

MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

JANUARY 13, 2005

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MINUTES
INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES

JANUARY 13, 2005

The Indiana State University Board of Trustees met in regular session at 1:30 p.m. on Thursday, January 13, 2005, in the State Room, Tirey Hall.

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

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

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

SECTION I

A. APPROVAL OF THE DECEMBER 3, 2004 MINUTES AND EXECUTIVE SESSION CERTIFICATION (Mrs. House)

On a motion by Mr. Shagley, seconded by Dr. Zietlow, the December 3, 2004 Minutes and Executive Session Certification were approved.

B. DATES OF NEXT MEETING (Mrs. House)

The dates for the next meeting are February 24-25, 2005.

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

Mrs. House welcomed everyone to the new year and a new semester. She noted that Winter Commencement was held on Saturday, December 18. She thanked all those who participated.

The Trustees had lunch with student leaders and enjoyed the opportunity to share viewpoints with them.

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

President Benjamin welcomed everyone to the beginning of a new semester.

Asian Tsunami Disaster

Members of the ISU community were shocked by the Asian Tsunami catastrophe on December 26, 2004. On behalf of the ISU community, letters of condolence have been sent to the embassies of those countries in the Indian Ocean that were devastated. To assist the community in responding, a website with pertinent information has been created, and the ISU Foundation will serve as a collection point for individuals who would like to make donations to the International Red Cross for the relief effort. Faculty and staff have also been asked to look for teachable moments in the classroom and workplace.

Athletics

President Benjamin called upon Andi Myers, Director of Intercollegiate Athletics, to introduce Kristen Gay, Assistant Soccer Coach, since Vernon Croft, the Soccer Head Coach was out of town. Coach Gay is in her first year at ISU. The women's soccer team after reaching the semifinals of the MVC tournament with an all-time high of nine wins also excelled in academics with a GPA of 3.54 that is #1 for all NCAA Division I Soccer Programs in the United States. This is the fourth consecutive year the Sycamores have been honored by the National Soccer Coaches Association and have been the top ranked soccer program academically in the MVC, but it's the first time the Sycamores have attained the national top ranking. President Benjamin asked Ms. Myers and Coach Gay to extend congratulations to the team and Coach Croft.

Andi Myers then introduced the new football coach, Louis West. Coach West expressed his gratitude for the opportunity extended to him by Dr. Benjamin, Vice President Ramey and Andi Myers. He is looking forward to joining the ISU Athletics Department. The support given is outstanding and he asked everyone to come out, fill the stadium, and get excited about football.

Theater Department

The Theater Department has entered three plays written by undergraduate playwrights in the Region III American College Theater Festival Competition. One of these entries -- Mechanics of Flight by Jonathan Golembiecki has been selected for regional production and is in competition to be performed at the Kennedy Center in Washington, D.C. The last time a production by an undergraduate went to the regional level was a play by Christopher Kyle, who is now a well-regarded professional playwright and screenwriter. Another

undergraduate's play will receive a reading at Region Three. Every year over the last five years, at least one play by one of ISU's playwrights has been selected for performance or reading. This may be the first time ever that two undergraduate ISU playwrights received this kind of recognition in the same year.

Lilly Endowment Grant

Dr. Benjamin announced that a Lilly Endowment grant in the amount of \$154,575 for Extending Teaching Creativity 2005: A Summer Workshop For Teacher Creativity Fellows has been awarded to the College of Education.

Dean Williams expressed gratitude for the continued support from the Lilly Endowment. He introduced Dr. Susan Powers who commented that the program brings teachers to the campus to be engaged in small group activities depending on their areas of interest. Meetings are then again scheduled in the fall and spring in Indianapolis. Last year the Lilly Endowment provided the opportunity for a second grant because of the quality of the program.

University Advancement

The University Advancement division had a visible involvement in the 30th Annual Case V Conference in Chicago in December. Presentations were given by Vice President Gary Bouse along with colleagues of his from the Center on Philanthropy in Indianapolis on the factors impacting presidential satisfaction with fundraising and by EMG President Bob Brock and Teresa Exline on the Integrated Marketing Program.

Indiana State University received five awards in a competition judged by advancement professionals from other regions of the country.

- Ted Wilson and Tony Campbell received a Gold Award for the photo illustration of the historic quadrangle at Indiana State.
- Teresa Exline, and her communications and marketing staff, with EMG and Richmarc Productions received a Silver Award for the black and white "More. From Day One" commercials.
- Mark Gibson, Bob Bruce and Ben Wagner received a Bronze Award for a video feature on the Chicago weatherization project.
- Tony Campbell's photo of the tandem race received a Bronze Award in the best individual candid photo category.

- Marty Blank received a Bronze Award for the Indiana State University magazine.
- Teresa Exline was recognized for her work in implementing the new Case V Awards Program by having a category in the awards program named the Teresa DuBois Exline Best Practices in Communications and Marketing Award.

Alumni

While many alumni have received accolades for their teaching excellence in the past, this has been a particularly notable year, including:

- USA Today All USA Teaching Team, Jill Fairhurst Hall, Brownsburg Elementary.
- Indiana Superintendent of the Year, Don Stinson, Decatur Township.
- Family and Consumer Sciences Teacher of the Year, Kathi Burch, South Vermillion High School.
- Elementary Physical Education Teacher of the Year, Cindy Huffman, Wanamaker Elementary (Indianapolis).
- Top Technology Program, Doug Dillion, Honey Creek.
- Business Educator of the year, Debbie Davidson, Ben Davis.

Ways and Means Budget Hearing

Dr. Benjamin commented briefly on the budget hearing before the House Ways and Means Committee. He felt the meeting went well. ISU's major request is for the College of Education renovation of University Hall.

ISU Video

Teresa Exline and staff prepared an ISU video which may be used in fund raising visits on behalf of the University. Dr. Benjamin noted this video will be a centerpiece for such presentations. The video projects a feeling that ISU is a place of great energy and diversity.

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

At its December meeting the University Faculty Senate approved and forwarded to the Benefits Committee a proposal to give faculty and faculty spouses equal tuition waiver benefits. The concept of the laptop computer initiative, after lengthy discussion, was also approved. Next week the Senate will act on a policy regarding satisfactory academic progress for graduate students.

Senators, standing committee members, and officers attended a brief, productive retreat for faculty and administrators involved in the engagement and experiential learning initiatives. Particularly important to faculty government was the discussion of recognizing experiential and engagement activities in the tenure and promotion processes.

The Executive Committee is working with the Provost to initiate dean evaluations based on the new procedures approved last year. It is expected that a handbook statement defining the process will be brought to the Senate for approval. The Senate is awaiting the promised January response from the President regarding the Senate's recommendations on pay for performance.

The University is currently engaged in budget presentations to the State and deans are preparing to submit budget proposals to the administration. Concerns about state and university budgets, enrollments, and funding for faculty searches are running high among the faculty. There must be communication and discussion among faculty and academic and administrative leadership about any measures to be taken. Last month's PPARC meeting gave promise of such discussion. Dr. Hudson felt openness at all levels won't make the process less difficult, but it can make it less destructive.

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

Ms. Langley noted the Support Staff Council Bylaws are on the agenda as an action item. The document received unanimous support from the Council, Human Resources and President Benjamin.

The Salary and Employee Benefits Committee of the Council continues to discuss and review changes recommended for health benefits. Of particular concern is the health care legislation, to be proposed by State Senator Vi Simpson, which recommends merging the health plans of all state colleges and universities with the state employees plan. How this proposal will provide savings for the State of Indiana should be clearly demonstrated. Extensive research that examines the savings and/or additional burden for state employees

should be made available. It is hoped that any decision affecting state employees health care will be made using comprehensive information.

