negotiation, buying, and related services.

Now, therefore, the Parties hereby agree to the following:

The objective of the Authorization is to facilitate the delivery of media planning, budgeting, placement, and fulfillment services on behalf of Indiana State University.

Scope of Services

The Parties agree that the scope of services covered by this Authorization is as follows:

1. Media analysis, planning, budgeting, buying, reporting, fulfillment, and reconciliation services for the ISU media campaign for the 12-month period from July 1, 2004 through June 30, 2005.
2. Sizing, cropping, production, reproduction, and trafficking for media materials required for the media campaign noted above.
3. Supplemental consultations, evaluations, and recommendations on integrated marketing plans, target audiences, and media strategies and opportunities during the period of the media campaign noted above.
4. Client consultations, meetings, reviews, and support as necessary and appropriate for the successful completion of the project.

Project Deliverables

The Parties agree that deliverables covered under this Media Authorization are as follows:

1. Media research, budgeting, strategy development, and preparation of media plans and spreadsheets based on an annual ISU media budget.
2. Media negotiation and space/time purchases according to the approved media plan.
3. Materials production and delivery, media tracking, trafficking, and fulfillment of approved plan components.
4. Post-buy analyses, with reconciliation to media buy orders.
5. Report on total value-added media comps acquired.
6. Recommendations for emerging media opportunities, as appropriate or requested.
7. Supplemental in-office integrated marketing support and consultations with EMG consultants and support staff at no additional cost during the life of the project, such services not to exceed an amount in professional fees, computed at prevailing professional rates, equal to 3% of the total gross media buy.



Agreement of Agent

ISU hereby authorizes EMG and its employees and agents to act as the University's representative and designated agency of record in negotiating and purchasing advertising on behalf of the University, and to enter as such agents into agreements with various media outlets on behalf of the University for the express purpose of purchasing of advertising time and space according to approved media planning schedules.

Support and Involvement Needed from the University

Indiana State University agrees to provide the following project support:

1. A liaison who will become the primary project contact.
2. An annual approved gross media budget three months prior to the buy.
3. Direct and timely payment for all media buys for gross media advertising invoices.
4. Pertinent data for consideration in developing media plans and buy recommendations.
5. Arranging video- and teleconference presentations, if necessary.
6. Creative and strategy input and collaboration on creative materials, media plans, marketing plans and other materials.
7. Timely review and approval of draft and final media plans and materials.

Compensation, Expenses, and Billing

The Parties agree that in return for delivery of the services and deliverables outlined above, ISU shall pay to EMG a sum equal to the standard agency commission of 15 percent of the overall approved gross media budget during the term covered by this Authorization.

Media buys shall be placed only upon ISU's approval of a recommended media schedule based on an overall gross media budget. ISU, in its sole discretion, shall identify the overall gross media budget, and may from time to time amend the budget by requesting additional media purchases. Such amended and additional purchases shall be subject to the same agency commissions as herein described.

The Parties acknowledge that applicable expenses incurred by EMG and its employees and agents are in addition to agency commissions. ISU hereby agrees to reimburse EMG for actual applicable expenses as they occur. Applicable expenses include, but are not limited to, airfare, ground transportation, and automobile rental required for project services requested by ISU; hotels, meals, and tips for project activities requested by ISU; long-distance telephone charges; teleconferencing and videoconferencing charges; data, media, and stock acquisition costs; and courier, delivery, and postage expense, provided such expense reimbursements have been approved by ISU and are consistent with state and University policies.

ISU agrees to pay for media buys and expenses upon receipt of invoices as follows:

1. Media invoices, as required, for the gross cost of all approved media placements scheduled by EMG and its employees and agents during the term of this



Authorization, invoiced monthly in advance, together with any applicable creative/production or reproduction fees and expenses to date.

ISU agrees that media invoices shall be paid within the designated terms of payment, and acknowledges that if payments are not received in timely fashion, media purchases may be cancelled without prior notice.

Terms and Renewals

This Media Authorization shall commence upon the last date signed below, and shall remain in force until June 30, 2005.

The Parties agree that, upon the conclusion of the term of this Authorization and the upon the written agreement of the Parties, this Authorization may be renewed for subsequent periods of one year at a time, as mutually desirable by the Parties. In the event of such renewals, all stipulations and agreements hereinunder shall continue in force for each subsequent one-year Authorization period. The Parties agree that such renewals can be executed at any time during the period covered by this Authorization or by subsequent renewals.

Either party may terminate this Authorization or subsequent renewals for any reason upon giving thirty (30) days written notice of intent to terminate the agreement as required in the Notices section below. In the event of cancellation, ISU hereby agrees to pay EMG for all partial services performed hereinunder as of the date of EMG's receipt of notification of cancellation and all documented expenses incurred by EMG and its employees and agents to that same time and date, together with all costs and liabilities incurred by EMG as a result of contractual obligations entered into in reasonable anticipation of the completion of services identified in the project, including costs for all non-cancelable media purchases, space reservations, and quantity-based media penalties.

In the event that ISU, in anticipation of the completion of services under this Authorization, has paid to EMG an amount in excess of the agency commissions, applicable expenses, and liabilities incurred by EMG to the date and time of cancellation, EMG hereby agrees to refund such excess amounts to ISU within 60 days of the date of cancellation.

The Parties further agree that in the event disputes arise between the Parties regarding this Authorization or any of the stipulations herein, the Parties shall submit such disputes for arbitration according to accepted procedures outlined in the Commercial Arbitration Act of the United States.

The Parties acknowledge that additional related services may be desired by the University, and this Authorization may be amended as appropriate, provided the Parties agree in writing to all future addendums. Upon execution, such written addendums shall be made integral parts of



the agreement between the Parties, and all stipulations of this Authorization not affected by such addendums will remain in full force and effect.

Property Ownership and Disposition

All proprietary and original research, analysis, reports, recommendations, data, designs, photographic images, layouts, templates, and creative materials compiled or developed for ISU by EMG and its employees and agents in connection with this project are intended for the University's exclusive use and benefit and shall become the sole property of Indiana State University, with all rights reserved, provided the University has made full payment to EMG for all outstanding invoices and expenses payable under this Authorization.

