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## 1. Call Meeting to Order – Robert Casey

## 2. Remarks

Faculty Senate Chairperson, Dr. Andrea Arrington Siros

Staff Council Chairperson, Roxane Torrence

Student Government Association, President Nick Bement

Associate Vice President for Advancement, Jeremiah Turner for Andrea Angel Vice  
President for Advancement and CEO of the ISU Foundation

President of the University, Dr. Deborah Curtis

Chairperson of the Board of Trustees, Robert Casey

## **3a Minutes of the December 15, 2023 Meeting and Certification of Executive Session**

The Indiana State University Board of Trustees met in Executive Session at 12:00 p.m. on Friday, December 15, 2023.

The Indiana State University Board of Trustees hereby certifies that no subject matter was discussed in the Executive Session other than the subject matter specified in the public notice.

The Trustees met in a regularly scheduled meeting on Friday, December 15, 2023 at 3:00 p.m.

Trustees present: Kathleen Cabello, Robert Casey, Robert Lowe, Randall Minas, Cynthia Powers, John Pratt, Cheryl Roberson, Kate VanHyfte and Troy Woodruff.

Trustee absent: None.

## 3b1 Early Childhood Education Development Center

Based on the engagement of community stakeholders through surveys, focus groups and meetings, public presentations, and an analysis of existing early childhood data for the region and state, a need for expanded access to high quality and affordable childcare opportunities was identified as a priority. Relocation and expansion of the ISU Early Childhood Education Development Center from its current location to the Chestnut Building, adjacent to the Bayh College of Education, provides for an improved and expanded modern facility to serve the needs of the Wabash Valley and the University.

Project scope includes upgrades to building mechanical, electrical, and fire suppression systems to meet State childcare licensing and national accreditation standards as well as installation of a new elevator to serve the needs of the facility including appropriate security access.

Funding for the project will consist of a \$3,000,000 grant from Vigo County and \$1,000,000 from the City of Terre Haute through American Recovery Plan Act (ARPA) funding, \$1,000,000 from the Wabash River Regional Development Authority through READI grant funding, and a \$4,780,686 grant from the Lilly Endowment as a part of the Colleges and Community Collaboration Initiative.

**Recommendation:** Authorization for the 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 \$9,780,686 for the renovation of the Chestnut Building to house the Early Childhood Education Development Center. The Treasurer is further authorized to take the following action:

- a. To obtain all necessary State approvals; and
- b. To enter into contracts to design, construct, and equip, the renovation and expansion of the Chestnut Building to house the Early Childhood Education Development Center.



## 3b2 ISU Housing and Dining Rated for 2024-25

The proposed rate increase for a Traditional residence hall room with a Standard Meal Plan, representing the majority of on-campus rooms, reflects a combined 2.7% increase for 2024-25. Freshman students are housed in residence halls assigned the Traditional room category. The Premium room rate is \$500 per year more than the Traditional room rate and is assigned to select rooms within Reeve Hall with private baths. A limited number of single rooms will also be identified and offered to students in 2024-25. The housing rate for students selecting single rooms is recommended to increase from \$750 to \$1,000 more per semester than the double room rate.

### Housing Rates

The proposed 2024-25 rates for on-campus housing are listed below and include additional room accommodation options and summer housing rates. The 2023-24 housing rates are included below for comparative purposes.

Housing Rates
---------------

Room Type	2023-24 Rate	2024-25 Proposed Rate
Traditional	\$7,525.00	\$7,563.00
Traditional - Single	\$9,025.00	\$9,563.00
Traditional - Break Access	\$8,325.00	\$8,363.00
Premium - Double	\$8,025.00	\$8,063.00
Premium - Single	\$9,525.00	\$10,063.00

Room Type	Fall 2024 Hall Location
Traditional	Mills, Cromwell, Blumberg, Burford, Erickson, Pickerl, Sandison, Rhoads floors 9 through 12, and select rooms within Reeve (double room with shared bath)
Traditional - Single	Select rooms within Reeve (single room with shared bath), and other select rooms in traditional halls designated for single occupancy
Traditional - Break Access	Rhoads floors 2 through 8 and possibly additional floors depending on occupancy levels
Premium - Double	Select rooms within Reeve (double room with private bath)
Premium - Single	Select rooms within Reeve (single room with private bath)

Additional Accommodation Options	2023-24 Rate	2024-25 Proposed Rate
Single Room Buyout of Double Room	\$1,500.00	\$2,000.00
Break Access Contract Add-On	\$800.00	\$800.00
Early Arrival/Break Housing - Daily Rate	\$20.00	\$20.00

Summer Housing Rates	2023-24 Rate	2024-25 Proposed Rate
Traditional Room - Weekly Rate	\$221.32	\$222.44
Traditional Room - Daily Rate	\$31.62	\$31.78
Premium Room - Weekly Rate	\$236.03	\$237.15
Premium Room - Daily Rate	\$33.72	\$33.88
Single Room - Daily Rate	\$6.30	\$8.40

### 500 Wabash & University Apartments

500 Wabash & University Apartments provide upper-level students with off-campus housing options. The rates for 500 Wabash and the furnished University Apartments units are a per student rate billed by the semester. The unfurnished family units at University Apartments are a per unit rate. An optional meal plan is offered to students living at University Apartments and 500 Wabash.

The proposed 2024-25 rates for University Apartments and 500 Wabash are listed below and represent a 2.0% increase. The 2023-24 housing rates are included below for comparative purposes.

### 2024-25 Residential Life Proposed Rates - Off Campus Housing

University Apartments*
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#### Family Apartments (Unfurnished)

Room Type	2023-24 Academic Year Rate	2023-24 Full Year Rate	2024-25 Academic Year Proposed Rate	2024-25 Full Year Proposed Rate
One Bedroom	\$7,520.00	\$9,024.00	\$7,670.00	\$9,204.00
Two Bedroom	\$8,690.00	\$10,428.00	\$8,860.00	\$10,632.00
Three Bedroom	\$9,550.00	\$11,460.00	\$9,740.00	\$11,688.00

#### Single Apartments (Furnished)

Room Type	2023-24 Academic Year Rate	2023-24 Full Year Rate	2024-25 Academic Year Proposed Rate	2024-25 Full Year Proposed Rate
Shared One Bedroom	\$6,940.00	\$8,328.00	\$7,080.00	\$8,496.00
Single One Bedroom	\$8,690.00	\$10,428.00	\$8,860.00	\$10,632.00
Shared Two Bedroom (Medium)	\$8,100.00	\$9,720.00	\$8,260.00	\$9,912.00
Shared Two Bedroom (Large)	\$8,690.00	\$10,428.00	\$8,860.00	\$10,632.00
Single Two Bedroom	\$10,130.00	\$12,156.00	\$10,330.00	\$12,396.00
Single Three Bedroom (Large)	\$8,100.00	\$9,720.00	\$8,260.00	\$9,912.00
Single Three Bedroom (Medium)	\$5,800.00	\$6,960.00	\$5,920.00	\$7,104.00
Single Three Bedroom (Small)	\$4,640.00	\$5,568.00	\$4,730.00	\$5,676.00

500 Wabash*
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Room Type	2023-24 Rate	2024-25 Proposed Rate
One Bedroom - 9 Month Contract	\$9,378.00	\$9,567.00
One Bedroom - 3 Month Summer	\$3,126.00	\$3,189.00

Additional Accommodation Option	2023-24 Rate	2024-25 Proposed Rate
Early Arrival/Break Housing - Daily Rate	\$20.00	\$20.00

\* Rates listed are for housing only and do not include a dining plan. A Sodexo dining plan is optional.

## Dining Rates

Beginning the Fall 2024 semester, the Standard Meal Plan will be enhanced to include 12 meals a week, \$170 in Commons Cash, and five guest meals per semester. Meal plan options in 2024-25 are more simplified and will no longer be based on a number of specific number of meal credits per semester. The proposed 2024-25 rates for meal plans are listed below. The 2023-24 dining rates are included below for comparative purposes.

Dining Rates
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Meal Plan Option	2023-24 Rate	2024-25 Proposed Rate
Flex - 1360 credits/\$102 (FY24 Standard Plan)	\$3,958.60	
Flex - 1360 credits/\$204	\$4,162.60	
Best Flex - 1802 credits/\$204	\$4,366.94	
Standard Meal Plan - 12 Meals/\$170		\$4,231.00
All Access – Unlimited Meals Daily/\$102	\$4,592.36	\$4,699.46
Upper-Level Student - 7 meals/\$204	\$2,533.50	\$2,593.34
Off-Campus Meal Plan - 5 meals/\$102	\$1,788.22	\$1,964.00

Commuter meal plans are also offered to students. Students can elect to have a commuter meal plan added to their ISU student account. For 2024-25, these charges range from \$335 to \$515 depending on the number of meals selected. Sodexo sets these rates annually.

The Residential Life Technology Fee will continue to be \$15 per semester.

**Recommendation:** Approval of the proposed 2024-25 Housing and Dining rates as listed above.

## 3b3 Proposed Changes in Academic Program and Laboratory/Course-Specific Fees<sup>1</sup>

Effective for the Fall Semester 2024 unless otherwise stated

### Course Specific Fees

#### Eliminate Course Fees (Effective Fall 2024)

College	Department	Course(s)	Amount	
CHHS	AHS	AHS 427	\$50/course	
	AMR	ATTR 355	\$300/course	
BCET	AETM	MET 333	\$8/course	

#### Change in Course Fees (Effective Fall 2024 unless otherwise noted)

College	Department	Course(s)	Amount	Purpose
CHHS	Nursing	NURC 209* NURC 228* NURC 328 NURC 330 NURC 350 NURC 380	\$300/course to \$325/course	This change will provide additional staff support to schedule and manage the clinical placements for the nursing completion program and will allow the program to admit more students.  *These courses will have a summer 2024 effective date.
CAS	Art & Design	ARTD 323	\$36/course to \$100/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.
		ARTD 421 ARTD 490	\$36/course to \$105/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.
		ARTS 104	\$30/course to \$133/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.
		ARTS 330 ARTS 331	\$120/course to \$150/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.

		ARTS 400D	\$10/CH TO \$100/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.
		ARTS 430	\$30/course to \$100/course	High quality, consumable art supplies, purchased in bulk.  Increase reflects increased prices and lack of availability of quality supplies locally.
	Biology	BIO 101L BIO 102L BIO 112L BIO 210L BIO 231L BIO 241L BIO 274L BIO 330L BIO 374L BIO 380L BIO 4/506L BIO 4/508L BIO 4/521L BIO 4/524L BIO 4/525L BIO 4/526L BIO 4/528L BIO 4/558L BIO 4/561L BIO 657	\$75/course to \$100/course	Increase reflects increased prices for supplies and the service contracts.
BCOE	ACES	CD 400	\$150/course to \$200/course	Increased costs by vendors for materials and subscriptions related to clinical work.
	T&L	CIMT 501 CIMT 602	\$200/course to \$150/course	Made to match undergraduate student teaching fees.
Distance Delivery	All departments offering distance education courses	All courses delivered by distance	\$30/course to \$60/course for undergraduate  \$50/course to \$60/course for graduate	Increased subscription costs of technology to support effective distance teaching.  *These courses will have a summer 2024 effective date.

**New Course Fees (Effective Fall 2024)**

College	Department	Course(s)	Amount	Purpose
CHHS	Nursing	NURC 310 NURC 346	\$325/course	This fee will provide additional support to schedule and manage the clinical

				placements for the nursing completion program and will allow the program to admit more students.  Fee will cover consumables, supplies, media, equipment, clinical faculty, clinical placement and compliance software, clinical technology and associated upgrades, and shipping expenses.
	AMR	ATTR 444	\$50/course	Supplies and maintenance appropriate to anatomy lab.
	KRS	PE 381	\$15	Lab consumables and equipment maintenance for kinesiology lab. Fee was previously on an associated lab course that was eliminated.
COT	AETM	ET 130	\$10/course	Supply kit for design process
CAS	Art & Design	ARTD 480	\$105/course	High quality, consumable art supplies

**Recommendation:** Approval of the proposed Academic Laboratory/Course Specific Fees, effective for the fall semester of 2024 unless otherwise stated.

**New Program Fee (Effective Fall 2024).** Program fee will cover clinical PT faculty, required continuing education for faculty, Medatrax subscription, and clinical coordinator.

CHHS	Psychiatric Mental Health Nurse Practitioner's Post-Master's Certificate	\$450/term
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**Recommendation:** Approval of the proposed Program Fees, effective for the fall 2024 semester.

<sup>1</sup>Laboratory/course specific fees and program fees are assessed only in conjunction with courses/programs associated with the automated fee assessment process. An exception exists for study abroad courses: IS 396, 397, and 398.

## 3b4 2024-25 Flight Academy Fees

Operational expenses for the Flight Academy are primarily funded by flight fee income realized through the assessment of flight fees. Refunds of flight fees can be processed upon the authorization of the Chair of the Aviation Technology Department.

The hourly flight fees shown below for the mandatory certificates (Private Pilot, Instrument, Commercial, and Multi-Engine) as required by the four year B.S. degree program and additional certifications reflect a 2.7% increase. The Flight Academy has not increased rates since the 2020-21 academic year. The Flight Academy annually reviews and determines the number of flight hours and ground school instruction hours needed to meet certification requirements.