Each year support staff and others celebrating a five-year increment anniversary and recipients of the University Medallion are invited to a recognition dinner. This year the event will be held on February 24. The celebration provides an opportunity to thank staff for their dedication to ISU. Members of the Support Staff Council are interested in exploring other ways that staff may be recognized for longevity as well as recognizing staff whose performance is outstanding. Council will review how recognition is celebrated at peer institutions and provide recommendations for possible changes or additions to ISU's current practices.

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

Ms. McManama reported that student leaders recently met with the planning team in charge of developing a new student recreational facility for the campus. Four different plans were submitted. Students were asked to give feedback on which plan might be best. Further information will be shared next month.

SGA continues to work on a survey to bring USA Today to campus. Several organizations have had discussions regarding bringing an outside newspaper to campus in addition to The Statesman. The survey will be available on line beginning next week.

SGA elections are coming up in February with a new president and vice president to be elected and take office in March.

H. RENEWAL RATE FOR HEALTH PLAN EXCESS COVERAGE (Mr. Sanders)

Standard Security (Majestic Underwriters) currently underwrites the excess coverage (reinsurance) for the medical plan. Final renewal information was not available at the December Board meeting. Continued negotiations with Standard resulted in the University retaining a specific deductible of \$225,000/covered person/calendar year.

Current and proposed monthly rates are as follows:

	<u>2004 Rate</u>	<u>2005 Proposed Rate</u>
Majestic Reinsurance	\$7.27	\$9.38

This administrative fee is paid on all active employees and retirees not yet on Medicare. It is not paid on retirees with Medicare.

Recommendation: Approval of the continuation of the Health Plan Excess Coverage with Standard Security (Majestic Underwriters) as outlined above, effective January 1, 2005.

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

I. SUPPORT STAFF COUNCIL BYLAWS (Mr. Sanders)

Recommendation: Approval of the revised Support Staff Council Bylaws presented in Exhibit A.

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

J. RESIDENCE HALLS CONTRACT BUY-OUT PROCESS (Dr. Ramey)

Indiana State University's housing policy requires that all single first year students (less than 32 earned academic hours) live in university residence halls unless they commute from a parent's home (within 60 miles one-way) or have a valid exception. Students who have lived in university residence halls for two (2) semesters are exempt from this policy.

Many students and parents view the residence hall contract not as a legal document but as a service agreement that can be canceled at will. This change in student-parent perception of contractual obligation has occurred at many schools throughout the country. The university cannot afford to operate residence halls that are not needed. Halls are opened and funded based on a specific level of occupancy. Students who break their contracts leave the remaining students to pay a greater share of the fixed costs. In the long run, this costs all students more.

Many schools, including some in Indiana, have stopped putting their students through the contract release process by implementing a contract buy-out. This process allows the student under contract the "freedom" to live where he/she chooses, and the university to recover some of the costs that were incurred when a hall was opened that may not have been needed. A review of the process used by the state universities in Indiana found that Ball State University charges 65% of the remaining contract, and Indiana University charges 75% of the remaining contract.

Residential Life proposes a contract buy out option be implemented at ISU, and the amount charged to be set at 65% of the remaining contract. The buy-out represents the budget shortfall that Indiana State University must absorb if a student elects to break his/her contract. This excludes dining service charges

assessed by Sodexo for a student's meals. This represents the fixed costs that ISU housing and ISU food services need to recover if a contract is released. Buyouts of the Housing/Dining contract will be offered only during the academic year, and only to students not covered by the University Housing Policy.

Recommendation: Approval of the Residence Halls Contract Buy-Out Process, effective July 1, 2005.

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

K. RESIDENCE HALLS/UNIVERSITY APARTMENTS RATE PROPOSAL, 2005-06 (Dr. Ramey)

Residential Life is proposing an annual rate of \$5,937.76 for the 2005-06 academic year to be applied to all students with less than 56 academic credit hours. The rates for upper class residence hall students will, as in the past, remain frozen at their sophomore level as long as sufficient academic progress is shown. The rate for students with 56-86 credit hours will be \$5,610.15, and the rate for students with 87 or more hours will be \$5,297.20

This increase is needed to fund compensation adjustments, an increase in the cost of health benefits for 2005, an additional contribution for utilities, and an anticipated increase in cable television services rates. Budget reductions include a major reduction in capital expenditures, a reduction in operating expenses for one residence hall, and a reduction in the food service contribution to reserves. Even with these conservative cost increases and line item budget reductions Residential Life still requires additional revenues in the amount of \$780,000. The rate increases just cover this deficit and generate no additional money for future program or facility enhancements, or increased reserve contribution.

An average increase of \$28.00 per month is proposed for University Apartments. This increase continues the practice of aligning ISU's rates with those in the community. Basic cable television service will be added to the features offered at University Apartments beginning in the fall of 2005. ISU rates now include all utilities except long distance telephone.

Recommendation; Approval of the Residence Hall Rate Proposal for 2005-06, effective August 17, 2005, and University Apartments Rate Proposal, 2005-06, effective August 1, 2005, as presented in Exhibit B.

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

L. IN MEMORIAM (Mr. Schafer)

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

Perry W. Denny, Carpenter (retired), Facilities Management, died on December 10, 2004.

Opal B. Foshaar, Housekeeping (retired), Residential Life, died on November 27, 2004.

Gladys Williams, Housekeeping (retired), Residential Life, died on November 20, 2004.

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

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

INDIANA STATE UNIVERSITY SUPPORT STAFF COUNCIL BYLAWS

Article I

NAME

The name of the organization shall be the Indiana State University Support Staff Council (COUNCIL).. (Hereafter in this document, the term "Council" shall refer to the Support Staff Council unless otherwise noted.)

Article II

MISSION AND GOALS

Mission Statement

The Indiana State University Support Staff Council is an advisory body that represents the support staff community through servant leadership. We consistently strive to insure, promote and foster equitable treatment and enhanced communication between support staff and administration for continuous improvement of working relationships within the ISU Community.

Goals of the Council

1. To facilitate and maintain communication between support staff and University administration.
2. To serve as an advocate for support staff.
3. To disseminate information to all support staff.
4. To promote a healthy, safe and equitable working environment.

Article III

MEMBERSHIP

The Council shall consist of twenty-four (24) voting members defined as eight (8) voting groups hereafter referred to as districts. Each district shall elect three (3) representatives to make up the twenty-four (24) voting members.

Districts

The Council is comprised of eight districts. The districts are, where possible, geographically composed.

District representation will be re-evaluated when Council deems necessary.

Qualifications

Any support staff employee who has successfully completed his or her initial probationary period (90 days) shall be eligible for election to membership on the Council.

Nominations and Election Process¹

1. The Election Committee shall prepare and post nomination forms for each individual district to the Council website. Hard copies will be sent via campus mail to districts 1, 2, and 5. With the nomination forms will be a list of all support staff employees in the district. The nomination forms must be returned to a designated campus address within seven (7) days of the date on the request for nominations.
2. The Election Committee shall prepare and distribute a ballot to each support staff employee for each of the eight districts. The ballot will list the names of all candidates accepting nomination in each district. The ballot shall be returned to a designated campus address within seven (7) days of the date on the ballot.
3. The individual in each district receiving the highest number of votes will be asked to serve as a representative to the Council.
4. Letters will be sent from the Council Chairperson to the district representatives elected, with copies to their supervisor and/or department head.

¹ From 2005 to 2009 a transitional process will be in place for representative elections. The transitional process will allow a change from all representatives in a district being elected in the same year to a staggered election process where, beginning in 2009, one representative from each district will be elected to a three-year term each year.