Confidentiality

EMG shall maintain the confidentiality of all information, data, documents, and other material compiled or developed in connection with the services provided by EMG under the terms of this Authorization at all times, and shall not disclose the confidential information in any manner to anyone without ISU's express written instructions or consent. This provision shall survive termination of the Authorization.

ISU hereby acknowledges that EMG and its employees and agents employ confidential and protected intellectual properties including proprietary benchmarks, ratings, data, documents, presentations, processes, systems, models, procedures, and trade secrets during the development and implementation of a media buy, and all such properties are intended for the exclusive use and benefit of ISU, and have been provided by EMG in return for good consideration outlined under the terms of this Authorization. ISU, therefore, agrees that its employees and agents shall keep confidential all such proprietary intellectual properties and trade secrets, and shall not disclose them in any manner to anyone without EMG's prior written consent. This provision shall survive termination of the Authorization.

Notices

All notices required or permitted under this Authorization shall be in writing and shall be transmitted either by facsimile, personal hand delivery, courier, or pre-paid registered mail. The addresses set forth below for the respective parties shall be the places where notices shall be sent, unless written notice of a change of address is given.

Bob Brock
President
Educational Marketing Group, Inc.
2953 S. Peoria Street, Suite 110
Aurora, CO 80014
Office: 303-743-8298
Fax: 303-337-2448

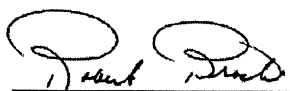
Teresa Exline
Asst. VP, Communications Marketing
Indiana State University
200 N. Seventh St., 104 Gillum Hall
Terre Haute, IN 47809
Office: 812-237-2339
Fax: 812-237-7782



Governing Law

This Agreement shall be governed by the laws of the state of Indiana.

The undersigned do hereby attest that they are authorized to enter binding contractual obligations on behalf of their respective organizations, and on behalf of those organizations do acknowledge, understand and agree to the foregoing Authorization in its entirety, affixing their signatures in testament thereof:


_____, President
Educational Marketing Group, Inc.

July 8, 2004
Date

Indiana State University
(Signature and title)

Date

SECTION I
Exhibit C
July 16, 2004

IN MEMORIAM

Jane S. Bakerman

Deloris M. Dwyer

Donald M. Hilt

Edward K. Spann

IN MEMORIAM

Jane S. Bakerman

WHEREAS, Jane S. Bakerman, Professor Emerita of English, died on the twenty-fifth day of June two thousand and four;

WHEREAS, Jane S. Bakerman had given loyal and devoted service to Indiana State University for twenty-four years and had gained the respect and affection of students and colleagues who knew her as a scholar, teacher and friend;

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

IN MEMORIAM

DELORIS M. DWYER

WHEREAS, Deloris M. Dwyer, Accounting Clerk (retired) in the Bookstore, died on the first day of July two thousand and four; and

WHEREAS, Deloris M. Dwyer had given loyal and devoted service to Indiana State University for nineteen years and had gained the respect and affection of those who knew her as a co-worker and friend;

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

IN MEMORIAM

DONALD M. HILT

WHEREAS, Donald M. Hilt, Emeritus University Vice President of Business Affairs, died on the fifth day of July two thousand and four; and

WHEREAS, Mr. Hilt had given loyal and devoted service to Indiana State University for twenty-five years and had gained the respect of students and colleagues who knew him as a scholar, teacher and friend;

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

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

IN MEMORIAM

EDWARD K. SPANN

WHEREAS, Dr. Edward K. Spann, Professor Emeritus of History, died on the fifth day of July two thousand and four; and

WHEREAS, Dr. Spann had given loyal and devoted service to Indiana State University for thirty-eight years and had gained the respect of students and colleagues who knew him as a scholar, teacher and friend;

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

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

SECTION II

JULY 16, 2004

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

On May 25, 2001, the Board of Trustees established the accounts receivable write-off procedures, which authorized the Treasurer of the Board of Trustees to approve write off amounts owed to Indiana State University which are determined to be non-collectible. The accounts receivable write-off in conjunction with year-end entries for the fiscal year ending June 30, 2004 is \$485,404.72.

Recommendation: Ratification of the accounts receivable write off amount.

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

B. ISU PURCHASING POLICIES AND GUIDELINES (Mr. Floyd)

Recommendation: Approval of the ISU Purchasing Policies and Guidelines as presented in Exhibit A, effective July 1, 2004.

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

C. PURCHASES OVER \$250,000 (Mr. Floyd)
(for the period July 1, 2003 through June 30, 2004)

Under University Purchasing Guidelines, during any calendar year a single purchase of more than \$250,000 or vendors with accumulated purchases in excess of \$250,000 are to be approved by the Board.

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

Single Purchase

Design and manufacture theater wedge raising and lowering equipment for Hulman Center. Estimated cost \$375,000.00.

Manufacturing and installation of new theater wedge curtains for Hulman Center. Estimated cost \$325,000.00

Vendors Whose Purchase Amount Recently Exceeded \$250,000

RJE Business Interiors (Business Furniture) \$305,476.97
Indianapolis, IN

Previously Reported Vendors Whose Purchase Amounts Have Recently Increased

<u>Vendor</u>	<u>Previous Amount</u>	<u>Current Amount</u>
Educational Marketing Group, Inc Aurora, CO	\$ 477,403.41	\$ 481,109.26
ST Construction (Parking Lots) Terre Haute, IN	\$ 489,445.50	\$ 505,945.50
SBC (Telephone Maintenance) Indianapolis, IN	\$ 839,308.94	\$ 895,810.39
IBM Corporation (Cisco Networking Equipment) Chicago, IL	\$ 297,035.08	\$ 530,076.60
Wabash Valley Asphalt (Parking Lots) Terre Haute, IN	\$ 610,407.55	\$ 611,407.55
SMC, Inc. (Holmstedt Hall HVAC) Terre Haute, IN	\$ 649,290.00	\$ 658,290.00
NRK, Inc. (Electrical Contractor) Terre Haute, IN	\$ 285,881.33	\$ 766,356.33
Dell Computer Austin, TX	\$2,307,677.81	\$2,485,937.14

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

- D. PURCHASES OVER \$25,000 – INFORMATION ONLY (Mr. Floyd)
(purchase order activity for the period June 4, 2004 through June 30, 2004)

Sole Source

Mikes Market -- P0049818 -- \$25,000.00
(Grocery delivery for Early Childhood Education Center)

Victor Stanley, Inc. -- P0049322 -- \$26,698.80
(Classic Series 6' Steel Bench for grounds)

Business Furniture Corporation -- P0049620 -- \$29,954.68
(Sled conference chairs for Hulman Memorial Student Union)

One Bid Received, Three Bids Solicited

Lami-Craft, Inc. -- P0049665 -- \$40,000.00
(Reface kitchen cabinets, Residential Life – University Apartments)

E. VENDORS REPORT – INFORMATION ONLY (Mr. Floyd)

The Vendors Report is presented in Attachment 1 as an information item.