Proposed 2024-25 rates are as follows:

<b>Hourly Flight Fees by Aircraft Type</b>		
<b>Aircraft Type</b>	<b>2023-24 Rate/Hour</b>	<b>2024-25 Proposed Rate/Hour</b>
DA20 - Solo	\$172	\$177
DA20 - Dual	\$211	\$217
DA40 - Solo	\$221	\$227
DA40 - Dual	\$260	\$267
DA42 - Solo	\$287	\$295
DA42 - Dual	\$326	\$335
PA28 - Solo	\$221	\$227
PA28 - Dual	\$260	\$267

<b>Ground School Instruction</b>		
	<b>2023-24 Rate/Hour</b>	<b>2024-25 Proposed Rate/Hour</b>
Ground School Instruction	\$39	\$40

In addition to the rates listed above, the Flight Academy also charges a 'no show' rate when students schedule flight time and fail to show up at their scheduled time. A fee of \$100 is assessed upon their second 'no show' and their third 'no show' includes a \$100 fee plus a 1.5 hour rental fee charge.

**Recommendation:** Approval of the proposed flight fees and ground instruction rates as listed above. The assessment of these fees is to be effective with the Fall 2024 semester.

### 3c1 Modification to Policy 170 University Committees Section 170.7 Teacher Education Committee

**Rationale:** Academic Affairs supports modification of TEC membership, which has evolved to reflect the current range of education programs on campus and the policy does not currently match with membership. For example, we no longer have Business Education as a separate degree program. These changes also account for updated organization (e.g. elimination of the College of Graduate and Professional Studies) and renaming of units.

#### Proposed Modifications:

(Proposed additions appear in purple and deletions appear in strikethrough.)

#### 170.7 Teacher Education Committee

The Teacher Education Committee (TEC) is charged with overall responsibility to assist in planning, approving, and coordinating the various changes in programs ~~that~~which prepare licensed educators for preschool through high school settings. The Committee shall make certain the University is in compliance with the regulations of the Indiana Department of Education Professional Standards Board and with the standards of the Council for the Accreditation of Educator Preparation and other relevant accrediting bodies. All curricular and other academic items which would have a modifying effect on educator preparation at the University are the purview of ~~the Teacher Education Committee~~TEC.

**170.7.1 Process for Modification of Educator Preparation Program.** Items which speak to a change in an educator preparation program offered by a specific department shall first be routed through the appropriate departmental and school committees and offices for action before they are forwarded to the Dean of the Bayh College of Education (BCOE) for submission to ~~TEC~~the Teacher Education Committee. ~~Theis~~ Committee may also initiate proposals on behalf of interdepartmental and extra-departmental programs ~~that~~which prepare licensed educators and proposals on such matters as admission and retention standards and the evaluation of students in educator preparation programs.

**170.7.2 Communication.** ~~The Teacher Education Committee~~TEC shall also serve as a forum for the communication of information and the coordination of efforts related to educator preparation at the University whether or not policy decisions are involved.

**170.7.3 Membership.** ~~The Teacher Education Committee~~TEC includes ~~twenty-two~~twenty-one (22~~21~~) voting members, ~~nineteen~~ (19)8 of whom are members of the Teacher Education Faculty, one (1) community member who is an elementary or secondary teacher or administrator, one (1) undergraduate student in a graduate program administered by the BCOE in a teacher education program, and one (1) undergraduate student in a teacher education program. ~~Ex-officio~~ members of the TEC will include the Dean of the ~~Bayh College of Education~~BCOE, ~~an Associate Dean of the Bayh College of Education~~, ~~the Dean of the College of Graduate and Professional Studies~~, an Associate Dean of the College of Arts and Sciences, an Associate Dean of the College of Health and Human Services, ~~an Associate Dean of the Scott College of Business~~, an Associate Dean of the Bailey College of Engineering and Technology, the BCOE Accreditation and Assessment Director, and the Director of Education Student Services.

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#### **170.7.4 Nomination.**

Voting Committee members shall be members of the Teacher Education Faculty, whether in the BCOE or in other Colleges' departments, and shall be selected by their local oversight body (department, council, etc.) to ensure broad representation as follows: Elementary Education (2), Special Education (2), Secondary Education (2), Student Support/Related Service Professions (ACES) (2), K-12 Administration (EDLR) (2), English Teaching (1), Math Education (1), Science Education (1), Social Studies Education (1), World Language Education (1), Art Education (1), Music Education (1), Technology Education (1), and Physical Education (1). The Dean of the BCOE shall also designate as a voting member one (1) elementary or secondary teacher or school administrator. At the first TEC meeting of the fall, the Committee will also nominate one (1) undergraduate student who is in good standing in a teacher education program and one (1) graduate student who is in good standing in a graduate program coordinated by the BCOE for inclusion as voting members of the Committee for the remainder of the academic year. Votes to confirm these final two members will take place at the second Committee meeting of the academic year. If a voting member is not able to be selected in any area, the position will remain unfilled, and that unfilled membership will not count toward the total voting members of TEC for that academic year. In the event that a duly appointed Teacher Education faculty member is unable to serve for a year or part of a year, that faculty member's local oversight body will choose a temporary replacement from its faculty to serve on TEC until the original Teacher Education faculty member is able to return. (If a selection is not made, then the seat will go unfilled for the duration of the absence, and the total voting membership of TEC will be reduced by one during the absence.) When possible, care should be taken in designating members to provide balanced representation in terms of race, sex, faculty rank, and experience.

The Dean of the Bayh College of Education shall designate from the list of the Teacher Education Faculty 18 voting members to serve on the Teacher Education Committee. Eight (8) of those individuals will have been nominated by other academic deans: four (4) from the College of Arts and Sciences, one (1) from the Scott College of Business, one (1) from the College of Health and Human Services, one (1) from the College of Technology, and one (1) from the College of Graduate and Professional Studies. The remaining ten (10) shall come from the Bayh College of Education. Care should be taken in designating members to provide balanced representation in terms of elementary and secondary education, vocational education, educational specialties and services, race, sex, rank, and experience. The Dean shall also designate as voting members an elementary or secondary teacher or school administrator, an undergraduate student who is in good standing in a teacher education program, and a graduate student who is in good standing in a graduate program coordinated by the Bayh College of Education.

**170.7.5 Terms.** ~~The faculty members of the TEC shall serve three-year, staggered terms. The community representative and the students serve one-year terms. Faculty members may be reappointed for additional terms at the pleasure of their home departments. Individuals completing terms may be eligible for a second term of the same length. After serving two terms, an individual is not eligible to be nominated for at least one year.~~

**170.7.6 Appointment.** ~~The University President shall confirm the membership of the TEC.~~

**170.7.7 Voting.** ~~Ex-officio members are non-voting members of the Committee.~~

**170.7.8 Leadership and Oversight.** The Chairperson of ~~the Teacher Education Committee~~ TEC is elected ~~each March at the last meeting of each academic year~~ by the voting members of the TEC and serves for one academic year. The ~~Vice-Chair (who also serves as Parliamentarian)~~ Parliamentarian and the ~~Recording Secretary~~ are elected by the ~~TEC membership~~ voting members of TEC during the ~~first September~~ meeting of the academic year and also serve for one academic year. These individuals make up the Executive Committee, the duly authorized standing committee of the TEC. At least one of these voting members of the Executive Committee shall be from outside of the ~~Bayh College of Education~~ BCOE. If all three members are from within the ~~Bayh College of Education~~, BCOE an additional member of the Executive Committee from outside of the ~~Bayh College~~ BCOE may be elected from the voting members of the TEC. ~~Ex-officio, non-voting members of the Executive Committee~~ are the Dean of the ~~Bayh College of Education~~, and an Associate Dean of the ~~Bayh College of Education~~ BCOE or her/his designee will serve as an ~~ex-officio, non-voting member of the Executive Committee~~. The Committee reports to the President through the Provost and Vice President for Academic Affairs and will provide an annual report to the Office of the President and the Provost by June 30th of each year detailing its meetings, attendance of members, and matters acted upon or considered during the year.

**Recommendation:** The Administration requests approval of the modifications to Policy 170 University Committees Section 170.7 Teacher Education Committee.

### 3c2 Modification to Policy 620 Contract Approval, Signatory, and Reporting Section 620.1.8 Internships

**Rationale:** The Office of University Engagement requests modification to Policy 620 Contract Approval, Signatory, and Reporting, Section 620.1.8 Internships to better align the Policy with current practices. The University has moved from a decentralized model of approving and tracking internships to a centralized model supported by the Career Center. This move was made to improve efficiency, improve reporting regarding internships, and minimize risk.

**Proposed Modifications:**

(Proposed additions appear in red and deletions appear in strikethrough.)

~~**620.1.8 Internships.** Volunteer internship agreements require the approval and signature of the Dean of the College arranging or overseeing the internship. If a student will be compensated for participation in the internship, the student must also be a party to the contract. If ISU is a party to the internship agreement, the agreement requires the approval and signature of the Dean of the College arranging or overseeing the internship.~~

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**620.1.8 Internships.** Internship Host Site Agreements require the approval and signature of the Vice President for University Engagement.

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**Recommendation:** The Administration requests approval of the modification to Policy 620 Contract Approval, Signatory, and Reporting, Section 620.1.8 Internships.

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## 3c3 Proposed Modifications to Policy 630 Purchasing

**Rationale:** As part of a regular policy review, the administration has identified the need to update the policy. Specifically, the policy modifications a) updates the name of the department to Procurement to reflect current terminology, b) increases the limits on procurement cards and purchase orders, and c) other minor modifications to be consistent with other public university policies throughout the State of Indiana.

### Proposed Modifications:

(Proposed additions appear in red and deletions appear in strikethrough.)

#### 630.1 General.

The ~~Purchasing and Receiving Department~~ **Office of Procurement** has been charged by the Board of Trustees with the responsibility for the procurement **purchase** of all materials, equipment, supplies, **and** contracted services. ~~central receiving, and the disposal and sale of surplus materials and equipment. Purchasing and Receiving is~~ **The Office of Procurement is** delegated authority to develop and enforce Purchasing Procedures consistent with the policy. Additionally, the Board of Trustees has authorized purchases by University Departments that use the **ISU Indiana State University** procurement card, and ~~had~~ **has** delegated authority to establish procurement card program rules for University personnel and departments. The ~~procurement card guidelines can be found at:~~ [indstate.edu/purchasing/ProCard/Pcard.htm](http://indstate.edu/purchasing/ProCard/Pcard.htm)

**630.1.1 Sole Authority.** The ~~Purchasing and Receiving Department~~ **Office of Procurement** has the sole authority to order materials, equipment, goods, and services on behalf of **ISU Indiana State University** and obligate the University for purchase of same, except for purchases made through the procurement card program or as set forth in [Policy 620 Contract Approval, Signatory, and Reporting](#). Any purchases, whether written or verbal, will be recognized only if authorized by or through the ~~Purchasing and Receiving Department~~ **Office of Procurement**, or as a result of the proper use of the procurement card system.

**630.1.2 Procurement Standards.** Procurement shall be conducted according to Indiana law and, where applicable, Federal law. State law requires that state educational institutions provide the State of Indiana with vendor lists to determine if vendors have an Indiana registered retail merchant certificate and are not delinquent in paying gross retail and use taxes.

**630.1.3 Items Not Handled by ~~Purchasing~~ Procurement.** Contracts other than those identified in this policy are governed by [Policy 620 Contract Approval, Signatory, and Reporting](#).

**630.1.4 Emergency Procurement.** Emergency procurement procedures may be conducted as provided for in IC 5-16-1-1.6.

#### 630.2 Procurement Methods.

~~ISU Indiana State University~~ has four basic methods available for procurement: Procurement Cards; Purchase Orders, generated from Requisitions; Direct Payments, generated from a Check Request; and Sole Source Procurement (Noncompetitive Proposals).

**630.2.1 Procurement Cards.** The standard ISU **Indiana State University** Procurement Card maximum transaction limit shall be ~~\$1,500~~ **\$3,500**, with a maximum total ~~monthly cycle~~ purchase limit of ~~\$3,500~~ **\$5,000**. The maximum transaction limit and the ~~monthly cycle~~ total limit may be higher for some departments whose purchasing volume and/or activities warrant higher limits, if requested by a department head, and if approved by the ~~Purchasing~~ **Procurement** Department. The procurement cardholder shall only be required to obtain one quote/proposal, provided that the cardholder determines that the price obtained is reasonable.

**630.2.2 Purchase Orders and Requisitions.** Purchase Orders may be used for any size purchase and should be used when a transaction amount exceeds a user's procurement card limit **or when a procurement card cannot be used.**

**630.2.3 Direct Payments.** Direct payments in the form of a Check Request should be used to pay vendors when a purchase order is not required, when a procurement card cannot be used, or to reimburse employees for items purchased on behalf of the University. Employees should receive advance approval from their supervisor before spending personal funds for University purposes. Purchases not eligible for reimbursement include payments for contracted services and any other unallowable expenditure.

**630.2.4 Sole source **Source** Procurement (Operating and Restricted Funds).** Sole Source is the solicitation of a proposal from only one source when one or more of the following circumstances apply:

- ~~ISU~~ **Indiana State University** has determined that the good or service is only available from a single source
- For restricted funds where the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
- In the case of an emergency.
- After solicitation of a number of sources and the competition is determined to be inadequate, or when only one bid was received.

~~ISU Purchasing and Receiving~~ **The Office of Procurement** may require documentation from the requisitioning department in order to justify why the characteristics inherent in a particular item or service makes it essential to the project and in preference to any other offers. ~~ISU~~ **Indiana State University** shall always be open to proposed alternates, provided that the end user determines that an alternate will meet their needs. Final responsibility in determining whether an item is truly a proprietary item and may be purchased from a sole source rests with the ~~ISU Purchasing and Receiving Department~~ **Office of Procurement.**

**630.2.5 Departmental Authorization.** The Department Chair, or the Administrative Head responsible for the appropriated funds, or their authorized designee, must approve all Requisitions and Check Requests.