Duties and Responsibilities

District representatives will:

- participate in all phases of Council business;
- serve on Council committee(s) as appointed;
- attend all scheduled meetings of the Council;
- initiate communication among their constituents to encourage discussion of matters affecting support staff employees;
- give ample notification to their supervisor and/or department head of scheduled Council and committee meetings. Representatives will be in regular pay status for meetings held during the regular working hours.

Terms of Membership

Membership on Council shall be for a three-year period. District representatives may be elected for two consecutive terms (for a total of six consecutive years). After a one-year absence from Council, former representatives are eligible to run for representation during the next election. The representative term shall begin on the first day of June following election to the Council.

Relocation Within the University

A representative who permanently transfers to a different district than elected to, must resign as a Council representative.

Request for Leave of Absence

By outlining reasons in writing to the Chairperson of Council, a representative may request a leave of absence from Council membership for a partial period of the representative's term.

The Chairperson of Council will present any request for a leave of absence to the Council at the first meeting following receipt of the request. Upon a two-thirds (16 representatives) affirmative vote of the Council the leave of absence shall be granted and the responsibility of filling the temporary vacancy will be referred to the Election Committee.

Attendance Policy

The Council attendance policy is designed to assure constituents have equal representation to the Council. Representatives are elected to serve the constituents and there is an expectation that they will attend all monthly Council meetings.

In an effort to inform constituents that they are being satisfactorily represented, the Council Secretary will include excused and unexcused absences in the minutes of each monthly meeting.

Excused absences include:

- Illness/Family Emergency
- Work Related
- Vacation
- Jury Duty

Unexcused absences include:

- No notification to an executive officer in advance of a meeting.
- No reason given to an executive officer for an absence.

If a representative has two absences from Council meetings within a six month period, the representative will receive a letter from the Chair of the Council reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.

If the representative is absent from another meeting during the successive six months following the date of the Chair's letter, members of the Executive Committee will review the absences and the representative may be asked to step down.

If the representative is asked to step down due to excessive absences and chooses not to, a vote of Council representatives will take place at the next regularly scheduled Council meeting regarding the removal of the representative from Council. Upon a two-thirds (16 representatives) affirmative vote of the Council the representative will be removed.

Guidelines for Proxy Vote

If a representative cannot attend a scheduled monthly meeting but wishes to participate in the voting process for items included on the agenda, the representative must send a written vote (including a signature) or send an email vote (from the representative's email account) to a member of the Executive Committee by 8:00 a.m. the day of the scheduled Council meeting.

A maximum of two proxy votes per representative per year will be allowed.

Petition for Recall

A representative may be removed by a Petition for Recall. The petition must outline the reason for removal and must be submitted to the Council Chairperson. The petition must also contain the signatures of at least 51% of the constituents in the representative's district.

Upon receipt of the Petition for Recall, the Council Chairperson will inform the representatives of the petition for removal and ask the Election Committee to verify the validity of the signatures. Upon verification of the signatures, the representative shall cease to be a member of Council effective immediately.

Article IV

ELECTION OF OFFICERS AND OFFICER DUTIES

The executive officers of Council shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. Officers of Council must be district representatives and will be elected by Council representatives.

1. All executive officer positions will be elected each year.
2. Each office may be held for no more than three consecutive years by the same person.
3. A representative who holds the same office for three consecutive years is eligible to run for another officer position upon completion of the third year of service.

4. After holding a position for three consecutive years, a representative may run for the same office again only after a one-year absence from the position.

Duties of Chairperson

The Chairperson will:

- preside at all Council meetings;
- prepare and distribute agendas for Council meetings;
- chair Executive Committee meetings;
- enforce all regulations and policies of Council;
- bring before Council all matters appropriate for consideration by the group;
- be available for consultation with the Indiana State University President, Vice Presidents, and Board of Trustees;
- appoint members of the Council Standing Committees (excluding the Scholarship committee);
- nominate representatives to University Committees;
- call special meetings of Council when deemed necessary;
- encourage representatives to attend appropriate University events;
- assume the duties of the Council Vice Chairperson in his/her absence;
- vote on motions at Council only in the event of a tie;
- acquaint his/her successor with the duties and responsibilities of the office of Chairperson of Council.

Rulings by or actions of the Chairperson of Council are subject to discussion by Council and may be changed by a majority vote (16 representatives) of the total membership of Council.

Duties of Vice Chairperson

The Vice Chairperson will:

- assume the duties of the Council Chairperson in his/her absence;
- convene the first meeting of the year for Council standing committees;
- acquaint his/her successor with the duties and responsibilities of the office of Vice Chairperson of Council.

Duties of Secretary

The Secretary will:

- record all resolutions and proceedings of Council meetings;
- record attendance of representatives at Council meetings;
- provide Council meeting minutes to Support Staff employees via electronic and/or paper medium;
- forward to University Archives Council meeting minutes, Bylaws changes, and any other documents as requested by the Executive Committee;
- maintain an accurate and current copy of Council Bylaws;
- maintain current year committee records
- maintain an accurate and current database of all Support Staff;
- acquaint his/her successor with the duties and responsibilities of the office of Secretary of Council.

Duties of Treasurer

The Treasurer will:

- report balances of all accounts to Council at each monthly meeting;

- pay or cause to be paid all bills as directed by the Executive Committee;
- reconcile all statements of accounts;
- prepare an annual financial report of all accounts;
- acquaint his/her successor with the duties and responsibilities of the office of Treasurer.

Petition for Recall

An executive officer may be removed by a Petition for Recall which outlines the reason for removal and is submitted to the Chair of the Election Committee. The petition must contain the signatures of a majority (51%) of Council representatives.

Upon receipt of the Petition for Recall, the Election Committee Chair will verify the validity of the signatures and inform the officer of the petition for removal. The Petition for Recall will be presented at the next regular Council meeting. Upon an affirmative vote of two-thirds (16 representatives) the representative shall cease to be an officer of Council effective immediately. The vacancy will be referred to the election committee.

Article V

MEETINGS

Every effort will be made to use reasonable and responsible judgment in the scheduling of meetings.

Regular Council Meetings

Regular meetings of the Council are open to the public and will be held on a designated day of each month of the year. A quorum for the transaction of business shall be two-thirds (16 representatives) of Council. The Council Chairperson shall call special meetings of the Council when deemed necessary.

Constituency Meetings

At least one annual meeting of the Council's constituents will be held each year. Special meetings may be called by the Council when necessary. Any representative may call a meeting of his/her respective district constituents.

Article VI

COUNCIL COMMITTEES

Section I. Executive Committee

Executive Committee

- Shall be comprised of the officers of the Council and shall meet at the discretion of the Council Chairperson.
- Shall act on behalf of the Council between regular Council meetings as necessary. The Executive Committee must report to Council any action taken. The Executive Committee may not take any action which is contrary to prior actions of Council.

Section II. Council Standing Committees

Committee Guidelines

- Members of standing committees (excluding the Scholarship Committee) shall be appointed by Council executive officers. In addition to representatives, Council officers may appoint persons outside Council to serve on standing committees. The term of service shall be two years.
- Each committee will elect its own Chairperson at the first meeting of the year, which will be convened by the Vice Chairperson of Council.
- A budget will be available for each committee for promotion and purchase of items needed for COUNCIL events. Once the budget for a committee is approved by full Council, the Chair of the committee will have authority to make expenditures from the budget. If a purchase will cause the committee's budget to be overdrawn, the Committee Chair is expected to bring the issue to the Executive Committee for approval prior to the purchase. The expense will be reported at the next regular Council meeting.
- Final drafts of committee proposals require Council approval.
- Standing committees will submit minutes from each meeting to the Secretary of Council.

- Each standing committee will, upon request, act as a resource to the other standing committees or Council.
- Each standing committee will submit an annual report of activities for inclusion in the Support Staff Council Annual Report.