ISU Purchasing Policies and Guidelines

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Foreword

The primary purpose of the Purchasing and Receiving Department of Indiana State University is to provide efficient services to all departments of the University in the procurement of equipment, supplies, and services. The size and complexity of the institution, as well as the requirements of efficient business practice, make it essential that uniform policies and regulations relative to purchasing procedures be in place.

The policies and guidelines outlined in this manual have been approved by the University Board of Trustees and are intended to assist the faculty and staff in understanding the procedures and responsibilities of the University Purchasing and Receiving Department in acquiring the supplies, equipment, and contractual services necessary for operation of the University.

Since these policies and procedures are designed to serve the interest of the departments, as well as to meet policy requirements of the University, faculty and staff are requested to give their full support and cooperation. It is recognized that problems and misinterpretations of regulations may occur. In such instances, departments are urged to discuss these problems with the Purchasing and Receiving Department and to call upon this office whenever assistance is needed.

~~Allen Lucas~~ Kevin L. Barr, Director
Purchasing and Receiving

Introduction

This manual represents and contains policies and guidelines required of all University personnel when procuring goods and services.

It is the intent of this document to provide faculty and staff with a clear and concise guide outlining policies and procedures which have been approved for use at Indiana State University.

Purchasing Authority

The Purchasing and Receiving Department implements the procurement function as delegated and approved by the Indiana State University Board of Trustees.

The Purchasing and Receiving Department has been charged by the Board of Trustees with the responsibility for the procurement of all materials, equipment, supplies, and contract services; of warehouse operations; and of disposal and sale of surplus materials and equipment. Additionally, the Board of Trustees has authorized purchases by University Departments that use the ISU procurement card, provided the established rules for the procurement card program are followed. The procurement card procedures can be found on the Purchasing Department's web site at: <http://www.indstate.edu/purchasing/>

The Purchasing and Receiving Department therefore has the sole authority to order materials, equipment, etc., and obligate the University for same, except for purchases made through the procurement card program. Any orders, whether written or verbal, will be recognized only if authorized by or through the Purchasing and Receiving Department, or as a result of the proper use of the procurement card system.

Procurement shall be conducted according to Indiana Statutes 5-22-16-4, 6-2.5-4-14, and 6-2.5-8-10, which requires that state educational institutions provide the State of Indiana with vendor lists, in order to determine if they have a registered retail merchant certificate and are not delinquent in paying gross retail and use taxes.

The following items are not routinely handled by the Purchasing and Receiving Department and are separately reported to the Board of Trustees:

- Real estate
- ~~Major renovations and new construction of buildings~~

- Books and other holdings for the libraries
- Utilities (water and electricity)
- Insurance and contracts for professional services
- Contracts signed on behalf of the Board of Trustees
- Travel
- Legal investments and bond underwriting

Procedures and Policies on Bidding:

Public Works Projects:

Public works projects (construction, renovation etc.) are advertised and competitively bid according to Indiana Statute 5-16.

Purchasing Supplies, Equipment, Services, and Public Works:

Requirements for the purchase of supplies, equipment, services and public works are competitively bid according to the following:

Under \$500 \$1,000:

ISU procurement cards, or a requisition, are to be used for most purchases under \$1,000. Verbal or written quotations are not required; however, there may be instances where the buyer of items at this dollar level may want to verify pricing in some manner.

~~\$500 to \$2,000~~ \$1,000 to \$3,000*:

Requisitions are to be used for any purchases over \$1,000. A verbal and/or a written quotations are will to be solicited at these dollar levels.

Over ~~\$2,000~~ \$3,000*:

Written quotations are to be received solicited from a minimum of three vendors on Indiana State University forms.

*Certain situations, circumstances, standardized sources, and/or emergency requirements may demand flexibility and/or an immediate solution. The buying staff is expected to interpret, adequately document, and handle these purchases in the best interests of the University.

Board Approval

The following will require **approval** of the Board of Trustees:

- Single purchases of more than \$500,000.* ~~\$250,000 or vendors with accumulated purchases in excess of \$250,000 during the calendar year.~~

* In limited circumstances where the delay of a purchase transaction to comply with this provision would produce substantial safety or operational issues, or economic hardship, the Treasurer and or the President may authorize the transaction following approval by the State of Indiana and subject to full disclosure and reporting at the next scheduled Board of Trustees meeting. ~~(Unavoidable purchases such as utilities,~~

~~postage, telecommunications, insurance, and personnel benefit expenditures may accumulate in excess of \$250,000 prior to a Board meeting but are to be approved at the next scheduled meeting.)~~

Reporting to the Board

The following items will be reported to the Board of Trustees:

- Single purchases of more than \$25,000 if only one bid is received.
- Single purchases of more than \$25,000 if a bid other than the low bid is accepted.
- ~~Single purchases of more than \$100,000 or vendors with~~ and accumulated purchases in excess of ~~\$100,000~~ \$250,000 during the ~~calendar~~ fiscal year.

Ordering Procedure

- ISU procurement cards, or a requisition, are to be used for most purchases under \$1,000. Requisitions are to be used for any purchases over \$1,000. The request is initiated by department and a requisition is sent to Purchasing and Receiving (except for qualified purchases made under the procurement card program). The Department Chair, or the Administrative Head responsible for the appropriated funds, or their authorized designee, must approve the request and maintain documentation of said approval. Documentation of approval by the appropriate authority is subject to audit by the University.
- Specifications are reviewed and bids solicitations prepared based on items requested and/or dollar level.
- Bids solicitations are ~~mailed~~ distributed to vendors.
- Bids are received and reviewed.
- Award is made on basis of lowest and best bid. *
- A University purchase order form is issued to the successful vendor.