### **630.3 Policy on Bidding.**

**630.3.1 Operating Funds.** Operating Funds are funds that do not have a third party restriction for a specific purpose and the source of these funds come generally from the State of Indiana, student tuition and fees, or other budgeted operating funds. Indiana State University abides by the laws of the State of Indiana regarding procurement when using operating funds.

**630.3.1.21 Purchase Under \$3,500.** Purchases may be made on either the Procurement Card, as dictated by the cardholder's limits, ~~or~~ **and not otherwise restricted by Indiana State University Purchasing policies and procedures. If purchase is above the cardholder's limit or not allowable for payment by a Procurement Card, then a Purchase Order, or Direct Pay may be used** without soliciting quotations, if the price is considered reasonable. ~~There may be instances however where the buyer of items at this dollar level may want to verify pricing in some manner.~~

~~**630.3.1.32 Purchase \$3,500 or Higher**~~ **Purchases \$3,500 to \$9,999. Purchases may be awarded without written quotes. In some cases, the buyer may choose to bid the items(s) if the Office of Procurement believes that may be in the best interest of the University.** ~~The Purchasing Department shall attempt to obtain a minimum of at least three written quotes from vendors on Indiana State University forms.~~

**630.3.1.3 Purchases \$10,000 or Higher.** The Procurement Department shall attempt to obtain a minimum of at least three written quotes from vendors in Indiana State University forms.

**630.3.1.4 Public Works Projects.** Public works projects (construction, renovation etc.) are advertised and competitively bid in accordance with **the** laws of the State of Indiana.

**630.3.1.5 Standing Purchase Orders.** A Standing Purchase Order is a purchase order which stays open for a period of time (for example for a fiscal year) permitting multiple invoices to be billed against the standing purchase order number throughout the period. When the material and/or labor can be identified and is measurable, then the ~~Purchasing~~ **Procurement** Department will solicit bids in order to establish the cost of the time and/or materials for the period of time specified. Where the item to be purchased is not known ahead of time, a standing purchase order will be established with instructions to the supplier stating ~~ISU's~~ **Indiana State University's** expectation that any volume discounts are to be applied.

**630.3.2 Restricted Funds.** Restricted funds are defined as projects that have been externally funded, have been restricted to a specific purpose, and are generally funded by either federal, state or private funds. Indiana State University abides by the federal guidelines regarding procurement when using federal grants and restricted funds according to Federal Uniform Procurement Guidance 2 CFR 200.320. All university personnel are required to abide by the determination of the Senior Vice President for Administration and Finance or designee in the use of restricted funds.

~~**630.3.2.1 Standing Purchase Orders and Restricted Funds.** Standing Purchase Orders cannot be used when restricted funds are to be utilized.~~

**630.3.2.21 Purchases Under \$3,500 or Under (Micro-Purchases) Using Restricted Funds.** Purchases may be made on either the Procurement Card (up to a maximum per transaction amount of \$3,500) or (as dictated by the cardholder's limits), by Purchase Order, or by Direct Pay, without soliciting quotations, if the price is considered reasonable.

**630.3.2.32 Purchases Between \$3,501 to \$150,000 (Small Purchase Procedures)(Micro-Purchases) \$3,500 to \$9,999 Using Restricted Funds.** The Purchasing Department shall obtain a minimum of at least two quotes from vendors. If only one quote can be obtained, the procurement transaction will automatically be defined and identified as a Sole Source purchase. Purchases may be awarded without soliciting written quotes. In some cases, the buyer may choose to bid the items if the Office of Procurement believes that this may be in the best interest of the University.

**630.3.2.3 Purchases \$10,000 to \$150,000 (Small Purchase Procedures Using Restricted Funds).** The Procurement Department shall obtain a minimum of at least two quotes from vendors. If only one quote can be obtained, the procurement transaction will automatically be defined and identified as a Sole Source purchase.

**630.3.2.4 Competitive Proposals Greater Than \$150,000 (Non-Public Works Using Restricted Funds).** The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used the following requirements apply:

- ISU Indiana State University shall perform a cost and price analysis with every procurement in excess of \$150,000, including contract modifications. Cost estimates will be made prior to receiving bids or proposals.
- If Restricted Funds are to be used, the requesting department must contact the Purchasing Procurement Department prior to the solicitation of proposals in order to identify the evaluation factors and their relative importance that will be used to evaluate project proposals and which are to be included and shown in the Request for Proposal.
- Purchases over \$150,000 are to be publicized by posting a Notice to Bidders on Indiana State University Purchasing Procurement Department web site.
- Proposals must be solicited from two or more qualified sources. If only one proposal is received the procurement transaction will automatically be defined and identified as a Sole Source purchase.
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

**630.3.2.5 Sealed Bids Greater Than \$150,000, (Public Works Projects) Using Restricted Funds.** Public works projects (construction, renovation etc.) using Restricted Funds are advertised and competitively bid in accordance with the laws of the State of Indiana provided that the procurement conforms to applicable federal law. ISU Indiana State University must perform a cost and price analysis with every procurement in excess of \$150,000.00 including proposed alternates. Estimates must be made, before receiving bids or proposals.

Public Works Projects (~~construction, renovation etc.~~) are advertised and competitively bid. This process includes development of complete specifications, public notice, sufficient lead-time prior to bid opening, and the public opening of sealed bids. ISU Indiana State University reserves the right to accept or reject any or all bids, and the award shall be made to the lowest and best bid, based upon written documentation from the end user. Value engineering, which is a systematic analysis of each contract item or task to ensure that its essential function is provided at the overall lowest cost, may be used by ISU Indiana State University in determining the bid awardee.

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

**630.3.4 Pre-Bid Agreements Established by Outside Entities.** ISU Indiana State University may award a contracts to a vendor, or service provider, where the bidding and overarching contract has been established by an outside organization such as the Federal Government - GSA contract, State Government contract, or organizations such as E&I Cooperative (procurement cooperative - owned by the Universities in the U.S.), Midwestern Higher Education Compact (MHEC), U.S. Communities (cooperative purchasing program for schools & government), or comparable organizations as determined by the Purchasing Procurement Department.

**630.3.5 Time & Materials Contracts.** ISU Indiana State University may use a time and material type contract after it has been determined that no other contract is suitable. The ceiling price of the time and materials contract shall be specified on ISU's Indiana State University's Purchase Order.

#### **630.4 Board of Trustees Reporting.**

Items to be reported to the Board of Trustees include sole source purchases of more than \$50,000, single purchases of more than \$50,000 if a bid other than the low bid was accepted; and accumulated expenditures by vendor in excess of \$250,000 during the fiscal year.

#### **630.5 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.

### **630.6 Architectural/Engineering (A/E) Services.**

The ~~purchasing and Receiving Department~~ **Office of Procurement** may use competitive proposals for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor shall be selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services.

### **630.7 Suspension and Debarment.**

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

### **630.8 Non-Discrimination and Other Laws**

Vendors must comply with, Executive Order 11246 as amended that prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identify or national origin.

### **630.9 Minority, Women, Veteran Owned Business Procurement**

Indiana State University is committed to providing minority-owned, women-owned and veteran-owned vendors and contractors every opportunity to compete for ~~ISU~~ **Indiana State University** business. Efforts will be made to identify, solicit quotes, and communicate with minority-owned, women-owned and veteran-owned vendors and contractors 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 (IC 4-13-16.5 as amended), Indiana Veteran Owned Small Business program (IC 5-22-14-3.5 as amended) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in ~~2 Owned Business shall be the same as those established by the State of Indiana's Indiana Department of Administration (IODA) (2 CFR part 200).~~ **ISU's Indiana State University's** goals for the Minority, Women, and Veteran Owned Business Development Program shall be the same as those established by the ~~Governor's Commission~~ **Indiana Department of Administration (IDOA).**

### **630.10 Release of Procurement Information**

For details concerning the release of procurement information see IC 5-14-3-3 (Right of public inspection of public records).

### **630.11 Sales Tax**

The University is exempt from Indiana sales tax (and sales tax in other States where recognized), local sales tax, and local use tax. When requested, the ~~Purchasing and Receiving~~ **Procurement** Department will furnish a copy of the University's tax-exemption certificate to ~~ISU~~ **Indiana State University** vendors and contractors.

### **630.12 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.

### **630.13 Code of Ethics**

The ~~Purchasing and Receiving~~ **Procurement** staff shall abide by the Code of Ethics of the National Association Educational Procurement (NAEP), as may be notified.

### **630.14 Conflict of Interest**

~~ISU~~ **Indiana State University** Purchasing Policies shall follow [Policy 912 Conflict of Interest](#), as well as adhere to IC 35-44.1-1-4 (Conflicts of Interest Involving Public Servants), and 2 CFR 200.112 and 200.318, which governs conflicts of interest in the use of federal funds.

### **630.15 Purchases for Employees**

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

### **630.16 Disposal and Redistribution of University Property**

When an item no longer is wanted by a user department, the ~~Purchasing and Receiving Department~~ **Central Receiving and Surplus** 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. University property purchased with Restricted Funds may require prior approval before being reassigned to another area or being disposed of during the life of the externally funded project and after the project has ended. Consultation with the Office of Contracts & Grants should occur prior to disposal or redistribution.

### **630.17 University Name, Logo, and/or Marks**

Use of the University name, logos, insignia, and/or marks is prohibited without the consent of the University's designee or agent. Items sold utilizing the trademarks of the University without the approval and license shall be subject to seizure and legal action by the University.

Use of University marks for commercial purposes is subject to a license, which may be obtained by contacting the ~~Office of Communication and~~ **University Marketing**.

**Recommendation:** The administration requests approval of the modification of Policy 630 as presented.

## 3c4 Modifications to Policy 912 Conflict of Interest

**Rationale:** Academic Affairs supports the proposed updates to Policy 912, and the resulting elimination of Policy 503 Outside Work or Other Employment and Policy 504 Professional Consultant Service, which represent updated language in line with changes to Indiana law that regulate conflicts of interest and incorporates state legal language where applicable. Sections 912.1 and 912.3 are updates to current policies that do not substantively change them. Section 912.2 incorporates and revises the current Policies 503 and 504 to clarify the boundaries of acceptable and unacceptable outside work for full-time employees, particularly regular faculty and executive staff, of Indiana State University. These have been reviewed by general counsel.

### Proposed Modifications:

(Proposed additions appear in red and deletions appear in strikethrough.)

#### 912 Conflict of Interest

As stewards of public funds dedicated to maintaining an environment of learning and discovery in a professional atmosphere based on mutual respect and trust, the employees of ISU shall conduct their work consistent with the highest legal, ethical and moral standards. ISU employees should avoid apparent or actual conflicts of interest, favoritism, or bias of a financial or personal nature that may arise in the employment or educational context. Conflicts of interest can arise: (1) when an individual may have a financial interest in ISU programs, activities, or expenditures (2) when an individual's external activities substantially interfere with or detract from their assigned responsibilities to ISU, or (3) when an individual's personal interests (e.g., family or personal relationships) could compromise their judgment, decisions, or actions in the workplace. The standards set forth below establish ISU policy on conflicts of interest in a manner that is consistent with, but in addition to, the minimum requirements of Indiana law.

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#### 912.1 Policy Statement

~~Indiana State University is committed to the values of integrity and responsibility. As stewards of public funds dedicated to maintaining an environment of learning and discovery in a professional atmosphere based on mutual respect and trust, the employees of ISU shall conduct the activities of ISU with the highest legal, ethical and moral standards. Conflict of interest occurs when a person's private interests and their ISU responsibilities are at odds. ISU employees, supervisors, and evaluators should avoid apparent or actual conflicts of interest, favoritism, or bias of a financial or personal nature that may arise in the employment or educational context. Actual conflicts of interest should be disclosed as set forth in this policy. The Conflict of Interest Disclosure Statement can be located [here](#). Nothing in this policy shall be interpreted to permit, even with disclosure, any activity that is prohibited by law.~~

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## **912.12 Financial Conflicts of Interest**

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Indiana law provides that board members and employees of ISU, as public servants, must disclose ~~any certain potential financial~~ conflicts of ~~a pecuniary interest of \$250 or more~~ to the The disclosure and approval should be forthcoming before any transaction takes place. Failure to disclose these financial conflicts of interest is considered a felony under Indiana law. The scope and application of Indiana law on this subject is addressed in detail at Indiana Code Section 35-44.1-1-4.

**912.12.1 Definition of Pecuniary Interest.** Indiana law defines “pecuniary interest” as “an interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth” of the public servant or a dependent of the public servant. Generally, however, small-dollar financial interests are not subject to Indiana conflicts laws. Specifically, Indiana law states that conflicts are not prohibited if the “public servant’s interest in the contract or purchase and all other contracts and purchases made by the governmental entity during the twelve (12) months before the date of the contract or purchase was two hundred fifty dollars (\$250) or less.”

**912.12.2 Procedure for Disclosure.** Employees should provide disclosures to the ISU Office to the General Counsel in a timely manner and before final action on the contract or purchase. The General Counsel’s Office shall be responsible for providing information to the ISU community on financial conflict of interest requirements, maintenance of records, and submission of disclosures as required by Indiana law.

**912.12.3 Unit Conflict of Interest Policies.** Certain units, such as the Financial Aid Office and the Purchasing Office, may institute additional restrictions related to financial conflicts of interest.