Failure to abide by the above provisions may result in the committee chairperson and/or committee members being removed and the selection of a new committee chairperson and/or members by the Executive Committee.

Election Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall assume responsibility for carrying out representative elections and/or replacement as specified in Article III, Section II.
- Shall convene and conduct the election of officers.

Salary and Employee Benefits Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall serve as an advisory body to the Council in reference to salary and employee benefits.
- Shall review and prepare recommendations regarding adjustments to salary and employee benefit programs for support staff and report its findings to Council.
- With approval from Council shall initiate correspondence with outside constituencies regarding salary and employee benefits.

Employee Relations Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.

- Shall serve as an advisory body to the Council in reference to improvements in working conditions and the environment for support staff employees.
- Shall explore professional development opportunities for all support staff employees.
- Upon request, shall assist support staff employees through grievance procedures as outlined in the Indiana State University Handbook.

Public Relations Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall coordinate all publicity for Council.
- Shall aid in the employee orientation process.
- Shall promote positive recognition of the support staff.
- Shall appoint a member to maintain the Support Staff Council website in collaboration with the Executive Committee.

Research Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall evaluate the system of district representation when Council deems necessary.
- Shall serve as an investigative body for questions brought before Council which are not applicable to a certain committee and assist other committees upon request.

Scholarship Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts appointed by the Executive Director of Human Resources.
- Shall coordinate the scholarship application process.

- Shall act as the awarding body for the Scholarship Fund.
- Shall research and implement a process of fundraising for the Support Staff Scholarship Fund.
- Will keep the Executive Committee apprised of all scholarship activity.

Special Committees

Representatives and other support staff at ISU will be appointed to special committees by the Executive Committee as needed.

Section III. Other Committees

University Committees

Support staff employees serve on University committees by Presidential appointment. The Executive Committee will recommend support staff for these committees to the President or his/her designee. Support staff representatives on University committees shall present committee reports to Council as requested.

Presidential Committees and Taskforces

Presidential committees and taskforces are University committees assembled by Indiana State University Presidential order. The length of service varies for each taskforce. Council representatives to Presidential committees and taskforces shall present reports to Council as requested.

Article VII

AMMENDMENTS TO BYLAWS

Any member of Council may present in writing an amendment to the Bylaws at any regular Council meeting. The amendment shall be referred to the Research Committee for review and presented for action at the next regular Council meeting. The amendment shall be voted upon at two successive meetings, published in the minutes of those meetings, and must be approved by two-thirds (16 representatives) of the membership of Council at each meeting.

After approval by Council, all amendments shall be presented to the Indiana State University President for review, then to the Indiana State University Board of Trustees for final approval.

Approved October 14, 2004
Approved November 11, 2004

INDIANA STATE UNIVERSITY
 Residence Hall Rate Proposal for 2005-06
 Effective August 17, 2005

	<u>87 more</u> <u>2003-04</u>	<u>56-86</u> <u>2004-05</u>	<u>Less 56</u> <u>2005-06</u>
<u>All Halls Except Lincoln Quad.</u>			
<u>Hines/Jones Hall & Pickerl Hall</u>			
Room and Standard Board Plan	5,297.20	5,615.10	5,937.76
<u>Lincoln Quad.</u>			
Room and Standard Board Plan	5,416.20	5,734.10	6,056.76
<u>Hines/Jones Hall</u>			
Room and Standard Board Plan	5,552.20	5,870.10	6,192.76
<u>Optional Accommodations</u>			
Commons Advantage	357.00	357.00	357.00
Combo Advantage	228.82	228.82	228.82
Credit Advantage	156.06	156.06	156.06
Single Room	850.00	850.00	850.00
2-Student in 21 Room (Blumberg)	326.40	326.40	326.40
L.Q. - D Room (Single Occupancy)	850.00	850.00	850.00

INDIANA STATE UNIVERSITY
 University Apartments Rate Proposal for 2005-06
 Effective August 1, 2005

Student Rate: monthly

<u>100 Farrington Street: Unit 1</u>	<u>2004-05</u>	<u>Increase</u>	<u>2005-06</u>
One Bedroom Furnished Apartments	\$466.00	28.00	\$494.00
Two Bedroom Furnished Apartments	523.00	32.00	555.00
<u>200 Farrington Street: Unit 2</u>			
One Bedroom Unfurnished Apartments	388.00	23.00	411.00
Two Bedroom Unfurnished Apartments	460.00	27.00	487.00
<u>201 Crawford Street: Unit 3</u>			
One Bedroom Unfurnished Apartments	430.00	26.00	456.00
Two Bedroom Unfurnished Apartments	497.00	30.00	527.00
Three Bedroom Unfurnished Apartments	585.00	35.00	620.00
<u>101 Crawford Street: Unit 4</u>			
One Bedroom Unfurnished Apartments	430.00	26.00	456.00
Two Bedroom Unfurnished Apartments	497.00	30.00	527.00
Three Bedroom Unfurnished Apartments	585.00	35.00	620.00

Faculty/Staff Rate: monthly

<u>100 Farrington Street: Unit 1</u>			
One Bedroom Furnished Apartments	536.00	28.00	564.00
Two Bedroom Furnished Apartments	593.00	32.00	625.00
<u>200 Farrington Street: Unit 2</u>			
One Bedroom Unfurnished Apartments	458.00	23.00	481.00
Two Bedroom Unfurnished Apartments	530.00	27.00	557.00
<u>201 Crawford Street: Unit 3</u>			
One Bedroom Unfurnished Apartments	500.00	26.00	526.00
Two Bedroom Unfurnished Apartments	567.00	30.00	597.00
Three Bedroom Unfurnished Apartments	655.00	35.00	690.00
<u>101 Crawford Street: Unit 4</u>			
One Bedroom Unfurnished Apartments	500.00	26.00	526.00
Two Bedroom Unfurnished Apartments	567.00	30.00	597.00
Three Bedroom Unfurnished Apartments	655.00	35.00	690.00

SECTION I
Exhibit C
January 13, 2005

IN MEMORIAM

Perry W. Denny

Opal B. Foshaar

Gladys Williams

IN MEMORIAM

Perry W. Denny

WHEREAS, Perry W. Denny, Carpenter (retired) in Facilities Management, died on the tenth day of December two thousand four and;

WHEREAS, Perry W. Denny had given loyal and devoted service to Indiana State University for twenty-six years and had gained the respect of those who knew him as a dedicated co-worker and friend;

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

Opal B. Foshaar

WHEREAS, Opal B. Foshaar, Housekeeper in Gillum Hall, died on the twenty seventh day of November two thousand and four; and

WHEREAS, Opal B. Foshaar had given loyal and devoted service to Indiana State University for eleven years and had gained the respect and affection of those who knew her as a co-worker and friend; and

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

Gladys M. Williams

WHEREAS, Gladys M. Williams, Custodian (retired) in Sandison Housing, died on the twentieth day of November two thousand and four; and

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

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.

SECTION II

JANUARY 13, 2005

A. FINANCIAL PERFORMANCE REPORT (Mr. Floyd)

The Financial Performance Report for the period ending November 2004 is presented in Attachment 1 as an information item.

B. VENDORS REPORT (Mr. Floyd)

The Vendors Report is presented in Attachment 2 as an information item.