* See "Awarding Orders" section for further details.

Minority Purchasing

Indiana State University is committed to providing minority vendors every opportunity to compete for its business. Efforts will be made to identify minority vendors and solicit quotes from these vendors wherever possible. Efforts will also be made to communicate with minority vendors regarding the University requirements and the purchasing process so that they may become more viable suppliers.

Procurement shall be conducted according to the "Governor's Commission on Minority Business Development," Indiana Statute 4-13-16.5, concerning minority and women owned business enterprises. The Governor's Commission is charged with establishing annual goals for the use of minority and women owned business enterprises.

Reciprocity

Indiana State University personnel will not participate in reciprocal purchasing

arrangements. Indiana State University shall continue to separate purchasing considerations from the objectives of fund raising endeavors of the institution.

Code of Ethics

The Purchasing and Receiving staff supports and implements the Code of Ethics of the National Association of Educational Buyers.

- Give first consideration to the objectives and policies of the institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts and gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable settlement of any controversy with a supplier, and/or be willing to submit to arbitration any major controversies.
- Accord a prompt and courteous reception, as conditions permit, to all who call on legitimate business missions.
- Cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
- Foster fair, ethical, and legal trade practices.
- Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

Conflict of Interest

State Statute #35-44-1-3, Conflicts of interest; public servants:

"A public servant who knowingly or intentionally: (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D felony."

Conflict of interest occurs when a person's private interests and his or her University responsibilities are at odds. This means an individual should not be in a position to gain personally as a result of conducting business on behalf of the University.

Employees engaged in any aspect of the purchasing process are expected to be free of interests or relationships which are actually or potentially detrimental to the best interests of Indiana State University. For instance, employees should not be conducting University

business with a company he or she substantially owns or with businesses substantially owned by close relatives.

Complete disclosure shall be made to the Secretary of the University of any potential conflict to allow sufficient opportunity of appropriate review prior to entering into such a situation.

These steps are taken to ensure that all job related decisions are made on sound business principles.

The buying staff at Indiana State University shall annually sign conflict of interest statements.

Gratuities

Gratuities offered by suppliers are a part of the ethics issue since they may be designed to (or may appear to) subvert the purchasing professional or other's judgment. The NAEB Code of Ethics reprinted earlier states "Decline personal gifts or gratuities". Exceptions to this statement which are generally acceptable include:

- Advertising favors (small dollar items bearing the suppliers name or logo)
- Lunch or dinner for a bona fide business purpose.

Should a questionable situation arise, the Indiana State University employee should contact his or her immediate supervisor or the director of purchasing.

Purchases for Employees

Indiana State University's Purchasing and Receiving Department shall not acquire goods or services for the personal use of employees.

Awarding Orders

Only Purchasing and Receiving has the authority to commit Indiana State University in contracting for material and services except for the specific areas itemized under section Purchasing Authority.

Awards shall be made employing a combination of the following criteria:

- Degree to which the item(s) or service quoted will best fill the University's requirements
- Price: including freight, payment terms, and life-cycle costing
- Delivery
- Service capability, past experience, features and functions not offered by others.
- Everything being equal, purchase will be made from minority, local, state, and United States vendors, in that order

Orders placed with single source pricing should be documented to indicate reasonableness of offer.

Prepayment of orders. Payment for goods or services shall not be tendered until requested goods or services have been received and approved by the requesting department. The following exceptions exist:

- Payments to local, state, and federal government entities.
- Any procurement of goods or services where the source provides an instrument of security
- Where the funding agency has authorized prepayment
- Service and maintenance contracts where necessary

It shall be the University policy of the ~~Purchasing and Receiving Department~~ that ISU will not commercially endorse vendors or their products, or services, without the express prior written approval of the President of the University.

Release of Procurement Information

The following will govern the release of information gathered during the procurement process:

- Notification of award, pricing, and competitive offers will be released only by the Purchasing and Receiving Department.
- Pricing and competitive offers will be released only after an order has been placed and accepted by the selected vendor.
- Proprietary information covered by a signed non-disclosure certificate will not be released.
- Institutional data shall not be used which would be in conflict with the University's Policy on Reciprocity.
- For further details concerning release of procurement information see State statute IC 5-14-3-3 (Right of public inspection of public records).

Disposal and Redistribution of University Property

When an item no longer is wanted by a user department, the Purchasing and Receiving Department will attempt to redistribute the item within the University based on equitable criteria. Should there be no need for the item within the University, it may then be sold or traded outside the University.

Unusable property or parts that can be sold for junk will be accumulated and sold by the Purchasing and Receiving Department, and if unsalable as junk, will be properly discarded.

Usable property which cannot be relocated with a University department will be disposed of in accordance with the following procedures:

- Advertised for public auction at a time and place specified by the Purchasing and Receiving Department
- Consigned to a public auction house for sale

- Sold by invitational bid, widely circulated in a trade or public advertisement where there is a potential market for the property.
- With the ISU Purchasing Director's signature, released to public or non-profit institutions.

Demonstration or Sample Material

University employees desiring to see samples or have equipment demonstrated should contact the appropriate commodity buyer in the Purchasing and Receiving Department for assistance.

University personnel who find the need to contact sales representatives directly are reminded to advise the prospective vendor that no commitments or deliveries may be made until a purchase order has been properly issued by the Purchasing and Receiving Department. Vendors are to provide their own insurance coverage for any equipment or material requested for trial or demonstration purposes by the Purchasing and Receiving Department.

Emergency Orders (Repairs)

Emergency orders must be kept to a minimum. Generally, emergency order procedures will not be used unless the savings realized by formal procurement practices would be offset by a corresponding or greater loss to the department as a result of the delay.

Failure to anticipate a need is not, of itself, considered a bona fide emergency.

Other emergency repairs may be expedited by entering the requisition electronically into the POS system and then contacting the appropriate buyer to request that they expedite the order. If the department does not have the capability to enter the requisition electronically into the POS system, they may hand deliver the requisition to the appropriate buyer for processing.