**912.12.4 Conflict of Interest in Research.** The Chief Research Officer is responsible for developing policies to govern financial conflicts of interest in relationship to research or projects funded in whole or in part by external sponsors and in accordance with federal or state regulations.

**912.1.5 Duty to Modify.** When an actual, perceived, or potential financial conflict of interest arises and is disclosed by the employee in accordance with Section 912.1.2, the employee and the appropriate administrative unit head(s) have a mutual responsibility to address and determine whether a resolution or protective measure can be established that would remove or mitigate the conflict or potential conflict of interest and that would protect the employee’s ability to fulfill their assigned responsibilities and exercise appropriate judgment in the workplace, in accordance with the Policy 912 and Indiana law. If such a resolution can be reached, then the employee and the appropriate administrative unit head(s) will negotiate that resolution. Such negotiations may require assistance from the Office of the General Counsel, the Office of Human Resources, or the Office of Academic Affairs.

**912.1.5.1 Disagreements.** If a mutual resolution cannot be reached and the appropriate administrative unit head(s) believe a conflict of interest persists, the matter may be referred for disciplinary action as described in 146.13 Faculty Discipline and Dismissal Proceedings or 562.1 Discipline and Termination.

[912.1.6 Failure to Disclose](#). Employees who fail to disclose a financial conflict of interest as required by this policy may be subject to corrective action as described in [350.2.9.1.3 Deficient Performance](#) or to disciplinary action as described in [146.13 Faculty Discipline and Dismissal Proceedings](#) or [562.1 Discipline and Termination](#).

## [912.2 Conflicts Related to External Activities](#)

### [912.2.1 Exempt Staff](#)

### [912.2.2 Non-exempt Staff](#)

#### [912.2.3 Regular and Full-Time Faculty External Activities](#)

[Regular and full-time faculty](#) are expected to regularly report any external activities that could reasonably be perceived to create a potential conflict of interest. Common examples include [teaching courses for other institutions of higher education; external employment or substantial service activities occurring during regular business hours; running for or holding an elected office; or provision of professional services or consulting activities](#). Non-exempt staff and part-time faculty are free to engage in any outside activity they wish subject to their obligations to the University.

[912.2.3.1 Procedure for Disclosure](#). Faculty shall report external activities according to the mechanism and timeline established by the office of Academic Affairs.

[912.2.3.1.1 Failure to Disclose](#). Faculty who fail to disclose external activities may be subject to corrective action as described in [350.2.9.1.3 Deficient Performance](#) and [146.13 Faculty Discipline and Dismissal](#).

#### [912.2.3.2 Activities](#)

##### [912.2.3.2.1 Prohibited Activities](#).

[912.2.3.2.1.1 Full-time \(or its Equivalent\) Outside Work](#). ~~Any~~ Faculty are prohibited from doing any work for another employer that is, or is the equivalent of, full-time employment, is prohibited.

[912.2.3.2.1.2 Advising, Administering, or Consulting For a Direct Competitor](#). Substantive contributions to developing or administering academic programs that directly compete with Indiana State University are considered a conflict of interest and are prohibited.

##### [912.2.3.2.2 Allowed Activities](#).

[912.2.3.2.2.1 Actions Necessary for Licensure/Accreditation](#) Except where prohibited ([912.2.2.1.1](#)), any activity that is necessary for licensure/accreditation is allowed when conducted consistent with that requirement.

[912.2.3.2.2.2 Actions that Enhance the Reputation of the University](#) Except where prohibited ([912.2.2.1.1](#)), actions such as authoring,

consulting, performing, practicing, or engaging in entrepreneurial activity is allowed when conducted consistent with teaching, scholarship and service interests of academia.

**912.2.3.2.3 Reviewable Activities.** Any activities falling between those prohibited (912.2.3.2.1) and those allowed (912.2.3.2.2) will be allowed until such time that there is evidence that the activity prevents the faculty member from performing the duties described in Section 310 or until a question arises concerning a potential conflict of interest.

**912.2.3.3 Procedures for Review.** When a faculty member's activity and/or performance are called into question, the *Procedures for Reviewing Outside Activities* document will be used to determine the recommendation to the Provost.

### **912.3 Personal and Familial Conflicts of Interest**

Employees may not directly supervise ~~family members or~~ individuals with whom they have a familial relationship or an intimate relationship. If an employee has indirect or tangential supervisory authority over a family member or intimate partner, the employee is responsible for disclosing the information to the immediate supervisor of the area. The immediate supervisor is responsible for identifying a plan for oversight to ensure fair and equitable supervision.

#### **912.3.1 Definitions**

**912.3.1.1 Definition of Familial Relationship.** For purposes of this policy - whether by birth, adoption, or marriage - a familial relationship is established when the supervisor or academic evaluator is a parent, grandparent, spouse, child, grandchild, brother, sister, aunt, uncle, nephew, or niece of the employee or student.

~~**912.3.2 Definition of Consensual Romantic or Sexual Relationship.** For purposes of this policy, a consensual relationship is a mutually agreed upon romantic or sexual relationship.~~

**912.3.2.1.3 Definition of Supervisory Relationship.** For purposes of this policy, a supervisory relationship is defined as one in which one ISU employee (including administrators, faculty, instructors, and staff) has actual or perceived power or control over elements of the other's employment.

**912.3.1.4 Definition of Academic or Evaluative Relationship.** For purposes of this policy, and academic or evaluative relationship is defined as one in which a professor, instructor, or other staff member has authority or responsibility to undertake or contribute to evaluating, grading, or advising a student, or where a professor, instructor, or other staff member otherwise has actual or perceived power or control over elements of a student's academic performance or success.

**Initiation of Intimate Relationships.** It is a violation of University policy for an

### **912.3.2 Personal Relationship Regulations**

**912.3.2.1 The Employment Context.** Where two employees have a current or preexisting supervisory relationship, and where an intimate or familial relationship develops between them, they each must promptly disclose the intimate or familial relationship, and steps will be taken promptly to sever or modify the supervisory relationship. Similarly, where two employees have a preexisting intimate or familial relationship, and where one assumes a supervisory relationship over the other, they each must promptly disclose the intimate or familial relationship, and steps will be taken promptly to sever or modify the supervisory relationship. Intimate and familial relationships between ISU employees are not prohibited where no workplace supervisory relationship exists between them.

**912.3.2.2 The Academic Context.** Where a current or preexisting academic or evaluative relationship exists, an intimate or familial relationship is prohibited, for so long as the academic or evaluative relationship continues. Where a current or preexisting intimate or familial relationship exists, and an academic or evaluative relationship arises, the faculty or staff member must promptly disclose the intimate relationship, and steps will be taken promptly to sever or modify the academic or evaluative relationship.

**912.3.3 Duty to Disclose.** Individuals in a familial or consensual romantic or sexual relationship prior to the existence of a supervisory or evaluative relationship or who find themselves entering into such a relationship, have a duty to report the existence of the personal conflict of interest to the relevant department or unit head. When a personal conflict of interest exists, effective steps must be taken to ensure unbiased evaluation or supervision of the subordinate employee or student.

**912.3.4 Duty to Modify.** Upon disclosure of a personal conflict of interest, the relevant department or unit head will make appropriate modifications to supervisory or evaluative responsibilities to ensure equitable personnel or academic decision-making. Appropriate modifications may include removal of the supervisory or evaluative relationship. The department or unit head must notify the relevant Dean, Associate Vice President or Vice President of the existence of the personal conflict of interest and the modifications made. Each Vice President shall develop guidelines clarifying the process for that division. The unit or department head will also notify the Office of Human Resources.

**912.3.5 Violations.** Individuals found in violation of this policy by (1) failing to disclose a personal conflict of interest or (2) failing to appropriately modify supervisory or evaluative responsibilities will be subject to disciplinary action in accordance with ISU policy.

**912.3.6 Policy Limitations.** Nothing in this policy shall be construed as modifying an employee's reporting obligation under other policies including but not limited to Policy 923 Non-Discrimination and Anti-Harassment.

**Recommendation:** The Administration requests approval of the modifications to Policy 912 Conflict of Interest.



# 3c5 Proposed Modifications to Policy 155 Indiana State University Staff Council Bylaws

**Rationale:** The proposed bylaw changes are a result of a review by Staff Council. The proposed changes have been voted on and approved by Staff Council.

## Proposed Modifications:

### 155 Indiana State University Staff Council Bylaws

#### 155.1 Name

The name of the organization shall be the Indiana State University Staff Council (hereafter referred to as Council unless otherwise noted).

#### 155.2 Mission, Value Statements, and Role of the Council

**155.2.1 Mission.** The Indiana State University Council is an advisory body representing the Staff. We consistently strive to enhance the working environment for Staff within Indiana State University and surrounding communities.

##### 155.2.2 Value Statements.

- We facilitate and maintain communication between Staff and the University community.
- We serve as an advocate for Staff.
- We disseminate information to Staff.
- We promote and encourage community engagement for Staff.
- We promote a healthy, safe, and equitable working environment for Staff.

##### 155.2.3 Role.

The Council will work to:

- a. increase the sense of identity, recognition, and value of Staff in their relationship to the University.
- b. identify concerns relating to Staff and work to seek solutions.
- c. provide a line of communication among Staff, Faculty, and Students.
- d. integrate Staff more fully into University affairs.
- e. support the University's mission as a supportive learning environment by promoting community engagement for Staff.
- f. foster a culture among Staff, Faculty, and Students of mutual support, respect, and professionalism.

### 155.3 Definition of Staff

For the purpose of the Staff Council the term “Staff” shall include all non-exempt, non-exempt professional, and exempt Staff with the exception of:

- exempt Staff who are members of the President’s Cabinet;
- exempt Staff who report directly to a member of the President’s Cabinet.
- exempt Staff who are represented by Faculty Senate; and
- exempt Staff who are classified as Executives.

### 155.4 Staff Council Year

The Council year is counted from June first (1) through May thirty-first (31) of each year.

### 155.5 Communications

All Council communications must be reviewed by the Executive Committee prior to publication. This includes written and verbal communications within the realm of the University’s standards as they concern external communities such as news media and the general public. The Communications Officer will be the liaison between the Council and any appropriate media.

### 155.6 Representatives

Council consists of ~~thirty-two~~ thirty-two (3025) voting members (hereafter referred to as Representatives).

**155.6.1 Eligibility.** Any full or part time with or part time without benefits Staff who has successfully completed their initial introductory period (90 days) is eligible for election to membership on the Council as a Representative.

**155.6.2 Duties and Responsibilities.** Representatives will perform the following duties and responsibilities:

**155.6.2.1 Participation.** Participate in all phases of Council business.

**155.6.2.2 Serve on Standing Committee.** Serve on at least one (1) Standing Committee as appointed.

**155.6.2.2.1 Refusal of Appointment.** Any Representative who refuses to accept appointment to a Standing Committee shall be subject to removal from Council.

**155.6.2.2.2 Attendance.** Committee members are expected to attend all committee meetings. ~~Representatives who do not regularly attend their committee’s meetings will receive a letter from the Council Chair reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.~~

~~155.6.2.2.2~~ **155.6.2.2.3 Failure to Attend.** Representatives who do not regularly attend their committee's meetings will receive a letter from the

Council Chair reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.

~~155.6.2.2-3~~**155.6.2.2.4 Executive Committee Members**

**Excused.** Members of the Executive Committee may be excused from serving on a Standing Committee.

**155.6.2.3 Attend All Scheduled Meetings.** Representatives are elected to serve their constituents and there is an expectation that they will attend all scheduled Council meetings so that constituents have equal representation to the Council.

**155.6.2.3.1 Record Absences.** 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 Council meeting.

**155.6.2.3.1.1 Excused absences.** Excused absences include:

- a. illness,
- b. family emergency,
- c. work related,
- d. vacation,
- e. Jury Duty, and
- f. Class.

**155.6.2.3.1.2 Unexcused Absences.** Unexcused absences include:

- a. no notification to the Council Secretary in advance of a meeting; or
- b. no reason given to the Council Secretary for an absence.

**155.6.2.3.1.3 Two Unexcused Absences.** If a Representative has two (2) unexcused absences from Council meetings, they will receive a letter from the Council Chair reminding them of their responsibility and inquiring as to their interest in continuing to serve on Council.

**155.6.2.3.1.4 Removal Upon Third Unexcused Absence.** Upon their third unexcused absence, the Representative shall be removed from Council.

**155.6.2.3.1.5 Executive Committee Role.** The Executive Committee may address excessive excused absences.

**155.6.2.4 Initiate Communication.** Initiate communication among their constituents to encourage discussion of matters affecting Staff.

**155.6.2.5 Give Notice to Supervisor of Meetings.** Give ample notification to their supervisor or department head of scheduled Council and Committee

meetings. Representatives will be in regular pay status for all required Council and Committee meetings.

**155.6.3 Terms of Membership.** Council members are elected for a term of three (3) years unless completing a Representative's vacated term.

**155.6.3.1 Term.** The Representative term begins on the first day of June following their election to ~~the~~ Council.

**155.6.4 Vacancies.** Council vacancies may occur as a result of Council members:

- a. leaving the university;
- b. resigning from Council; or
- c. being removed from Council.