**Indiana State University
Internal Management Report
Financial Performance Analysis
Current Fund Operation
End of November 2004**

INDIANA STATE UNIVERSITY
 CURRENT OPERATING REVENUE SUMMARY
 Comparisons of Budget by Month and YTD
 As of November 2004

	For the Month of November			Year to Date			
	Revenue 11/30/03	Budget 11/30/04	Revenue 11/30/04	Variance	Accumulated Budget through Nov-04	Accumulated YTD Actual through Nov-04	Accumulated Variance
<u>Revenues</u>							
State of Indiana							
Operational	\$ 6,490,770	\$ 6,577,456	\$ 6,577,456	\$ -	\$ 32,887,281	\$ 32,887,281	\$ -
Fee Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DegreeLink	\$ 41,698	\$ 41,698	\$ 41,698	\$ -	\$ 208,490	\$ 208,490	\$ -
Gross Student Fees	\$ (82,842)	\$ (86,404)	\$ (126,715)	\$ (40,311)	\$ 22,130,891	\$ 21,677,152	\$ (453,739)
Other Fees and Charges	\$ 35,216	\$ 16,233	\$ 44,047	\$ 27,814	\$ 559,049	\$ 571,634	\$ 12,585
Sales and Services	\$ 88,758	\$ 79,000	\$ 83,702	\$ 4,702	\$ 301,168	\$ 225,080	\$ (76,088)
Rent, Interest, Dividends, and Gifts	\$ 158,803	\$ 160,499	\$ 152,399	\$ (8,100)	\$ 758,112	\$ 752,180	\$ (5,932)
Miscellaneous Income	\$ 166,116	\$ 115,614	\$ 120,311	\$ 4,697	\$ 976,956	\$ 1,052,330	\$ 75,374
Total Budgeted Revenue	\$ 6,898,519	\$ 6,904,096	\$ 6,892,897	\$ (11,199)	\$ 57,821,947	\$ 57,374,146	\$ (447,800)
Encumbrances and Carryforward	\$ 6,784,171	\$ 7,745,205	\$ 7,745,205	\$ -	\$ 7,745,205	\$ 7,745,205	\$ -
Revenue from other accounts	\$ 368,729	\$ 1,046,460	\$ 1,046,460	\$ -	\$ 4,500,013	\$ 4,500,013	\$ -
Total Revenues	\$ 14,051,419	\$ 15,695,761	\$ 15,684,562	\$ (11,199)	\$ 70,067,165	\$ 61,680,008	\$ (447,800)

INDIANA STATE UNIVERSITY
 CURRENT OPERATING EXPENSE SUMMARY
 Comparisons of Budget by Month and YTD
 As of November 2004

	For the Month of November			Year to Date			
	Expense Nov-03 (incl commit)	Budget Nov-04	Expense Nov-04 (incl commit)	Variance	Accumulated Budget through Nov-04 (incl commit)	Accumulated YTD Actual through Nov-04 (incl commit)	Accumulated Variance
Salaries and Wages	\$ 6,209,773	\$ 6,440,065	\$ 6,425,270	\$ 14,795	\$ 27,530,955	\$ 27,535,669	\$ (4,714)
Fringe Benefits	\$ 2,049,498	\$ 2,346,730	\$ 2,188,139	\$ 158,591	\$ 9,720,271	\$ 9,505,955	\$ 214,316
Student Wages	\$ 264,475	\$ 245,060	\$ 249,010	\$ (3,950)	\$ 1,196,272	\$ 1,195,416	\$ 856
Utilities	\$ 2,121,861	\$ 2,240,084	\$ 2,110,804	\$ 129,280	\$ 4,376,444	\$ 4,146,732	\$ 229,712
Training, Representation, and Travel	\$ 564,458	\$ 515,591	\$ 480,491	\$ 35,100	\$ 837,168	\$ 822,314	\$ 14,854
Student Aid	\$ 16,400	\$ 19,562	\$ 37,342	\$ (17,780)	\$ 4,373,732	\$ 4,445,932	\$ (72,200)
Bond and Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies and Expense	\$ 1,759,034	\$ 1,977,835	\$ 1,972,359	\$ 5,476	\$ 7,639,307	\$ 7,725,918	\$ (86,611)
Repairs and Maintenance	\$ 528,160	\$ 827,127	\$ 790,476	\$ 36,651	\$ 1,899,735	\$ 1,854,545	\$ 45,190
Capital Equipment	\$ 766,782	\$ 698,322	\$ 655,670	\$ 42,652	\$ 2,389,728	\$ 2,349,922	\$ 39,806
Transfer Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ 656,009	\$ -	\$ 656,009
Total Expenditures	\$ 14,280,441	\$ 15,310,376	\$ 14,909,561	\$ 400,815	\$ 60,619,621	\$ 59,582,403	\$ 1,037,218
Net Performance	\$ (229,022)	\$ 385,385	\$ 775,001	\$ 389,616	\$ 9,447,544	\$ 2,097,605	\$ 589,418

November 2004

Management Discussion and Analysis

Revenues

Student Fees

Fall tuition shows a \$40,311 unfavorable variance for November due to the processing of student withdrawals and adjustments. For the year, tuition income is below the expected budget by \$453,739 due to a decline of enrollment for the fall semester. The fall semester tuition is \$648,658 below budget, and is offset by \$194,919 of Summer II tuition received above the budgeted amount.

Other Fees and Charges

Other Fees and Charges shows a \$27,814 favorable variance for November as collection fees were ahead of budget by \$8,450 and change of course fees were ahead of budget by \$14,450. For the year, these revenues are up by \$12,585. This is the result of change of courses fees that were up by \$71,512, while deferment fees, collection fees, and Independent Study fees declined by \$19,812, \$13,067 and \$28,004 respectively.

Sales and Services

Sales and Services had a small favorable variance for November of \$4,702. The year to date income is below budget by \$76,088. This is due to parking violations being below budget by \$57,186 and Facilities Management work orders down by \$30,373, while scrap materials were up by \$10,923.

Rent, Interest, Dividends & Gifts

Rent and Interest shows an \$8,100 unfavorable variance for November due to motor vehicle rental income below budget by \$6,768. For the year, the income is down by \$5,932; this is a result of motor vehicle rental income down by \$6,651.

Miscellaneous Income

Miscellaneous Income shows a favorable variance of \$4,697 for November as a result of indirect cost recovery on grants and contracts being \$6,363 above budget. For the year, Miscellaneous Income is up \$75,374. Indirect cost recovery is above budget for the year by \$81,707 while other income is down by \$6,333.

Expenses

Salaries and Wages

Salaries and Wages show a \$14,795 favorable variance for November due to administrative staff savings of \$15,372 and support staff savings of \$176,893 while overtime was over budget by \$47,055, instructional salaries were over by \$46,825 and graduate assistantships were over by \$31,906. The year to date shows a cumulative deficit of \$4,714. This does not include the \$231,310 of favorable variance transferred quarterly to Repair and Replacement Funds that occurred in October.

Fringe Benefits

Fringe Benefits had a \$158,591 positive variance for the month of November. This was the result of \$28,090 in PERF savings, \$25,614 of retirement TIAA/CREF contributions, \$49,628 of retiree medical insurance, and \$30,824 of FICA. The accumulated amount through November shows a \$214,316 favorable variance which does not include the \$460,915 transferred on a quarterly basis to the Repair and Replacement Funds in October.

Student Wages

Student Wages showed an unfavorable variance of \$3,950 for November and a positive variance of \$856 for the year. These expenses are on track with the current budget and prior year expenditure patterns.

Utilities

Utilities have a positive variance of \$129,280 for the month of November due to savings in natural gas due to favorable weather conditions. The accumulative variance of \$229,712 is due to natural gas savings of \$234,129 and all other utilities being slightly over budget.

Training, Representation, and Travel

Training, Representation, and Travel expenditures show a favorable variance of \$35,100 for November and \$14,854 for the year. Expenditures for fiscal year 2005 are running behind fiscal year 2004 by \$78,461.