Fund Sources

All funds deposited with the University, regardless of source, are University funds and must be handled in accordance with University policy. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase, unless the purchase is an authorized purchase using an ISU procurement card.

Purchases from Faculty and/or Staff

Official University policy is not to purchase from faculty and/or staff members. The only exceptions to this policy are: when the purchase of an item cannot be obtained elsewhere because the faculty and/or staff member has designed and made it; it is a one-item, one-time purchase which has very obvious advantages to the University. An example would be a faculty member who has a special piece of equipment or a book collection that would be advantageous for the University to obtain.

Items sold utilizing the trademarks of the University without the approval and license shall be subject to seizure and legal action by the University.

Information concerning licensing agreements may be obtained by contacting the director of purchasing and receiving at (812) 237-3600.

The following vendors have accumulated purchases from the University for the time period July 1, 2003 through June 30, 2004 (Fiscal Year) in excess of \$100,000:

**Vendors with Purchases Exceeding \$100,000
June 1, 2004 through June 30, 2004**

<u>Vendor Name</u>	<u>Current YTD Paid</u>	<u>Services Rendered</u>
Industrial Supply Company	\$ 106,802	Plumbing, Electrical, & HVAC Supplies
Carpet One	113,920	Carpet Purchases for Work Orders
R H Perry & Associates	117,867	Vice Presidential Searches
Laughrey Bros Roofing and Siding Co Inc	118,847	Tilson Hall Emergency Roof Replacement
ISU Barnes and Noble	155,667	Scholarship Books and Office Supplies

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

CDI Inc	\$ 106,239	Power Plant Construction
Vincennes University	108,329	FIPSE & Math & Science Grants, Indiana College Network Courses
Duke University	109,645	HHS37 Subcontractor on Project
Weddle Brothers Construction Co Inc	118,085	Construction
Terre Haute Fire Department	118,435	Fire Protection Services
SimplexGrinnell	118,983	Fire Alarm Upgrade, Fire Alarm Maintenance and Supplies
Hewlett-Packard Company	119,193	Computer Equipment, Software, and Supplies
Spence Banks Inc	119,798	Gasoline and Lubricants
Vigo County Clerk's Office	120,082	Payroll Garnishments
Daytona Storage	122,594	Backup Licensing Software for Novell
Intelenet Commission	126,020	Internet Charge from the State for Campus and Academic Partnerships
Rixan Association Inc	127,638	Purchase of Robotics
AAA Electric of Terre Haute Inc	127,853	Gillum Fire Alarm Replacement
Majestic Underwriters Inc	132,055	Re-insurance Premiums
GovConnection Inc	135,321	Computer Equipment, Software, and Supplies
Xerox Corporation	137,504	Copier Lease Payments and Copier Supplies
Galileo Group Inc	139,463	AISA + Sensor Head and Inertial Measurement Unit
Indiana Department of Workforce Developr	141,522	Unemployment Payments
Credit World Services Inc	141,979	Collection Agency Fees
Markeys Audio Visual Inc	144,624	Audio Visual Equipment and Supplies
Elsevier B V	149,083	Library Book Purchases
HP Products Corporation	150,120	Janitor Supplies and Equipment
Technology Integration Group	153,365	Computer Equipment, Software, and Supplies
CDW Government Inc	156,360	Computer Equipment, Software, and Supplies
Terre Haute SMG	156,573	Indiana Statesman Printing and Newspaper Advertising
Union Hospital	157,956	Workman Compensation and Landsbaum Exp Reimb
Otis Elevator	159,818	Elevator Maintenance and Repairs
Suburban Glass Service Inc	169,845	Hulman Center Entrance Door Replacement
General Revenue Corporation	174,578	Collection Agency Fees
B and S Plumbing	175,529	Hulman Center Steam Line Repairs

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

MMS A/E Incorporated	184,900	Architectural Fees for Stalker Hall Renovation and Student Activity Center
JDL Associates Inc	187,871	Blumberg Center Workshops
Schmidt Associates Architects	195,636	Architectural Fees for Univ Hall and the Federal Bldg
Factory Mutual Insurance Company	196,697	Insurance Premiums
INCOLSA Ind Coop Libr Serv Authority	203,118	Cataloging Software
Pro Quest	207,030	Library Software Access Fees
Gateway 2000 Major Accounts Inc	208,230	Computer Equipment, Software, and Supplies
Thomson ISI	209,090	Database and Technology Fee for the Library
Network Solutions Inc	209,601	SMARTnet Maint & Software Support, Cisco Switch, and Cisco Access Point Bundle
John Hancock Life	216,162	Life Insurance Premiums
SMC Inc	217,458	Holmstedt Hall HVAC Upgrade and Phase II HVAC
Swiderski Electronics	219,559	Landsbaum Center Audio Visual System
Verizon North	222,040	Telephone Trunk Lines
IOS Capital	223,171	Copier Lease Agreement on Campus
Sewage Disposal Works	228,681	Sewage Utility Payments
Apple Computer Inc	236,315	Computer Equipment, Software, and Supplies
Cognos Corp	241,070	Reporting Software Tool and Support
SCT Software and Resource Mgmt Corp	247,456	Banner Software Technical Support Maintenance
Life Insurance Company of North America	260,548	Disability Income and Waiver Payments
Manpower Incorporated	276,124	Temporary Employee Services
State Student Assistance Commission	285,395	Financial Aid Repayment
Ikon Office Solutions - IMS - 12845	293,023	Copier Copy Charges and Copier Center Job Charges
Ivy Tech State College	293,444	LAAP and FIPSE Grant Services
Wabash Valley Asphalt Co Inc	295,911	Parking Lot D for Drivers Education Use and Parking Lot A Repaving
IBM Corporation	297,644	Network and Server Equipment and Supplies
Talisma Corporation	336,549	Admissions Software License Fees
RJE Business Interiors	347,637	Student Publications, THCME, and Other Department Furniture Purchases
SBC Global Services Inc	348,483	Telephone Maintenance Payments
Novell Incorporated	383,223	Novell Software Upgrades, and Software Licenses and Support
NRK Inc	393,463	Science Bldg Generator Phase II, HHP Fire Alarm Repl and Other Electrical Jobs
YBP Library Services	433,620	Library Book Purchases
Indiana-American Water Company	435,612	Water Utility Payments
MetLife	444,697	Life Insurance Premiums
Sycamore Engineering Inc	455,132	Landsbaum Ctr for Health Educ Construction and Holmstedt Hall Mechanical Renovation
Vectren Energy Delivery	475,562	Gas Utility Payments
SBC	512,606	Video Conferencing Equip, Voicemail Upgrade, Parts for Telecommunication Department
Associated Roofing	546,671	Univ Apt 1 & HMSU Roof and Hex Roof Repl
Ebsco Subscription Services	554,452	Library Subscription Services
Postmaster	557,948	Purchase of Postage
Educational Marketing Group Inc	579,437	Integrated Marketing Services and Artwork
Forrest Sherer Inc	623,900	Insurance Premiums
Staples Business Advantage	641,535	Office Supplies
IT Travel Agencies	691,639	Travel Expenses for the University