~~**155.6.4.1 Steps If Vacancy Occurs.** Council shall follow operating procedure 1 if a vacancy occurs. If a vacancy occurs the following steps will be taken to fill the vacancy for the remainder of the term.~~

~~1. The Council Chair shall notify the Elections Coordinator of the vacancy.~~

~~2. The Elections Coordinator shall check to see if a nominee that had the next highest number of votes in last Election is still interested in serving on Council. If so, that nominee will fill the vacancy and complete the term. If there is a tie between those with the next highest number of votes, an election will be held to select one.~~

~~3. The Elections Coordinator shall, if no nominee is next in line, accept nominations. An election will be held to fill the vacancy and complete the term. An election will not be necessary if there is only one (1) nominee.~~

**155.6.5 Request for Leave of Absence.** By outlining reasons in writing to the Council Chair, a Representative may request a leave of absence from Council membership for a partial period of the Representative's Term.

**155.6.5.1 Council Chair to Present Request for Leave.** Council Chair will present any request for a leave of absence to the Council at the first meeting following receipt of the request.

**155.6.5.2 Majority Vote.** Upon a majority vote, the leave of absence will be granted.

**155.6.5.3 Leaves in Excess of Three Months.** If the leave will exceed three (3) months, the ~~Elections Coordinator~~Vice Chair will be notified of the vacancy so that it can be filled during the approved leave of absence.

~~**155.6.6 Nominations and Election Process for Council Representatives.** The Nomination and Election process for Representatives will be conducted by the Elections Coordinator. The Coordinator shall:~~

- ~~1. solicit nominations for new Representatives by online ballot;~~

- ~~2. contact the nominee(s), if the nominee accepts the nomination, add the name to online ballot;~~
- ~~3. proceed with the election process in March by online voting;~~
- ~~4. tabulate results;—~~
- ~~5. retain the election results until the next general election; and—~~
- ~~6. provide election results to the Council Chair and certify that the nomination and election process was conducted in accordance with prescribed procedure.~~
- ~~7. the Council Chair will announce the election results.~~

~~**155.6.6.1 Audit of Election.** Steps to be taken if an audit of the election is requested by nominee are as follows:~~

~~**155.6.6.1.1 Written Request.** A request in writing must be made to the Council Chair within five (5) days of the election results. The Council Chair shall notify the Elections Coordinator to proceed with the audit.~~

~~**155.6.6.1.2 Recount.** A recount will be made by the Elections Coordinator and the Council Vice Chair or their designee.~~

~~**155.6.6.1.3 Release of Audit Results.** Audit results will be provided to the requestor.~~

~~**155.6.6.1.4 Reversal of Election Outcome.** If the recount results in a different outcome, the Council Chair shall notify the affected nominees and Staff Council representatives.~~

~~**155.6.7**~~**155.6.6 Guidelines for Proxy Vote.** If a Representative cannot attend a scheduled Council meeting but wishes to participate in the voting process on Agenda items, the Representative must send a written vote (including a signature) or send an email vote (from the Representative's University email account) to the Council Chair by 8:00 a.m. the day of the scheduled Council meeting. If the proxy vote is in relation to Officer elections, the proxy vote is to be submitted to the Elections Coordinator~~Vice Chair~~ rather than the Council Chair.

~~**155.6.7.1**~~**155.6.6.1 Maximum.** A maximum of two proxy votes per Representative per year will be allowed.

~~**155.6.8 Petition for Recall.** A Representative shall be removed by a Petition for Recall. The petition must outline the reason for removal and must be submitted to the Council Chair. The petition must also contain the signatures of at least 51% of the constituents in the Representative's Division.~~

~~**155.6.8.1 Verification of Signatures.** Upon receipt of the Petition for Recall, the Council Chair will inform the Representative of the petition for removal and ask the Elections Coordinator to verify the validity of the signatures. Upon verification of the signatures, the Representative shall cease to be a member of Council effective immediately. The Vacancy shall be referred to Elections Coordinator (See Section 155.7.5).~~

**155.7 Officers**

The Elected Officers of Council are the Chair, Vice Chair, Secretary, ~~and Treasurer, and Communications Officer.~~ The Appointed Officers of Council are the Parliamentarian, Communications Officer, Grievance Liaison, and Elections Coordinator.

**155.7.1. Elected ~~or Appointed~~Officers.** Elected Officers will be elected by incoming and returning representatives each year at the Regular Council meeting in May and assume duties as of June first (1). ~~Appointed Officers will be appointed by the Chair and assume duties as of June first (1).~~

~~155.7.1.1 Elected Officers.~~ The Elected Officers are

- ~~a. Chair,~~
- ~~b. Vice Chair,~~
- ~~c. Secretary, and~~
- ~~d. Treasurer.~~

~~155.7.1.2 Appointed Officers.~~ The Appointed Officers are

- ~~a. Parliamentarian,~~
- ~~b. Communications Officer,~~
- ~~c. Grievance Liaison, and~~
- ~~d. Elections Coordinator.~~

**155.7.2 Qualifications.**

**155.7.2.1 Eligibility.** Officers must be Representatives. Representatives are not eligible for ~~an Elected Officer position~~ Chair or Vice Chair during their first year of service. All Representatives are eligible for ~~Appointed Officer positions,~~ including Secretary, Treasurer, and Communications Officer during their first year of service.

**155.7.2.2 Term Limits.** A Representative will hold the same Officer position for no more than three (3) consecutive years.

**155.7.2.3 One Year Absence.** A Representative who holds the same office for three consecutive years may run for the same office again after a one-year absence from the position. The representative may also run for other Officer positions upon completion of the third year of service.

**155.7.3 Duties of Officers.** Officers shall:

**155.7.3.1** serve on ~~an~~ Executive Committee;

**155.7.3.2** serve a one-year term; and

**155.7.3.3** acquaint their successor with the duties and responsibilities of their position.

**155.7.4 Duties of the Chair.** The Chair shall:

**155.7.4.1** preside at all Council meetings;

- 155.7.4.2** prepare and distribute Agendas for Council meetings;
- 155.7.4.3** chair Executive Committee meetings;
- 155.7.4.4** enforce all regulations and policies of Council;
- 155.7.4.5** bring before Council all matters appropriate for consideration;
- 155.7.4.6** be available for consultation with the Indiana State University President, Vice President and Board of Trustees;
- 155.7.4.7** appoint members to the Council's Standing Committees;
- 155.7.4.8** nominate Representatives to University Committees;
- 155.7.4.9** call Special Meetings of Council when deemed necessary;
- 155.7.4.10** upon receiving recommendations from Council, appoint a Representative to each of the Appointed Officer positions;
- 155.7.4.11** encourage Representatives to attend appropriate University events;
- 155.7.4.12** assume the duties of the Council Vice Chair in ~~his/her~~their absence;
- 155.7.4.13** vote on Motions/Proposals only in the event of a tie (except for officer elections);
- 155.7.4.14** The Chair's rulings or actions are subject to discussion by Council and will be changed upon a two-thirds majority vote of the current membership of Council;
- 155.7.4.15** serve as advisor for any Staff Grievances; and
- 155.7.4.16** serve as an ex-officio member of the Grievance Appeals Committee.

**155.7.5 Duties of Vice Chair.** The Vice Chair shall:

- 155.7.5.1** assume the duties of the Council Chair in their absence;
- 155.7.5.2** convene the first meeting of the year for Council's Standing Committees;
- 155.7.5.3** oversee Council's Standing Committees, ensuring that they are progressing toward the fulfillment of their charges;~~and~~
- 155.7.5.4** serve as ex-officio of all Standing Committees~~;~~;
- 155.7.5.5** serve as advisor on parliamentary procedure to Council and Standing Committees at their request;
- 155.7.5.6** maintain an accurate and current copy of Council Bylaws and maintain an accurate and current copy of Robert's Rules of Order;
- 155.7.5.7** assume responsibility for carrying out Representative Elections as specified in the Staff Council Standard Operating Procedures;

155.7.5.8 assume responsibility for carrying out Officer Elections as specified in Section 155.8.12; and

155.7.5.9 assume responsibility for carrying out filling of Vacancies of Representatives as specified in Section 155.7.7.

**155.7.6 Duties of Secretary.** The Secretary shall:

**155.7.6.1** record all resolutions and proceedings of Council meetings;

**155.7.6.2** record attendance of Representatives at Council meetings;

**155.7.6.3** provide Council meeting minutes to Communications Officer;

**155.7.6.4** maintain Council meeting minutes, Bylaw changes, and any other relevant documents as requested by the Executive Committee, forwarding those documents to the University Archives as necessary;

**155.7.6.5** maintain current year Committee records; and

**155.7.6.6** maintain an accurate and current database of all Staff.

**155.7.7 Duties of Treasurer.** The Treasurer shall:

**155.7.7.1** report balances of all Council accounts at Regular Council meetings;

**155.7.7.2** pay, or cause to be paid, all Council bills as directed by the Executive Committee;

155.7.7.3 maintains credit card machine and processes all credit card transactions;

155.7.7.4 serves as back up to the Secretary;

~~155.7.7.3~~**155.7.7.5** reconcile all statements of Council accounts; and

~~155.7.7.4~~**155.7.7.6** prepare an annual financial report of all Council accounts.

~~**155.7.8 Duties of The Parliamentarian.** Parliamentarian shall:~~

~~155.7.8.1 be a Representative or Officer of Council with the knowledge of Roberts Rule of Order;~~

~~155.7.8.2 serve as advisor on parliamentary procedure to Council and Standing Committees at their request;~~

~~155.7.8.3 maintain an accurate and current copy of Council By laws;~~

~~155.7.8.4 maintain an accurate and current copy of Robert's Rules of Order; and~~

~~155.7.8.5 serve as backup to the Elections Coordinator.~~

~~155.7.9~~**155.7.8 Duties of The Communications Officer.** The Communications Officer shall:

~~155.7.9.1~~**155.7.8.1** be a Representative or Officer of Council with the knowledge of media communications;



~~155.7.9.2~~155.7.8.2 edit and distribute pertinent information in appropriate media for the membership, as needed;

~~155.7.9.3~~155.7.8.3 maintain and make all updates to the Council website, including posting minutes, meeting announcements, upcoming events, and links to other websites;

~~155.7.9.4~~155.7.8.4 recommend, develop, and maintain new communications media;

~~155.7.9.5~~155.7.8.5 maintain all information relevant to Council communications; and

~~155.7.9.6~~155.7.8.6 serve as an ex-officio member of the Public Relations Committee.

~~155.7.10 Duties of The Grievance Liaison.~~ The Grievance Liaison shall:

~~155.7.10.1~~ be a Representative or Officer of Council with a knowledge of the Staff Grievance policy and procedures;

~~155.7.10.2~~ serve as advisor for any Staff Grievances;

~~155.7.10.3~~ serve as an ex-officio member of the Staff Relations Committee; and

~~155.7.10.4~~ serve as an ex-officio member of the Grievance Appeals Committee.

~~155.7.11 Duties of Elections Coordinator.~~ The Election Coordinator shall:

~~155.7.11.1~~ assume responsibility for carrying out Representative Elections as specified in Section 155.7.7;

~~155.7.11.2~~ assume responsibility for carrying out Officer Elections as specified in Section 155.8.12;

~~155.7.11.3~~ assume responsibility for carrying out filling of Vacancies of Representatives as specified in Section 155.7.7; and

~~155.7.11.4~~ carry out representative elections electronically.

~~155.7.12 Nominations and Election Process for Council Officers.~~ The Nomination and Election process for Officers will be conducted by the Elections Coordinator. The process is as follows:

~~155.7.12.1 Solicit Nominations.~~ The Election Coordinator shall send an email to incoming and returning Representatives soliciting nominations for an Officer position.

~~155.7.12.2 Prepare Ballot.~~ After the nominations are accepted, the Elections Coordinator shall prepare a ballot for each Council Officer position.

~~155.7.12.3 First Order of Business at May Meeting.~~ At the May regular meeting, the first order of business will be the Officer Elections.

~~155.7.12.4 Procedure.~~

~~**155.7.12.4.1 Election.** The Council Chair shall turn the meeting over to the Elections Coordinator to begin the Election. The Executive Committee shall select a designee to conduct the election if the Elections Coordinator is a nominee.~~

~~**155.7.12.4.2 Secret Ballot.** Voting shall be done by secret ballot.~~

~~**155.7.12.4.3 Order.** The order of elections is:~~

- ~~1. Chair~~
- ~~2. Vice Chair~~
- ~~3. Secretary, then~~
- ~~4. Treasurer~~

~~**155.7.12.4.4 Tabulation of Votes.** The Elections Coordinator along with a Representative of Human Resources shall collect and tabulate the votes using the prepared ballots and proxy votes (see Section 155.7.8).~~

~~**155.7.12.4.5 Announce Results.** The Elections Coordinator shall after certification of all ballots; announce the Election results of each Officer position.~~

~~**155.7.12.5 Election Results in a Tie.** Steps to be taken if voting results in a tie:~~

~~**155.7.12.5.1 Call for Second Vote.** The Elections Coordinator shall call for a second vote on only the two (2) nominees that are tied with all of Council representatives present voting by secret ballot.~~

~~**155.7.12.5.2 Elections Coordinator Abstains in Event of Tie.** If the vote of the Elections Coordinator will cause the outcome to again be a tie, the Elections Coordinator will abstain from voting.~~

~~**155.7.12.5.3 Announce Results.** The Elections Coordinator or their designee shall announce the election results.~~

~~**155.7.12.6 Audit Requested by Nominee.** The following steps will be taken if the nominee requests an audit of the election.~~

~~**155.7.12.6.1 Request in Writing.** A request in writing must be made to the Council Chair within five (5) days of the election results. The Council Chair shall notify the Elections Coordinator to proceed with the audit.~~

~~**155.7.12.6.2 Recount.** The Elections Coordinator and the Vice Chair or their designee shall perform a recount. Any nominee for the Officer position being audited will not participate in the audit. The Council Chair shall assign a Vice Chair designee to participate in the audit if the Vice Chair is a nominee for the Officer position being audited.~~

~~**155.7.12.6.3 Release of Audit Results.** Audit results will be provided to the requestor.~~

~~**155.7.12.6.4 Audit Results in Different Outcome.** If the audit changes the outcome of an election, the Council Chair shall notify the affected nominees and Representatives.~~

~~155.7.13~~**155.7.9 Resignation of Officer.** If an Officer resigns and vacates their term, the ~~Elections Coordinator~~Vice Chair will be informed and oversees the following process:

~~155.7.13.1~~**155.7.9.1 Chair Resigns.** If the Chair resigns, the Vice Chair will assume all responsibilities of Chair and a new Vice Chair will be elected.