Student Aid

Institutional Student Aid shows an unfavorable variance of \$17,780 for November and a \$72,200 unfavorable year-to-date variance. Expenditures for the fiscal year 2005 are up \$736,681 from the prior year due to increases in the tuition rates and the change of the mix of students that are predominately on the new student fee structure.

Supplies and Expenses

Supplies and Expenses had a favorable variance of \$5,476 for the month of November and an accumulative unfavorable variance of \$86,611. The unfavorable variance has to do with the pattern of spending that occurred with the start of the academic year and will slow during the second half of the year to stay on course with the current budget.

Repairs and Maintenance

Repairs and Maintenance shows a favorable variance of \$42,652 for November and an accumulative favorable variance of \$45,190. Expenditure levels for fiscal year 2005 have increased over fiscal year 2004 due to Information Technology maintenance agreements recorded earlier in the year.

Capital Equipment

Capital Equipment shows a favorable variance of \$42,652 for November and a year-to-date favorable variance of \$39,806. The current year expenses are ahead of last year by \$224,204 due to a large number of purchase orders carried forward into the new year.

The following vendors have accumulated purchases from the University for the time period July 1, 2004 through November 30, 2004 (Fiscal Year) in excess of \$250,000:

**Vendors with Purchases Exceeding \$250,000
November 1, 2004 through November 30, 2004**

<u>Vendor Name</u>	<u>Current YTD Paid</u>	<u>Services Rendered</u>
ST Construction	\$ 351,080	Parking Lot M Renovation, Island G and Miscellaneous Concrete Repairs
Indiana Department of Corrections	640,374	Academic Courses
Forrest Sherer Inc	732,612	Liability and Auto Insurance Premiums for 11/1 through 10/31

**Previously Reported Vendors with Purchases
Exceeding \$250,000**

Wabash Valley Asphalt Co Inc	\$ 297,644	Parking Lot D for Drivers Education Use and Parking Lot A Repaving
Public Employees Retirement Fund	303,585	Employee Retirement Contributions
Hannig Construction Inc	314,040	Science Lab #13 Upgrade
Staples	330,035	Office Supplies and Other Supplies
Educational Marketing Group Inc	380,957	University Advertising
SMC Inc	388,993	Holmstedt Hall HVAC Upgrade Phase II and Phase III
Life Insurance Company of North America	396,230	Disability Income and Waiver Payments
Delta Dental Plan of Indiana	402,343	Dental Payment Reimbursements
NRK Inc	499,594	Sycamore Complex Switchgear Repl and Family and Consumer Science Emergency Power System
Frasca International Inc	600,000	Two Flight Simulators
Energy USA-TPC	607,622	Natural Gas Contract Purchases
Schmidt Associates Architects	610,601	Architectural Fees for University Hall
CDI Inc	663,518	Stalker Hall Renovation, Softball Field Renovation, and Dede I Remodeling
Beck Studios	711,942	Hulman Center Motorized Lifting Equipment and Installation
First Financial Bank	850,000	VEBA Contributions
Dell Marketing LP	946,628	Computer Equipment, Software, and Supplies
PCS Health Systems, Inc	1,277,803	Prescription Drug Coverage
Cingery Services Inc	1,601,115	Electricity Utility Payments
Sodexo Inc and Affiliates	3,045,950	Dining and Catering Services
J F Molloy and Associates Inc	4,476,675	University Medical Payments

SECTION III

JANUARY 13, 2005

PERSONNEL (Mr. Schafer)

Recommendation: Approval of all the items in this section.

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

A. FACULTY

1. Appointments

Part-Time Temporary Faculty Appointments

(Effective August 19, 2004, unless otherwise indicated)

Sandra Clevenger; Lecturer I, Department of Music; B.S., Indiana State University (special credentials on file); three hours; salary \$2,025.

Dorothy Farr Lindsay; Lecturer II, Department of Economics; M.P.A., Indiana State University; three hours; salary \$2,400, prorated from the effective date of September 24, 2004.

Part-Time Temporary Faculty Appointments

(Effective January 10, 2005, unless otherwise indicated)

Gladys Arome; Lecturer III, Department of Curriculum, Instruction, and Media Technology; Ph.D., Barry University; nine hours; salary \$9,000.

Tonya Balch; Lecturer III, Department of Counseling; M.A., Indiana State University; three hours; salary \$3,000.

Tracy A. Burke; Lecturer III, Department of Educational Leadership, Administration, and Foundations; Ph.D., Indiana State University; two hours; salary \$2,000.

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

Mark J. Clauss; Lecturer III, Department of Manufacturing and Construction Technology; M.S., Indiana State University; three hours; salary \$3,600.

Kathleen A. Clifford; Lecturer III, Department of Communication Disorders; M.S., Indiana State University; six hours; salary \$9,000.

Sharon H. Conner; Lecturer III, Department of Counseling; M.S., Purdue University; one and one half hours; salary \$1,500.

Gary L. Conway; Lecturer III, Department of Counseling; M.S., Indiana University; one and one half hours; salary \$1,500.

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

Christina L. Falley; Lecturer III, Department of Counseling; M.A., University of Houston, Clear Lake; three hours; salary \$4,000.

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

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

Cynthia L. Gloye; Lecturer III, Department of Communication Disorders; M.Ed., Indiana State University; three hours; salary \$3,000.

Jay A. Goodier; Lecturer III, Department of Communication Disorders; M.S., Indiana State University; three hours; salary \$4,500.

James W. Hanna; Lecturer III, Department of Educational Leadership, Administration, and Foundations; M.S., Indiana State University; one hour; salary \$1,000.

Linda J. Hanner; Lecturer III, Department of Counseling; Ph.D., Indiana State University; three hours; salary \$3,000.

David A. Harris; Lecturer II, Department of Curriculum, Instruction, and Media Technology; M.S., Indiana State University; two hours; salary \$1,800.

Joe Houghtelin; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S., Indiana State University; twelve hours; salary \$12,000.

Lynda J. Keim; Lecturer III, Department of Elementary, Early, and Special Education; M.A., Ball State University; three hours; salary \$3,999.

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

Robin A. Lemmon; Lecturer III, Department of Counseling; Ph.D., Indiana State University; three hours; salary \$3,000.

Marsella K. Schrader; Lecturer III, Department of Counseling; Ph.D., Purdue University; three hours; salary \$3,000.

Christina M. Summers; Lecturer II, Department of Theater; M.A., Indiana State University; three hours; salary \$2,400.

Monica Tener-Smith; Lecturer III, Department of Counseling; M.Ed., Indiana State University; 1.5 hours; salary \$1,500.

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

Glenna J. Timmons; Lecturer III, Department of Elementary, Early, and Special Education; M.Ed., Indiana State University; three hours; salary \$3,999.

Robert G. Watts; Lecturer III, Department of Educational Leadership, Administration, and Foundations; M.A., Indiana State University; three hours; salary \$3,000.

James Waugh; Lecturer III, Department of Curriculum, Instruction, and Media Technology; M.S., Indiana State University; twelve hours; salary \$12,000.

Eileen P. Ziegler; Lecturer III/Student Teaching Supervisor, Department of Curriculum, Instruction, and Media Technology; M.A., The University of Iowa; twelve hours; salary \$10,200.

2. Changes of Status and/or Rate:

Ronald T. Allen; from a temporary one-year appointment as Assistant Professor, Department of Aerospace Technology, to a tenure-track appointment as Assistant Professor, Department of Aerospace Technology; salary \$53,550; effective August 18, 2004.

Mary Ann Boose; from Associate Professor of Insurance and Risk Management, Analytical Department; to Insurance and Risk Management Program Coordinator and Associate Professor of Insurance and Risk Management; stipend of \$2,000 for this added responsibility for the 2004-05 academic year.