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

ST Construction Inc	802,753	Parking Lot M and New Theater Pull Off Expenses
Delta Dental Plan of Indiana	952,280	Dental Payment Reimbursements
Jungclaus Campbell Company Inc.	1,341,107	Mills Hall Renovation & Holmstedt Hall Room 102 & 103 Renovation
Public Employees Retirement Fund	1,638,724	Employee and Employer Retirement Contributions
ElectriCom	1,678,789	Fiber Optic Lines to University Apt, Landsbaum and Sullivan Projects
First Financial Bank	2,040,000	VEBA Contributions
Indiana Department of Corrections	2,141,856	Academic Courses
Energy USA-TPC	2,264,465	Natural Gas Contract Purchases
Dell Marketing LP	2,416,517	Computer Equipment, Software, and Supplies, Microsoft License Agreement & PC Maint Agreement
PCS Health Systems, Inc	2,916,302	Prescription Drug Coverage
Cinergy Services Inc	2,986,337	Electricity Utility Payments
J F Molloy and Associates Inc	9,264,547	University Medical Payments
Sodexo Inc and Affiliates	9,284,045	Dining and Catering Services

SECTION III

JULY 16, 2004

PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

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

A. FACULTY

1. Appointments

Temporary Part-time Faculty Appointments, 2004 Fall Semester
(Effective August 19, 2004)

Gladys Arome; Lecturer III, Department of Curriculum, Instruction, and Media Technology; Ph.D., Barry University; six hours; salary \$6,000.

Peggy S. Byrer; Lecturer III, Department of Counseling; Ed.S., Indiana State University; three hours; salary \$3,000.

Larry Gambaiani; Lecturer III, Department of Educational Leadership, Administration, and Foundations; Ph.D., Indiana University; six hours; salary \$6,000.

Cindy L. Gloye; Lecturer III, Department of Communication Disorders; M.Ed., Indiana State University; three hours; salary \$2,775.

Joe Houghtelin; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S. + 30, Indiana State University; six hours; salary \$6,000.

Richard Jinbo; Assistant Professor Emeritus, Department of Electronics and Computer Technology; M.S., Bowling Green State University; nine hours; salary \$10,800.

Donald Kaufman; Lecturer III, Department of Electronics and Computer Technology; M.S., Indiana State University; three hours; salary \$3,600.

Leslie King; Lecturer III, Department of Electronics and Computer Technology; M.S., Indiana State University; three hours; salary \$3,600.

Janella K. Knierim; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S., Indiana State University; three hours; salary \$3,000.

Daniel J. McGrath; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S. + 30, Indiana State University; six hours; salary \$6,000.

Robert Murphy; Lecturer III, Department of Electronics and Computer Technology; M.S., Purdue University; six hours; salary \$7,200.

Josephine A. Thomas; Lecturer III, Department of Communication Disorders; M.A., Wichita State University; three hours; salary \$4,500.

James Waugh; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S., Indiana State University; six hours; salary \$6,000.

Eileen Pearl Ziegler; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.A., The University of Iowa; six hours; salary \$6,000.

2. Changes in Status and/or Rate

Colleen M. Davis; Department of Music; \$1,200 added to 2004-05 academic year base for completion of the doctorate; D.M., Indiana University; salary \$44,035; effective August 19, 2004.

Jay D. Gatrell; from Assistant Professor, Department of Geography, Geology, and Anthropology, to Coordinator of Social Science Education and Assistant Professor, Department of Geography, Geology, and Anthropology; salary \$52,000 per academic year, effective August 19, 2004.

Robyn R. Lugar; extension of appointment as Interim Chairperson and Assistant Professor, Department of Social Work; salary \$58,500 for the 2004-05 academic year; effective August 19, 2004 for three years.

Linda S. Maule; from Associate Professor, Department of Political Science, to Interim Chairperson, Department of Sociology, Interim Director of Women's Studies, and Associate Professor, Department of Political Science; stipend of \$3,000 for the added responsibilities; effective for the 2004-05 academic year; change in approved leave of absence from the 2005 spring semester to the 2006 spring semester.

Christopher J. Olsen; from Associate Professor to Chairperson and Associate Professor, Department of History; salary \$65,080 per academic year, effective August 19, 2004.

Diana J. Quatroche; from Associate Professor, Department of Elementary, Early, and Special Education, to Acting Chairperson and Associate Professor, Department of Elementary, Early, and Special Education; stipend of \$8,000 for this added responsibility; effective for the 2004-05 academic year.

3. Resignations

James E. Genova; Department of History; effective May 8, 2004.

Byron W. Greenlaw; Department of Aerospace Technology; effective May 8, 2004.

Jung-Ran Park; Library Services; effective July 9, 2004.

David A. Prentice; Department of Life Sciences; effective May 8, 2004.

Judith E. Tribble; Library Services; effective June 18, 2004.

4. Retirements

Edmund W. Grosskopf; Assistant Professor, Department of Criminology; retirement leave during the 2005 spring semester; retirement effective May 7, 2005.

David M. Memory; Professor of Education, Department of Curriculum, Instruction, and Media Technology; retirement leave during the 2004 fall semester; retirement effective December 18, 2004.