~~155.7.13.2~~**155.7.9.2 If Officer Other than Chair Resigns.** If the Vice Chair, Secretary, ~~or~~ Treasurer, or Communications Officer resigns, the Council Chair shall assign one (1) of the remaining Officers to assume the duties until an election is held.

~~155.7.13.3 Election for Open Position.~~ ~~The Elections Coordinator shall solicit nominations from Council members for the open officer position and, after the nominations are accepted, prepare the ballot and conduct an election at the next regular Council meeting in accordance with the procedures described in Section 155.8.11.~~

~~155.7.14~~**155.7.10 Petition for Removal.** An Officer will be removed by a petition which outlines the reason for removal and is submitted to the ~~Elections Coordinator~~Vice Chair. If petition is to remove the Vice Chair, then petition is submitted to the Chair. The petition must contain the signatures of at least a two-thirds majority of the Council.

~~155.7.14.1 Validity of Petition.~~ ~~Upon receipt of the petition, the Elections Coordinator will verify the validity of the signatures and inform the Officer of the petition for removal.~~

~~155.7.14.2 Presentment of Petition.~~ ~~The Petition for Removal will be presented at the next Regular Council meeting.~~

~~155.7.14.3 Removal is Effective Immediately.~~ ~~The Representative shall cease to be an Officer effective immediately.~~

~~155.7.14.4 Follow Protocol to Fill Vacancy.~~ ~~The vacancy will be filled according to the protocol for resignation of Officer (see 155.7.12).~~

## 155.8 Meetings

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

**155.8.1 Regular Council Meetings.** Regular Council meetings are open to the public and will be held on a designated day of each month of the Council year. Meetings will be conducted under the latest edition of Robert's Rules of Order. Any conflict between those rules and these Bylaws will be resolved in favor of these Bylaws.

**155.8.1.1 Agenda.** Any staff member may present an item to be considered for the agenda of Regular Council meetings. The staff member shall submit the item to the Chair by the Monday before the meeting.

**155.8.1.2 Quorum.** At least two-thirds of the seated members of Council must be present for the transaction of business at any Council meeting.

**155.8.1.3 Voting.**

**155.8.1.3.1 Voice Vote.** Voting on all matters, other than Election of Representatives/Officers, will be conducted ~~by voice vote unless a secret ballot is requested~~ per the Standard Operating Procedures.

**155.8.1.3.2 Majority.** A majority vote is needed for an affirmative vote.

**155.8.1.4 Reports.** Reports will be heard from:

- a. SGA (Student Government Association),
- b. Faculty Senate,
- c. Human Resources,
- d. Standing Committees, and
- e. Executive Committee.

**155.8.1.5 Motions.** Motions may be proposed at any time and require a majority vote to pass. Each Council Representative has the right to request that a motion be considered as a proposal.

**155.8.1.6 Proposals.** The appropriate Committee shall bring the proposal to Council. Proposals must be approved by majority ~~of at~~ two consecutive Regular Council meetings. The Communications Officer shall inform staff of the proposal. The Executive Committee shall present the proposal to the President.

**155.8.1.7 Closed Session.** The Council Chair shall call for a closed session at each Regular Council meeting. The closed session will be for Representatives and Officers only and no Council minutes will be taken.

**155.8.2 Special Meetings.** The Council Chair shall call special meetings of the Council when deemed necessary.

**155.8.3 Annual Meeting.** The Executive Committee shall hold an end-of-the-year meeting; ~~- Annual Meeting -~~ for all Staff for informational purposes and end-of-the-year reports.

**155.8.4 Retreat.** The Executive Committee shall hold an annual retreat in the month of July for all new and returning Representatives of Council.

## 155.9 Committees

**155.9.1 Executive Committee.** The Executive Committee shall:

**155.9.1.1 Composition.** ~~The Executive Committee shall~~ be comprised of the Elected ~~and Appointed~~ Officers of Council;

**155.9.1.2 Chair Discretion.** ~~The Executive Committee shall~~ meet at the discretion of the Chair; ~~and~~

**155.9.1.3 Actions.** ~~The Executive Committee shall~~ act on behalf of the Council between regular Council meetings as necessary, reporting to Council any action taken and ensuring that no action contradicts prior actions of Council; and

**155.9.1.4 Staff Council Scholarship.** ~~The Executive Committee shall~~ coordinate the Staff Council Scholarship application process and manage the Staff Council Scholarship fund.

## **155.9.2 Standing Committees.**

### **155.9.2.1 Requirements for All Standing Committees.**

**155.9.2.1.1 Appointment.** Council Chair shall appoint each Standing Committee member based on recommendations from the Executive Committee. In addition to Representatives, the Executive Committee shall appoint Staff to serve on Standing Committee. The term of service shall be one (1) year in conjunction with Council term.

**155.9.2.1.2 Meeting Schedule.** Each Standing Committee shall meet monthly. The Vice Chair shall convene the first meeting of the year in the month of June.

**155.9.2.1.3 Chair.** Each Standing Committee shall elect a Chair at the first meeting of each year. The Chair must have previously served on the Committee. The Chair of each Committee shall be responsible for scheduling Committee meetings, setting Agendas consistent with basic goals and objectives assigned by the Executive Committee, and addressing other relevant matters that shall come before the Committee.

**155.9.2.1.4 Secretary.** Each Standing Committee shall elect a Secretary at the first meeting of each year. The Secretary is responsible for taking all Committee minutes.

**155.9.2.1.5 Proposals.** Each Standing Committee shall submit final drafts of Committee proposals to Council Chair for Council approval.

**155.9.2.1.6 Minutes.** Each Standing Committee shall submit minutes from each meeting to the Council Secretary and report at Regular Council meetings.

**155.9.2.1.7 Resource.** Each Standing Committee shall, upon request, act as a resource to the other Standing Committees or Council.

**155.9.2.1.8 Annual Report.** Each Standing Committee will submit an annual report of activities for inclusion in the Council Annual Report no later than one (1) week before the Council's Annual Meeting.

**155.9.2.1.9 Failure to Abide by Provisions.** Failure to abide by these provisions shall result in the Committee Chair or Committee members being removed and the selection of a new Committee Chair or members by the Executive Committee.

**155.9.2.1.10 Meeting with Successors.** Each Committee Chair is responsible for meeting with their successors to make sure that the successor has information needed to perform committee tasks.

**155.9.2.2 Staff Relations Committee.** The core mission of the Staff Relations Committee revolves around cultivating a workplace atmosphere that fosters

teamwork, collaboration, and mutual respect. This committee actively champions policies and practices geared towards nurturing a thriving work environment, embracing diversity and inclusion, and safeguarding the well-being of staff. In pursuit of these goals, it often collaborates closely with Human Resources to craft and put into action policies in harmony with these aspirations.

~~155.9.2.2.1~~ **Composition.** ~~Is comprised of at least eight (8) Staff.~~

~~155.9.2.2.2~~**155.9.2.2.1** **Advisory on Improvements.** Serves as an advisory body to Council in reference to improvements in the working environment for Staff.

~~155.9.2.2.3~~**155.9.2.2.2** **Professional Development.** Explores professional development opportunities for Staff.

**155.9.2.3 ~~Public Relations Committee~~The Community Outreach and Engagement Committee.** The Community Outreach and Engagement Committee serves to maintain a connection among staff, campus, and community partners. The primary responsibility of the committee is to promote and coordinate large campus-wide events, service projects, and fundraising events for the council. The committee uses different outreach/public relations strategies to keep staff informed about the Staff Council as a whole. The committee will strive to build and nurture a strong campus community and promote the values and work of the council.

~~155.9.2.3.1~~ **Composition.** ~~Is comprised of at least eight (8) Staff.~~

~~155.9.2.3.2~~**155.9.2.3.1** **Advisory on Events.** Serves as an advisory body to Council in reference to all University events.

~~155.9.2.3.3~~**155.9.2.3.2** **Promotion of Events.** Promotes and coordinates social and fundraising events for Council.

**155.9.2.4 Staff Benefits Advisory Committee.** The Staff Benefits Advisory Committee works within the parameters of the University to review existing benefit programs and advocates for changes or additions to these benefits while maintaining the quality of benefits available to staff, retirees, and eligible dependents.

~~155.9.2.4.1~~ **Composition.** ~~Is comprised of at least eight (8) Staff.~~

~~155.9.2.4.2~~**155.9.2.4.1** **Advisory on Staff Benefits.** Serves as an advisory body to Council in reference to Staff benefits.

~~155.9.2.4.3~~**155.9.2.4.2** **Recommendation on Benefits Programs.** Review and prepares recommendations regarding adjustments to employee benefit programs for Staff and report its findings to the Executive Committee.

~~155.9.2.4.4~~**155.9.2.4.3** **Chair.** The Committee chair may serve on the University Benefits Committee.

### **155.9.3 Other Committees.**

**155.9.3.1 Special Committees.** The Executive Committee will appoint Representatives and Staff to Special Committees as needed.

**155.9.3.2 University Committees.** Staff serve on University Committees by Presidential appointment. The Executive Committee will recommend Staff for these Committees to the President or their designee. Staff Representatives on University Committees shall present Committee reports to Council as requested.

**155.9.3.3 Presidential Committees and Task Forces.** Presidential Committees and Task Forces are University Committees assembled by Indiana State University Presidential order. The length of service varies for each Committee or Task Force. Staff who serve on Presidential Committees or Task Forces shall present reports to Council as requested.

### **155.10 Amendments to Bylaws**

**155.10.1 Presentment in Writing.** Any member of Council may present in writing an Amendment to the By-laws at any Regular Council meeting.

**155.10.2 Majority Vote.** After introduction of the proposed amendment, Council shall vote on the amendment at two successive Regular Council meetings. The Secretary shall publish the amendment in the minutes of those meetings. The amendment must be approved by a majority vote at each meeting.

**155.10.3 Presentation to the Board of Trustees.** After approval by Council, amendments will be presented to the Indiana State University President for review and will be presented to the Indiana State University Board of Trustees for final approval.

**Recommendation:** The proposed changes to Staff Council bylaws are presented to the Board of Trustees as an informational item. Administration will seek approval of the changes at the May 2024 meeting of the Board of Trustees.

### **3d New Program Graduate Psychiatric Mental Health Nurse Practitioner Post-Master's Certificate**

Creation of a new graduate, post-master's certificate program in Graduate Psychiatric Mental Health Nurse Practitioner. This proposal has passed all levels of governance review. This program will require approval of the Indiana Commission of Higher Education.

**Recommendation:** Approval is recommended.



### 3e New Program Undergraduate Minor in Arts Administration

Creation of a new undergraduate minor Arts Administration. The program is 16 credits. This proposal has passed all levels of governance review. This program will NOT require approval of the Indiana Commission of Higher Education.

**Recommendation:** This proposal is for information only.

## 3f New Program Undergraduate Major – BS in Quantitative Economics

Creation of a new undergraduate major in Quantitative Economics. This proposal has passed all levels of governance review. This program will require approval of the Indiana Commission of Higher Education.

**Recommendation:** This proposal is for information only.

### **3g New Programs Certificate in Criminal Intelligence, Certificate in Intelligence Analysis Counterintelligence, Certificate in Intelligence Collections and Operations and Minor in Intelligence Analysis**

Creation of new undergraduate programs in the School of Criminology and Security Studies.

Certificate in Criminal Intelligence for non-degree seeking students

Certificate in Intelligence Analysis Counterintelligence for non-degree seeking students

Certificate in Intelligence Collections and Operations for non-degree seeking students

Minor in Intelligence Analysis for degree seeking students

These proposals have passed all levels of governance review. The certificate proposals will require approval of the Indiana Commission of Higher Education.

**Recommendation:** This proposal is for information only.

## 4a University Investments

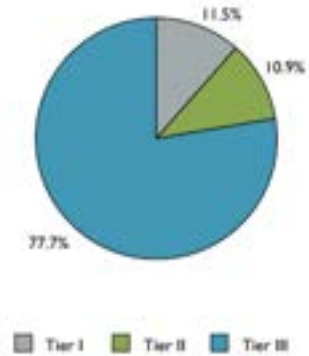
In accordance with the Board of Trustees approved investment policy, the University Treasurer is responsible for management and oversight of all investments. The University Treasurer is to provide a quarterly investment performance review of all funds to the Board. Below is the quarterly report for the period ending December 31, 2023.