Newell E. Chiesl; from Professor of Marketing, Organizational Department, to Marketing Program Coordinator and Professor of Marketing; stipend of \$2,000 for this added responsibility; for the 2004-05 academic year.

Jay D. Gatrell; from Assistant Professor, Department of Geography, Geology, and Anthropology, and Coordinator of Social Science Education, to Administrative Fellow for Curriculum and Graduate Studies, College of Arts and Sciences, and Assistant Professor, Department of Geography, Geology, and Anthropology, and Coordinator of Social Science Education; stipend of \$3,000 for this added responsibility; effective for the spring semester of the 2004-05 academic year.

Constance A. McLaren; from Professor of Operations Management and Analysis, Analytical Department, to Operations Management and Analysis Program Coordinator and Professor of Operations Management and Analysis; stipend of \$2,000 for this added responsibility; for the 2004-05 academic year.

William H. Moates; from Associate Professor of Management Information Systems, Organizational Department, to Management Information Systems Coordinator and Associate Professor of Management Information Systems; stipend of \$1,000 for this added responsibility; for the fall semester of the 2004-05 academic year.

Joseph Tenerelli; from Professor, Department of Communication, to Director of the Alliance for Excellence, Engagement, and Experience and Professor, Department of Communication; salary \$82,511 per fiscal year, prorated for the period of January 1, 2005, through June 30, 2005.

William J. Wilhelm; from Assistant Professor of Business Education, Information, and Technology, Organizational Department, to Business Education, Information, and Technology Program Coordinator, and Assistant Professor of Business Education, Information, and Technology; stipend of \$2,000 for this added responsibility; for the 2004-05 academic year.

Debra A. Worley; from Associate Professor, Department of Communication, to Acting General Education Coordinator, and Associate Professor, Department of Communication; salary \$70,088 per fiscal year, prorated for the period of January 1, 2005, through June 30, 2005.

Tarek S. Zaher; from Professor of Finance, Analytical Department, to Finance Program Coordinator and Professor of Finance; stipend of \$2,000 for this added responsibility; for the 2004-05 academic year.

3. Resignations

Jeffrey L. Alexander; Department of Physical Education; effective December 18, 2004.

S. Jill Jameson-Black; Department of Counseling; effective December 18, 2004.

Marcus B. Stone; Department of Athletic Training; effective May 7, 2005.

Elizabeth A. Waggoner; Departments of Criminology and Psychology; effective December 18, 2004.

4. Retirement

Jeffrey L. Schrink; Professor and Chairperson, Department of Criminology; retirement leave during the spring semester of the 2005-06 academic year; retirement effective May 6, 2006.

5. Termination

Mary Jo Sampson; Department of History; effective November 9, 2004.

B. ADMINISTRATION1. AppointmentsTemporary Appointments and Reappointments

Ozer Erdem; Research Associate, Networks; M.B.A., Indiana State University; salary \$33,000 per fiscal year, prorated for the period of December 1, 2004, through June 30, 2005.

Alyson L. McIntyre; Administrative Program Specialist, Department of Family and Consumer Sciences; B.S., Indiana State University; salary \$30,000 per fiscal year; effective November 1, 2004, through October 31, 2005.

2. Changes of Status and/or Rate

Jamie Ahnberg-Ryon; Staff Psychologist, Student Counseling Center; change in educational status; \$500 increase in base salary; salary \$42,320 per fiscal year, effective December 1, 2004.

Bret T. Hawkins; from Marketing Coordinator, South Central Indiana Education Alliance, to Interim Director and Marketing Coordinator; salary \$50,000 per fiscal year, prorated for the period of November 1, 2004, through June 30, 2005.

Nathaniel Hopkins; Staff Psychologist, Student Counseling Center; change in educational status; \$500 increase in base salary; salary \$42,320 per fiscal year; effective December 1, 2004.

Tara A. Lane; from temporary support staff to temporary professional position as Interim Director, Small Business Development Center; special credentials on file; salary \$50,000 per fiscal year, prorated for the period of November 6, 2004, through June 30, 2005.

Donna Patterson; Compensation Manager, Human Resources; change in pay grade from 26 to pay grade 27; \$3000 increase in base salary; salary \$37,557 per fiscal year, effective January 1, 2005.

Douglas L. Timmons; from Associate Dean and Associate Professor, Department of Health, Safety, and Environmental Health Sciences, to Interim Dean, College of Health and Human Performance, and Associate Professor, Department of Health, Safety, and Environmental Health Sciences; salary \$102,427 per fiscal year, prorated for the period of January 1, 2005, through June 30, 2005.

Tami Weinzapfel-Smith; from support staff position, HR Support Specialist, to administrative position HR Administrative Services Coordinator, Human Resources, pay grade 27; salary \$32,000 per fiscal year; effective January 1, 2005.

S. Kathleen White; from regular position as Associate Director, Student Financial Aid, to a temporary position as Assistant Director, Corrections Education Program; salary \$45,000 per fiscal year, prorated for the period of September 1, 2004, through June 30, 2005.

3. Resignations

Sarah Elvey; Residential Life; effective December 31, 2004.

Deborah R. Giffel; Office of Admissions; effective January 14, 2005.

Amberlyn R. Harnack; Office of Admissions; effective December 14, 2004.

Dorothy Farr Lindsay; Corrections Education Program; effective December 17, 2004.

Bethany Marksberry; Residential Life; effective December 31, 2004.

David A. Warren; College of Education; effective December 17, 2004.

4. Retirements

Barbara J. Asay; President's Office; retirement leave with full pay from January 1, 2006 through June 30, 2006; official retirement date is June 30, 2006.

Clifford L. Lambert; Hulman Center; retirement leave with full pay from July 1, 2005 through December 31, 2005; official retirement date is December 31, 2005.

Robert E. Schafer; Administrative Affairs; retirement leave with full pay from January 1, 2006 through June 30, 2006; official retirement date is June 30, 2006.

C. INTERCOLLEGIATE ATHLETICS

1. Appointment

Adam Judge; Assistant Track & Field/Cross Country Coach; salary \$25,000 per employment period of July 1, 2004 through June 30, 2005 prorated from the effective date of November 3, 2004.

Reappointments

Vernon Croft; Head Women's Soccer Coach; contract extension of two years; employment period January 1, 2005 through December 31, 2006; salary \$32,975 per annual employment period..

Kristen Gay; Assistant Women's Soccer Coach; employment period January 1, 2005 through December 31, 2005; salary \$23,660.

Kimberly Monte; Assistant Women's Volleyball Coach; employment period January 1, 2005 through December 31, 2005; salary \$25,000.

2. Non-Reappointments

Timothy Burke; Football; effective January 31, 2005.

Timothy McGuire; Football; effective December 31, 2004.

3. Resignations

Sean Huiet; Volleyball; effective December 14, 2004.

Andrew Hundley; Football; effective December 1, 2004.

Paul Macklin; Football; effective December 1, 2004.

D. SUPPORT STAFF REPORT

The Support Staff Personnel Report for the period ending December 22, 2004 is presented in Exhibit A.