B. ADMINISTRATION

1. Appointments

Hollie Adams; Assistant Director, Recreational Sports; salary \$34,000 per fiscal year, effective July 1, 2004.

Taiwo Adeoye Ande; IT Evaluation and Research Support Specialist, Office of Information Technology; M.B.A., DeVry University, Chicago; salary \$42,000 per fiscal year, prorated from the effective date of June 21, 2004.

Paul D. Brown; Emerging Technologies and Research Support Specialist, Office of Information Technology; B.S., Eastern Illinois University; salary \$42,000 per fiscal year, prorated from the effective date of June 14, 2004.

Dianna Cooper-Bolinskey; Internship Coordinator, Career Center; B.S., University of Virginia's College at Wise; salary \$38,000 per fiscal year, prorated from the effective date of June 21, 2004.

Mindy A. Greenwell; Staff Benefits Manager, Staff Benefits Administration; B.S., Indiana State University; salary \$31,835 per fiscal year, prorated from the effective date of June 14, 2004.

Richard Toomey; Director, Office of Admissions; M.Ed., University of Massachusetts, Amherst; salary \$72,000 per fiscal year, prorated from the effective date of July 12, 2004.

LaNeece Ranae Williams; Assistant Director, Affirmative Action; B.S., Indiana State university; salary \$41,500 per fiscal year, prorated from the effective date of June 1, 2004.

Temporary Appointments

Carl J. Conley; Field Campus Resource Manager, Department of Recreation and Sport Management; B.S., Indiana State University; salary \$24,018 per fiscal year; effective July 1, 2004, through June 30, 2005.

Paul W. Mausel; Project Administrator/Materials Developer, Department of Geography, Geology, and Anthropology (part-time); Ph.D., University of North Carolina; salary \$12,000 per fiscal year; effective April 1, 2004, through March 31, 2005.

Alyson L. McIntyre; Administrative Program Specialist, Department of Family and Consumer Sciences; B.S., Indiana State University; salary \$30,000 per fiscal year, prorated for the period of May 25, 2004, through October 31, 2004.

Joseph Williams; Academic Coordinator, McNair Scholars Program; B.S., Indiana State University; salary \$27,500 per fiscal year, prorated for the period of June 14, 2004, through September 30, 2004.

2, Changes of Status and/or Rate

Valarie A. Craig; Counselor, MAPS Program, Affirmative Action; FLSA salary adjustment to \$23,660 per fiscal year, effective July 1, 2004.

Tina M. Davis; from Assistant Director to Director of Employment and Training, Human Resources; salary \$47,301 per fiscal year, effective July 1, 2004. (Classification pending JET review).

Karen L. Green; from Associate Director to Director of Compensation and Records, Human Resources; effective July 1, 2004. (Classification pending JET review).

Jo Ann Halbert; 21st Century Scholars; change in pay rate in the amount of \$1,860.56; salary \$23,660 per fiscal year, effective July 1, 2004.

Elizabeth N. Hine; from an administrative appointment as Associate Dean and Librarian, Library Services, to a faculty appointment as Head of the Cataloging Department and Librarian; salary \$85,000 per fiscal year; effective July 1, 2004.

Bryan M. Jackson; Employment Manager, Human Resources; salary increase to \$37,883 per fiscal year, effective July 1, 2004.

Amy S. MacLennan; from Supervisor, Computer Graphic Design, Multi-Media Support Services, to Supervisor, Computer Graphic Design, Center for Teaching and Learning; effective July 1, 2004.

Andrea Myers; Director, Intercollegiate Athletics; change in retirement date from December 31, 2004 to March 31, 2005.

Jeffrey Schultz; Information Technology Analyst, Career Center; from temporary to regular full-time position; salary \$31,500 per fiscal year, effective July 1, 2004.

Heather Whitmill; Director of University Apartments, Residential Life; salary \$20,451 per fiscal year, effective July 1, 2004.

3. Resignations

Richard F. Antonak; Academic Affairs; effective July 30, 2004.

Bryan M. Jackson; Human Resources; effective July 2, 2004.

4. Retirements

Anthony J. Brentlinger; Supervisor Photography Services, Communications and Marketing; retirement leave effective July 9, 2004 through January 9, 2005; retirement effective January 9, 2005.

Mardel E. Miller; Associate Director, Education Student Services, and Assistant Professor of Education; retirement leave from July 1, 2004, through December 31, 2004; retirement effective December 31, 2004.

5. University President's Salary, 2004-05

Lloyd W. Benjamin III, President; 3.5 percent salary increase; salary \$194,095 per fiscal year, effective July 1, 2004.

C. INTERCOLLEGIATE ATHLETICS1. Appointments

Kristen Gay; Assistant Women's Soccer Coach; B.A., University of Nebraska-Lincoln; salary \$23,660 for the employment period of January 1, 2004 through December 31, 2004, prorated from the effective date of June 21, 2004.

Melanie Halker; Assistant Women's Basketball Coach; B.S., Siena College; salary \$23,660 for the employment period of April 1, 2004 through March 31, 2005, prorated from the effective date of June 14, 2004.

Bret Ingalls; Assistant Football Coach; B.S., University of Idaho; salary \$40,000 for the employment period of February 1, 2004 through January 31, 2005, prorated from the effective date of July 1, 2004.

Otto Benjamin Clarence Taylor; Assistant Men's Basketball Coach; M.S., University of Richmond; salary \$50,500 for the employment period of April 1, 2004 through March 31, 2005, prorated from the effective date of June 7, 2004.

Reappointments

Donald Richard Bender; Associate Men's Basketball Coach; salary \$58,206 for the employment period of April 1, 2004 through March 31, 2005.

Julianne Grant; Assistant Women's Basketball Coach; salary \$35,612 for the employment period of April 1, 2004 through March 31, 2005.

Jeffrey Hans; Assistant Women's Basketball Coach; salary \$21,000 for the employment period of April 1, 2004 through March 31, 2005, prorated for the period of April 1, 2004 through April 30, 2004.

Megan Lanham; Assistant Women's Basketball Coach; salary \$46,000 for the employment period of April 1, 2004 through March 31, 2005.

Matt Mardis; Assistant Men's Basketball Coach; salary \$27,876 for the employment period of April 1, 2004 through March 31, 2005.