### ISU - Operating Funds - Total Portfolio - Plan Summary

As of December 31, 2023

Investment Managers	Market Value
First Financial Cash	\$8,117,794
First Financial Active Cash	\$6,830,442
MainStreet Advisors 1-3 Year Gov/Credit	-
Old National Intermediate	\$14,150,711
Reams Asset Management Core	\$35,127,177
Loomis Sayles Core Plus	\$55,974,685
Reams Unconstrained	\$10,110,908
<b>ISU - Operating Funds - Total Portfolio</b>	<b>\$130,311,716</b>

Asset Allocation by Tier



Summary Performance



## ISU - Operating Funds Asset Breakdown

As of December 31, 2023

December 31, 2023			Target
	Market Value	% of Total Assets	Allocation
<b>Tier I</b>			
First Financial Cash	\$8,117,794	6.2%	\$10mm - \$25mm
First Financial Active Cash	\$6,830,442	5.2%	
	<b>\$14,948,236</b>	<b>11.5%</b>	
<b>Tier II</b>			
Old National Intermediate	\$14,150,711	10.9%	\$10mm - \$15mm
	<b>\$14,150,711</b>	<b>10.9%</b>	
<b>Tier III</b>			
Reams Asset Management Core	\$35,127,177	27.0%	Remaining Balance
Loomis Sayles Core Plus	\$55,974,685	43.0%	
Reams Unconstrained	\$10,110,908	7.8%	
	<b>\$101,212,769</b>	<b>77.7%</b>	
	<b>\$130,311,716</b>	<b>100.0%</b>	

## ISU - Operating Funds - Total Portfolio - Change in Market Value Summary

As of December 31, 2023

	Last 1 Quarter			
	Beginning Market Value	Deposits / Withdrawals (Net)	Investment Gain/Loss	Ending Market Value
<b>ISU - Operating Funds - Total Portfolio</b>	<b>\$123,733,918</b>	<b>\$98,487</b>	<b>\$8,676,295</b>	<b>\$130,311,716</b>
Tier I	\$12,770,826	\$1,995,867	\$173,544	\$14,948,236
First Financial Cash	\$6,039,410	\$1,998,294	\$80,090	\$8,117,794
First Financial Active Cash	\$6,739,415	-\$2,427	\$93,454	\$6,830,442
Tier II	\$13,589,272	-\$8,333	\$569,773	\$14,150,711
MainStreet Advisors 1-3 Year Gov/Credit	-	-	-	-
Old National Intermediate	\$13,589,272	-\$8,333	\$569,773	\$14,150,711
Tier III	\$97,365,821	-\$2,086,031	\$5,932,979	\$101,212,769
Reams Asset Management Core	\$34,219,327	-\$812,600	\$1,720,450	\$35,127,177
Loomis Sayles Core Plus	\$53,158,901	-\$1,273,431	\$4,089,215	\$55,974,685
Reams Unconstrained	\$9,987,593	-	\$123,314	\$10,110,908

	Fiscal Year To Date			
	Beginning Market Value	Deposits / Withdrawals (Net)	Investment Gain/Loss	Ending Market Value
<b>ISU - Operating Funds - Total Portfolio</b>	<b>\$129,747,354</b>	<b>\$2,789,806</b>	<b>\$3,359,169</b>	<b>\$130,311,716</b>
Tier I	\$5,296,687	\$9,391,890	\$259,659	\$14,948,236
First Financial Cash	\$562,613	\$7,447,098	\$108,083	\$8,117,794
First Financial Active Cash	\$4,734,074	\$1,944,792	\$151,576	\$6,830,442
Tier II	\$27,191,433	-\$13,562,972	\$522,250	\$14,150,711
MainStreet Advisors 1-3 Year Gov/Credit	\$13,454,275	-\$13,545,747	\$91,471	-
Old National Intermediate	\$13,737,158	-\$17,226	\$430,779	\$14,150,711
Tier III	\$97,259,234	\$1,376,276	\$2,577,259	\$101,212,769
Reams Asset Management Core	\$31,846,514	\$2,704,065	\$576,598	\$35,127,177
Loomis Sayles Core Plus	\$55,498,366	-\$1,327,789	\$1,804,808	\$55,974,685
Reams Unconstrained	\$9,914,354	-	\$196,554	\$10,110,908

## ISU - Operating Funds - Total Portfolio - Investment Manager Returns

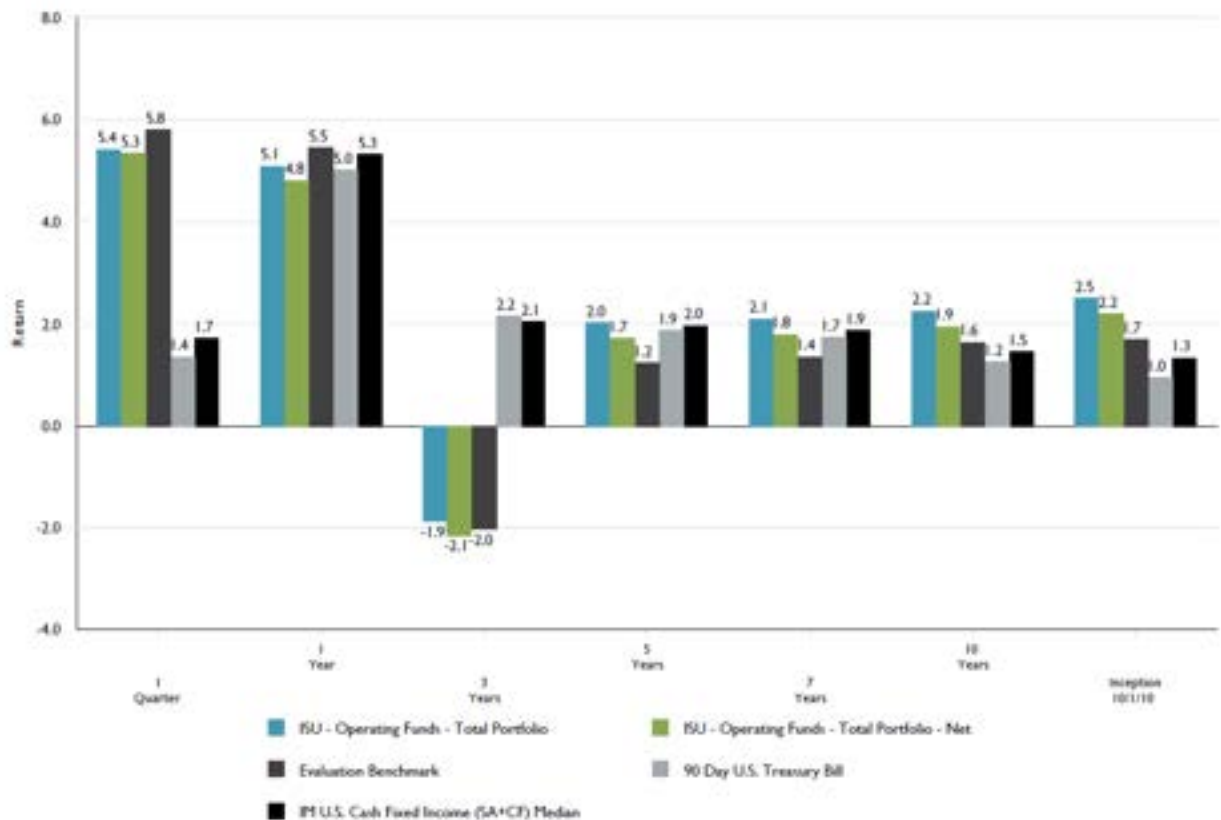
As of December 31, 2023

	Performance (%)							Inception Date
	1 Quarter	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	
<b>ISU - Operating Funds - Total Portfolio</b>	<b>5.42</b>	<b>5.00</b>	<b>-1.87</b>	<b>2.02</b>	<b>2.09</b>	<b>2.25</b>	<b>2.50</b>	<b>10/01/2010</b>
ISU - Operating Funds - Total Portfolio (Net)	5.35	4.81	-2.14	1.72	1.78	1.93	2.19	
Evaluation Benchmark*	5.81	5.46	-2.81	1.23	1.35	1.63	1.68	
<b>Tier I</b>	<b>1.34</b>	<b>4.06</b>	<b>1.91</b>	<b>1.77</b>	<b>1.67</b>	<b>1.28</b>	<b>1.07</b>	<b>10/01/2010</b>
First Financial Cash	1.29	4.09	2.20	1.85	1.72	1.31	1.06	10/01/2010
90 Day U.S. Treasury Bill	1.37	5.02	2.15	1.88	1.73	1.24	0.97	
First Financial Active Cash	1.39	4.88	1.68	1.78	1.66	1.28	1.13	10/01/2010
FTSE 1 Year Treasury 07R	1.85	4.93	1.27	1.72	1.58	1.22	1.01	
<b>Tier II</b>	<b>4.19</b>	<b>4.93</b>	<b>-8.52</b>	<b>1.84</b>	<b>1.74</b>	<b>1.75</b>	<b>1.75</b>	<b>10/01/2010</b>
Old National Intermediate	4.19	4.67	-1.65	1.65	1.60	1.83	1.92	10/01/2010
Bidg Intermed U.S. Government/Credit	4.56	5.24	-1.63	1.59	1.57	1.72	1.84	
<b>Tier III</b>	<b>6.15</b>	<b>5.42</b>	<b>-2.76</b>	<b>2.31</b>	<b>2.36</b>	<b>2.64</b>	<b>3.14</b>	<b>10/01/2010</b>
Rearm Asset Management Core	5.09	4.06	-3.32	2.22	2.28	2.41	2.73	10/01/2010
Bidg U.S. Aggregate Index	6.82	5.53	-3.31	1.10	1.29	1.81	2.00	
Loomis Sayles Core Plus	7.76	6.49	-2.34	2.51	2.57	2.93	3.64	10/01/2010
Bidg U.S. Aggregate Index	6.82	5.53	-3.31	1.10	1.29	1.81	2.00	
Rearm Unconstrained	1.23	-	-	-	-	-	0.94	06/01/2023
ICE BofI LIBOR 3-month Constant Maturity	1.38	5.12	2.16	2.03	1.91	1.44	3.18	
IF Other Global Fund Income (M+O) Median	1.80	18.85	-1.45	1.80	1.32	2.81	3.31	

Current Evaluation Benchmark\* = 14% 90 Day T-Bill, 11% Bloomberg Intermediate Gov/Credit Index, 75% Bloomberg Aggregate Index