INDIANA STATE UNIVERSITY
 MONTHLY REPORT OF SUPPORT STAFF EMPLOYEES
 FOR THE PERIOD ENDING DECEMBER 22, 2004

A. APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Blackburn, Kaye	Comm & Marketing	Ofc Asst III	\$20,163	01-03-05
Clark, Penny	Family Housing	Cust Wrkr I	\$16,283	11-29-04
Dammann, Bryan	Hulman Center	Cust Wrkr II	\$17,550	01-03-05
Damron, Jennifer	Controllers	Acct Clerk III	\$18,720	01-03-05
Donnerman, Eric	Facilities Management	Utility Wrkr I	\$16,283	11-29-04
Folger, Corrie	Networks	Admin/Research Assoc	\$28,509	01-03-05
Inich, Heather	Upward Bound	Ofc Asst III	\$13,198	01-03-05*
LaMantia, Coco	Student Counseling Center	SSC Outreach Educator	\$24,278	08-08-04
Lewis, Crystal	Controllers	Acct Clerk III	\$18,720	01-03-05
Lore, Mara	Facilities Management	Cust Wrkr	\$15,893	11-15-04
Mott, Le Ann	Blumberg Center	Ofc Asst III	\$18,330	01-03-05
O'Rourke, Andrea	HMSU	Events Svcs Coord	\$20,475	11-29-04
Sinclair, Phillip	Facilities Management	Utility Wrkr I	\$17,043	01-03-05
Westgard, Amy	Languages and Literatures	Admin Asst I	\$20,183	01-03-05

* Part Time Position

B. RESIGNATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Cosme, Jamie	Facilities Management	11-15-04
Henderson, Dennis	Library	12-04-04
Sipes, Paul	Information Technology	12-20-04

C. TERMINATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Utley, Teaa	Life Skills	12-06-04

D. RETIREMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>YRS OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Kritz, Anita	Languages, Literatures, Linguistics	26	01-03-05

E. CHANGE IN STATUS OR RATE

1. Promotion

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Edwards, Robert	Recreational Sports Ath Equip Attend II \$17,823	21 st Century Scholarship Stu Svcs Asst \$19,598	01-10-05
Nave, Kile	Public Safety Public Safety Officer \$27,061	Public Safety Public Safety Corporal \$29,765	11-20-04
Pruiett, Darrel	Sycamore Housing Cust Wrkr I \$16,575	Family Housing Cust Wrkr II \$18,233	12-06-04

2. Other

<u>NAME</u>	<u>DEPARTMENT/POSITION FROM</u>	<u>DEPARTMENT/POSITION TO</u>	<u>EFFECTIVE DATE</u>
Bays, Shirley	Facilities Management Cust Wrkr I \$16,965	Facilities Management Cust Wrkr II \$17,648	11-04-04*
Beal, Melissa	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	09-02-04*
Bradbury, Linda	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	11-10-04*
Bulauski, Mary	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	07-21-04*
Bulauski, Robert	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	07-01-04*
Coopridier, David	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	07-28-04*
Dickerson, Julie	Facilities Management Cust Wrkr \$16,575	Facilities Management Cust Wrkr I \$16,965	07-01-04*
Hicks, David	Grounds Grnds Wrkr \$15,893	Grounds Grnds Wrkr \$16,283	11-30-04*
Woolard, Deborah	Facilities Management Cust Wrkr \$16,419	Facilities Management Cust Wrkr I \$16,809	12-01-04*

* Skill Assessment

SECTION IV

JANUARY 13, 2005

INFORMATION/DISCUSSION ITEMS

A. Agreements – Information Only – Dr. Maynard

1. Nursing Internships

Agreements have been reached with the following facilities to provide clinical experiences for nursing students.

Clarian Health Partners, Inc., Indianapolis, Indiana
Memorial Medical Center, Las Cruces, NM

2. Greater Lafayette Health Services, Inc., Lafayette, Indiana

The purpose of this agreement is to provide internships in a hospital for graduate students in the Speech Pathology Department.

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

Dr. Maynard gave a brief overview on a report from the Office of Sponsored Programs comparing grant activity of last year with this year.

Mrs. House adjourned the meeting at 2:50 p.m.

SECTION IV

JANUARY 13, 2005

1. University of Missouri – St. Louis, Fund No. 547951, Proposal No. 04-218
An agreement in the amount of \$1,263 has been received from the University of Missouri-St. Louis for the project entitled, “Nanomechanics in Diamondoids,” under the direction of Guoping Zhang, Physics, for the period August 4, 2004 through December 3, 2004.
2. Indiana Campus Compact, Fund No. 547952, Proposal No. 05-069
An agreement in the amount of \$300 has been received from Indiana Campus Compact for the project entitled, “Pizza and Politics: American Power and Global Security,” under the direction of Nancy Rogers, Center for Public Service & Community Engagement, for the period October 1, 2004 through November 15, 2004.
3. Fraternal Order of Eagles, Fund No.,547953, Proposal No. 05-033
An agreement in the amount of \$6,000 has been received from the Fraternal Order of Eagles for the project entitled, “Impact of Heat-Shock Protein on the Efficacy of Tumor Vaccine,” under the direction of Swapan Ghosh, Life Sciences, for the period November 3, 2004 through January 31, 2006.
4. Wal-Mart Foundation, Fund No. 547958, Proposal No. 05-109
An agreement in the amount of \$1,500 has been received from the Wal-Mart Foundation for the project entitled, “Wal-Mart Grant, Indiana Reading Corps,” under the direction of Kathryn Bauserman, Elementary Education, for the period November 17, 2004 through July 31, 2005.
5. Indiana Campus Compact, Fund No. 547904, Proposal No. 04-171
An agreement in the amount of \$1,987 has been received from Indiana Campus Compact for the project entitled, “Parents and Educators Against Childhood Obesity (PEACO) – A Community Health Service Website,” under the direction of Jeffrey Alexander, Physical Education, for the period June 1, 2004 through May 31, 2005.
6. The College Network, Fund No. 547961, Proposal 04-182
An agreement in the amount of \$24,000 has been received from The College Network for the project entitled, “Customized Study Materials for the College Network,” under the direction of Bonnie Saucier, Nursing, for the period May 6, 2004 through June 30, 2005.

7. Purdue University, Fund No. 547954, Proposal No. 05-084
A subagreement under the National Aeronautics and Space Administration (NASA) through the Indiana Space Grant Consortium in the amount of \$6,000 has been received from Purdue University for the project entitled, "A Seasonal Analysis of Satellite Detected Urban Heat Island Phenomenon in Indianapolis," under the direction of Qihao Weng, Geography, Geology, & Anthropology, for the period March 1, 2004 through February 28, 2005.
8. Indiana Academy of Science, Fund No. 547957, Proposal No. 05-053
An agreement in the amount of \$1,000 has been received from the Indiana Academy of Science for the project entitled, "Potential Microcin Production by Helicobacter Pylori HPM8," under the direction of Sarah Null, Life Sciences, for the period November 15, 2004 through November 14, 2005.
9. Indiana Academy of Science, Fund No. 547956, Proposal No. 05-054
An agreement in the amount of \$1,039 has been received from the Indiana Academy of Science for the project entitled, "The Role of Polyphosphate and Polyphosphate Kinase in Acid-Survival of Helicobacter Pylori," under the direction of Rosaline Warworuntu, Life Sciences, for the period November 15, 2004 through November 14, 2005.
10. Indiana Academy of Science, Fund No. 547955, Proposal No. 05-051
An agreement in the amount of \$2,811 has been received from the Indiana Academy of Science for the project entitled, "The Electrophysiological Correlates of Unilateral Eye Closure in the Green Iguana (Iguana iguana)," under the direction of John Lesku, Life Sciences, for the period November 15, 2004 through November 14, 2005.
11. National Institute of Health, Fund No. 547948, Proposal No. 04-114
An agreement in the amount of 455,772 has been received from the National Institute of Health for the project entitled, "Mindfulness Meditation vs. CBT in Eating Regulations," under the direction of Jean Kristeller, Psychology, for the period September 29, 2004 through June 30, 2005.
12. U. S. Department of Education, Fund No. 547928, Proposal No. 05-027
An agreement in the amount of \$997,927 has been received from the U.S. Department of Education for the project entitled, "Title II Teacher Quality Partnership Grant" under the direction of Irene Brock, Education, for the period October 1, 2004 through September 30, 2005.