William Patrick Ray; Assistant Men's Basketball Coach; salary \$50,000 for the employment period of April 1, 2004 through March 31, 2005.

2. Changes of Status and/or Rate

Timothy Burke; Assistant Football Coach; salary \$45,000 for the employment period of February 1, 2004 through January 31, 2005.

Brenda Coldren; Head Women's Softball Coach; salary \$43,032 for the employment period of July 1, 2004 through June 30, 2005; one year contract extension to June 30, 2006.

Vernon Croft; Head Women's Soccer Coach; salary \$32,975 for the employment period of January 1, 2004 through December 31, 2004.

Matthew Egloff; Assistant Football Coach; salary \$30,750 for the employment period of February 1, 2004 through January 31, 2005.

David Hutchison; Assistant Football Coach; salary \$27,776 for the employment period February 1, 2004 through January 31, 2005.

Shannon Jackson; Assistant Football Coach; salary \$30,700 for the employment period of February 1, 2004 through January 31, 2005.

Julie Krofcheck; Head Volleyball Coach; salary \$49,000 for the employment period of January 1, 2004 through December 31, 2004.

Tim McGuire; Head Football Coach; salary \$70,000 for the employment period of January 1, 2004 through December 31, 2004.

Kimberly Monte; Assistant Women's Volleyball Coach; salary \$25,000 for the employment period of January 1, 2004 through December 31, 2004.

Royce Waltman; Head Men's Basketball Coach; salary \$138,370 for the employment period of April 1, 2004 through March 31, 2005.

James Wiedie; Head Women's Basketball Coach; salary \$75,000 for the employment period of April 1, 2004 through March 31, 2005.

3. Resignations

Scott Anderson, Intercollegiate Athletics; effective April 30, 2004

William Patrick Ray; Intercollegiate Athletics; effective May 26, 2004.

D. SUPPORT STAFF PERSONNEL REPORT

The Support Staff Personnel Report for the period ending July 1, 2004 is presented in Exhibit A.

INDIANA STATE UNIVERSITY
MONTHLY REPORT OF SUPPORT STAFF EMPLOYEES
FOR THE PERIOD ENDING JUL 01, 2004

A. APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Allison, Robin	Graduate Studies	Student Srvc Asst	\$18,233	07-06-04
Bradbury, William	Facilities Management	Cust Wrkr	\$15,698	06-14-04
Drummy, Linda	Student Health Center	Staff Nurse	\$31,395	07-06-04
Hicks, David	Facilities Management	Electrician	\$23,693	07-13-04
Lu, Marlene	Blumberg Center	Ofc Asst III	\$17,648	06-14-04
Sollars, Rosetta	Facilities Management	Mail Carrier	\$16,673	07-06-04
Turpen, Shirley	Facilities Management	Cust Wrkr	\$15,698	06-07-04
Wynn, Kara	Registrar's	Data Entry Op II	\$17,843	07-06-04

B. LEAVING UNIVERSITY EMPLOYMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Besing, Debra	Facilities Management	05-20-04
Blackburn, Kaye	Graduate Studies	06-11-04
Boston, Amanda	University Archives	06-08-04
Farrell, Lance	Library	06-24-04
Gopalan, Sujata	THCME	06-04-04
Hills, Lisa	Institute on Criminology	07-02-04
Sheridan, Carson	ARMY ROTC	07-02-04
Sickles, Janie	Facilities Management	06-08-04
Taylor, Audrey	Facilities Management	06-08-04
Taylor, Sheila	Facilities Management	05-12-04
Washburn, Mark	Power Plant	06-26-04
Whitlock, Tracy	Power Plant	06-26-04

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>
Cortellini, Lea	Controller Acct Clerk III \$19,305	University Marketing Prog Admin Asst II \$21,255	06-28-04

2. Other

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Hill, Robert	Facilities Management Cust Wrkr \$15,698	Facilities Management Cust Wrkr \$16,088	06-08-04*
Stone, Theresa	Gift Management Admin Asst I \$22,289	President Emeritus Admin Asst I \$12,126	07-01-04-

- Full Time to Part Time
* Skill Assessment

SECTION IV

JULY 16, 2004

INFORMATION/DISCUSSION ITEMS

A. Agreements – Information Only (Dr. Maynard)

1. Athletic Training Internships

Agreements have been reached with following facilities to provide Athletic Training Internships for students in the Athletic Training Department.

AP&S Bone and Joint Center, Terre Haute, Indiana
NovaCare Rehabilitation, Terre Haute, Indiana
ProRehab, L.L.C., Vincennes, Indiana
Student Health Center, ISU, Terre Haute, Indiana

2. Mental Health Association, Terre Haute, Indiana

The purpose of this agreement is to provide Community Health Internships for students in the Department of Health, Safety, Environmental Health Sciences.

3. Driver Education Internships

Agreements have been reached with the following school corporations and other facilities to provide driver education internships for students in the Department of Health, Safety, and Environmental Health Sciences.

A Auto, Indianapolis, Indiana
A+ Driving Academy, Fishers, Indiana
Barr-Reeves Community Schools, Montgomery, Indiana
Certified Driving School, Inc., Highland, Indiana
Covington Community School Corporation, Covington, Indiana
Indiana All-Star Driving, in Evansville, Jasper, Lafayette, and Santa Claus, Indiana
Linton-Stockton School Corporation, Linton, Indiana
Monroe-Gregg School District, Monrovia, Indiana
New Albany-Floyd County School Corporation, New Albany, Indiana
Sammers, Inc. A License to Drive, Portage, Indiana
Shenandoah School Corporation, Middletown, Indiana
White River Valley, Switz City, Indiana

4. Ivy Tech State College

An agreement has been negotiated with Ivy Tech State College to provide remedial mathematics instruction to ISU Students.

5. Rush County Community Learning Center, Rushville, Indiana

An agreement has been established between ISU and RushShelby Energy in Rush County to broker relationships with Indiana public institutions of post-secondary education through ISU's College Cooperative Southeast.

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

Vice President Maynard gave a brief update of the grant activity for the past year as summarized in the annual report.

Mrs. House also acknowledged Dr. Antonak for his work with the grants area.

Mrs. House adjourned the meeting at 3:05 p.m.