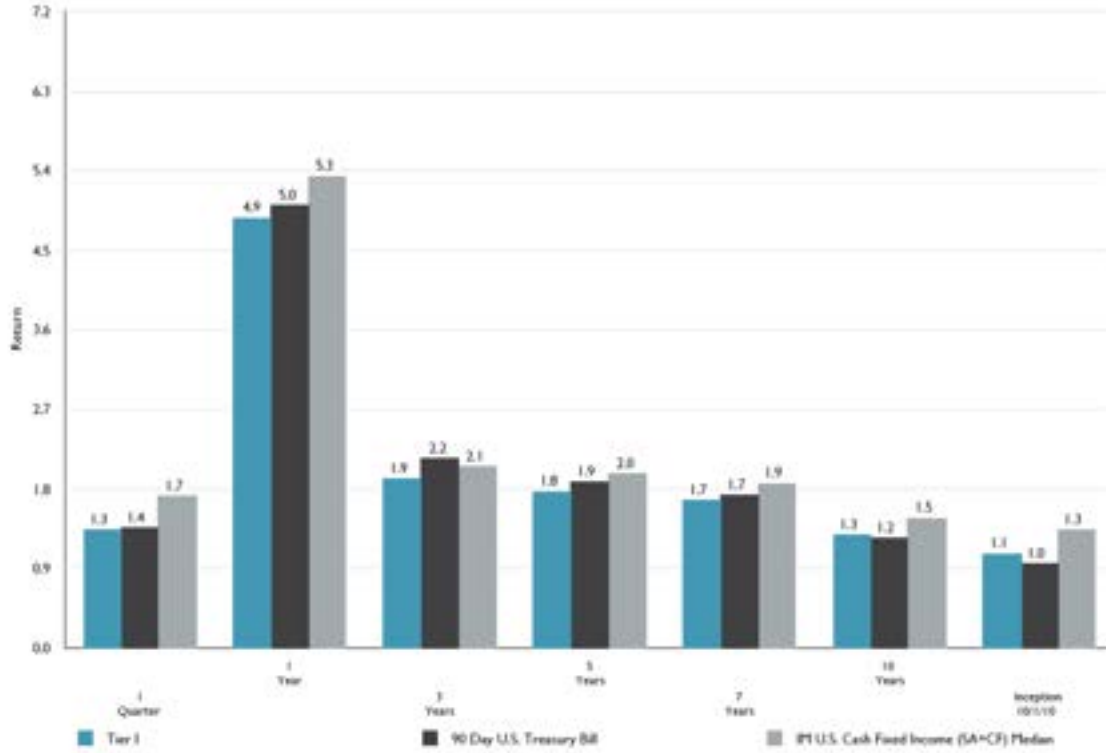
## Total Fund Performance - Annualized

As of December 31, 2023



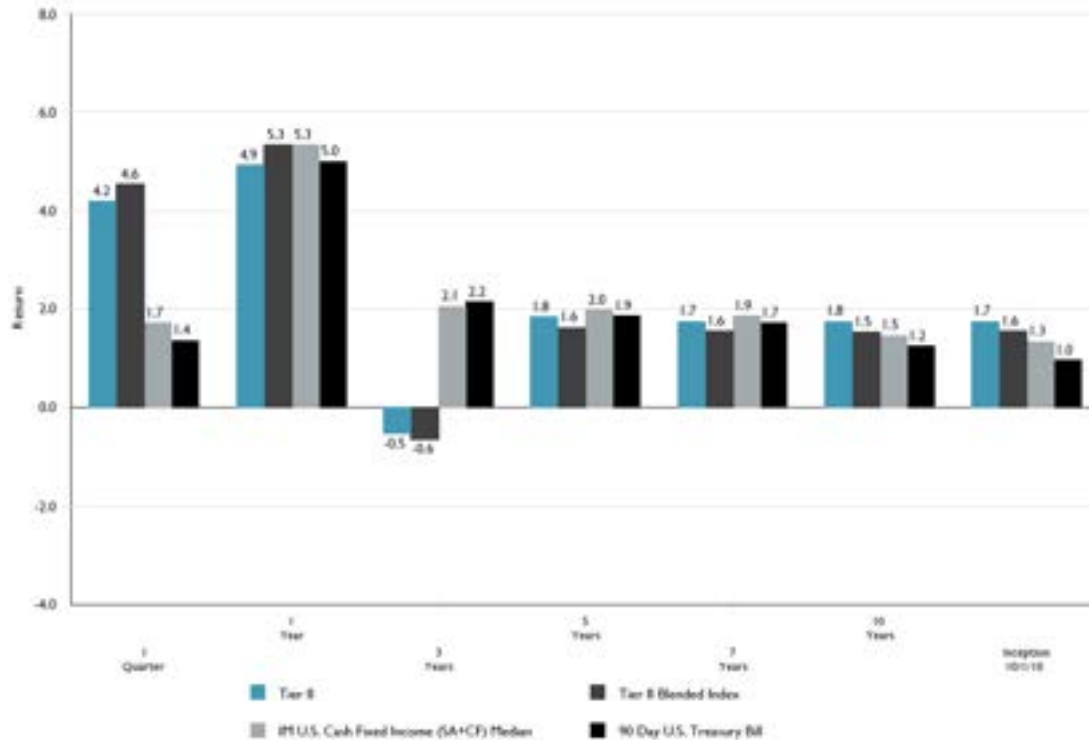
### Tier I Performance - Annualized

As of December 31, 2023



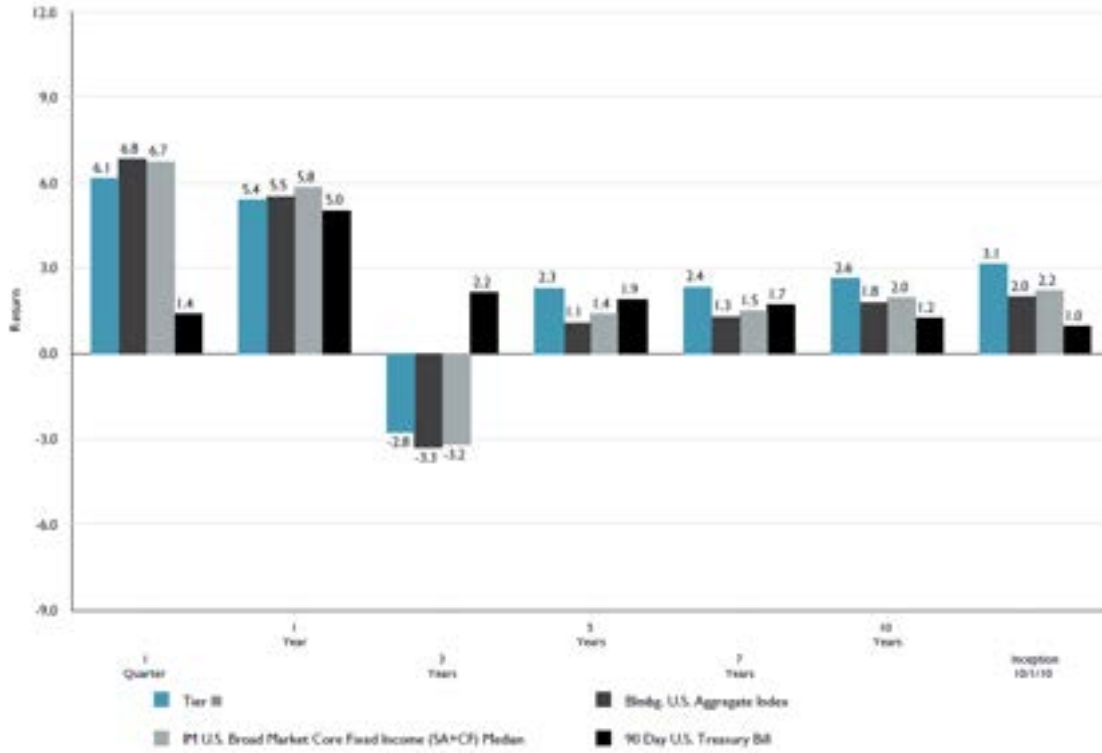
### Tier II Performance - Annualized

As of December 31, 2023



### Tier III Performance - Annualized

As of December 31, 2023





## 4b Financial Report

INDIANA STATE UNIVERSITY							
GENERAL FUND OPERATING REVENUE AND EXPENSE SUMMARY							
For the Period Ending December 31, 2023							
	2023-24 Base Budget	2023-24 Adjusted Budget	YTD through 12/31/23*	Percent of Adjusted Budget	2022-23 Adjusted Budget	YTD through 12/31/22*	Percent of Adjusted Budget
<b>Revenues</b>							
State Appropriations							
Operational	\$ 76,926,913	\$ 76,926,913	\$ 38,463,456	50.0%	\$ 74,498,951	\$ 37,249,470	50.0%
Debt Service Appropriation	11,058,684	11,058,684	9,099,205	82.3%	11,051,288	8,924,312	80.8%
Sub-Total State Appropriations	87,985,597	87,985,597	47,562,661		85,550,239	46,173,782	
Student Tuition	66,316,500	66,316,500	38,229,840	57.6%	75,672,595	38,039,722	50.3%
Other Fees and Charges	1,751,500	1,751,500	818,806	46.7%	1,398,903	630,997	45.1%
Other Income and Transfers	6,726,403	6,726,403	4,875,462	72.5%	6,528,263	4,765,657	73.0%
Program Fees	900,000	900,000	1,052,280	116.9%	1,088,142	1,088,142	100.0%
One-Time Funding Transfer	1,925,000	1,925,000	1,925,000	100.0%	4,450,000	4,450,000	100.0%
<b>Total Budgeted Revenue</b>	<b>\$ 165,605,000</b>	<b>\$ 165,605,000</b>	<b>\$ 94,464,049</b>		<b>\$ 174,688,142</b>	<b>\$ 95,148,300</b>	
Encumbrances and Carryforward		9,638,069	9,638,069		12,424,983	12,424,983	
Reimbursements and Income Reappropriated From Other Sources		1,735,611	1,735,611		1,891,765	1,891,765	
<b>Total Revenues</b>	<b>\$ 165,605,000</b>	<b>\$ 176,978,680</b>	<b>\$ 105,837,729</b>	<b>59.8%</b>	<b>\$ 189,004,890</b>	<b>\$ 109,465,048</b>	<b>57.9%</b>
<b>Expenditures</b>							
Compensation							
Salaries and Wages	\$ 76,325,684	\$ 76,674,266	\$ 36,909,814	48.1%	\$ 80,675,559	\$ 37,121,115	46.0%
Fringe Benefits	22,450,238	22,472,500	11,158,658	49.7%	24,419,801	11,117,056	45.5%
Sub-Total Compensation	98,775,922	99,146,766	48,068,472	48.5%	105,095,360	48,238,171	45.9%
Departmental Expenses							
Supplies and Related Expenses	13,885,462	17,986,712	9,343,615	51.9%	20,749,878	9,427,849	45.4%
Repairs and Maintenance	5,286,419	6,148,585	7,060,321	114.8%	6,240,259	7,400,323	118.6%
Other Committed Expenses	1,721,537	1,721,537	1,308,675	76.0%	1,586,511	1,206,759	76.1%
Sub-Total Departmental Expenses	20,893,418	25,856,834	17,712,611	68.5%	28,576,648	18,034,931	63.1%
Utilities and Related Expenses	9,964,556	9,964,556	5,602,451	56.2%	10,049,224	6,695,649	66.6%
Equipment and Other Capital							
Operating Equipment	839,494	1,768,695	715,939	40.5%	2,201,751	402,971	18.3%
Capital Improvements	4,000,000	4,000,000	667,564	16.7%	4,600,000	881,141	19.2%
Sub-Total Equipment & Other Capital	4,839,494	5,768,695	1,383,503	24.0%	6,801,751	1,284,112	18.9%
Student Scholarship and Fee Remissions	16,264,926	16,430,054	11,705,301	71.2%	16,462,047	10,534,418	64.0%
Academic Debt Service	11,666,684	11,666,684	9,549,888	81.9%	11,659,288	10,358,787	88.8%
Budgeted Reserve	2,300,000	2,300,000	-	0.0%	3,800,000	-	0.0%
Transfers Out and Program Fees	900,000	3,499,320	2,884,159	82.4%	3,288,241	2,635,062	80.1%
Reserve for Revenue Shortfall		2,345,771			3,272,331		0.0%
<b>Total Expenditures</b>	<b>\$ 165,605,000</b>	<b>\$ 176,978,680</b>	<b>\$ 96,906,385</b>	<b>54.8%</b>	<b>\$ 189,004,890</b>	<b>\$ 97,781,130</b>	<b>51.7%</b>
*Includes encumbrances and open commitments							

### Revenues

#### State Operational Appropriation

State Operational Appropriation is above last year's amount by \$1,213,986 and overall has an increase of \$2,427,962.

#### Student Tuition

Fall Student Tuition of \$31.5 million is above budget by \$0.5 million. Summer school has \$3.4 million recognized in this fiscal year with the remainder to be realized at the end of the fiscal year. The estimated spring tuition is expected to exceed the budgeted amount.

#### Other Fees and Charges

Other Fees and Charges are above last year's amount by \$187,809 due to the increase of Distance Delivery Fees that are recognized in the operating budget.

#### Other Income and Transfers

Other Income and Transfers are above last year's amount by \$109,805 due to increased interest income and federal indirect cost recovery.

#### Program Fees

Program fees are down by \$35,862. These fees are transferred to academic departments to be spent on approved expenditures.

#### One-Time Funding Transfer

One-Time Funding Transfer of \$1,925,000 is funded from the carry-forward budget reserves.

#### Encumbrances and Carryforward

Encumbrances and Carryforward decreased by \$2,786,914 as a result of reduced carry-forwards that have been utilized in the operations of the University.

#### Reimbursements and Income Reappropriated from Other Sources

Reimbursements and Income Reappropriated from Other Sources decreased by \$156,154 reflecting reduced off-campus program fees.

### **Expenses**

#### Compensation

Total Compensation is below last year's total by \$169,699. Salaries and Wages are down \$211,301 which is the result of reduced instructional, graduate assistant wages and overtime. Benefit expense is above last year's amount by \$41,602 due to increased retirement incentive payouts.

#### Departmental Expenses

Total Departmental Expenses decreased by \$322,320. Supplies and Related Expenses decreased by \$84,234 due to timing of Library subscription payments. Repairs and Maintenance decreased by \$340,002 as the result of lower software costs. Other Committed Expenses increased \$101,916 due to increased insurance costs.

#### Utilities and Related Expenses

Utilities and Related Expenses decreased by \$1,093,198. This is due to the additional fuel rider imposed by Duke Energy in 2022 that is no longer applicable in 2023.

#### Equipment and Other Capital

Total Equipment and Other Capital is up by \$99,391 due to increased OIT infrastructure, start-up equipment and Chemistry lab equipment purchases.

Student Scholarship and Fee Remissions

Student Scholarship and Fee Remissions shows an increase of \$1,170,883. This reflects the increase of housing scholarships for freshmen and the new Sycamore Advantage awards. The overall estimated budget shortfall for scholarships \$2.6 million.

Budgeted Reserve

The Budgeted Reserve of \$2.3 million will be used to cover the shortfall in scholarships.

Reserve for Revenue Shortfall

Reserve for Revenue Shortfall that had \$3,272,331 of carryforward from 2022-23 includes the reduction of \$1,925,000 that was part of the base operating revenue budget for fiscal year 2024. The remaining \$2,345,771 will be used to cover any unanticipated expenditures.

## 4c Purchasing Report

Purchase Order Activity for the Period November 16th, 2023 through December 31st, 2023			
<b>Purchases Over \$50,000</b>			
<b>Sole Sourced -</b>			
	Steris Corporation Multiple Reasons	P0092867	Biology lab autoclave upgrades \$ 258,736.00
	Insight Global LLC Continuity of Service	P0092828	Temporary Services - Web Development for OIT \$ 185,513.00
	Otis Elevator Compatibility with existing Equipment	P0092834	Tirey Hall Elevator Door Upgrades \$ 62,300.00

## 4d Vendor Report

The following vendors have accumulated purchases from the University for the time period November 1, 2023 through December 31, 2023 (Fiscal Year 2024) in excess of \$250,000:

Civitas Learning Inc	\$ 282,800	Student Success Software
Instructure Inc	\$ 287,483	Canvas Learning Management System Service
Sycamore Engineering Inc	\$ 521,722	Science Building Fire Alarm Replacement, Electrical Services

Previously Reported Vendors with Purchases Exceeding \$250,000 in Fiscal Year 2024:

Union Associated Physicians Clinic LLC	\$ 253,403	Student Health Center Services
EAB Global Inc	\$ 265,364	Enrollment solutions
C H Garmong and Son Inc	\$ 292,777	Tunnel Repairs
Indiana-American Water Company	\$ 297,426	Water Utility Payments
Bell Techlogix Inc	\$ 317,572	Microsoft Maintenance Licenses and Software
Network Solutions Inc	\$ 354,454	Networking Equipment and Software Maintenance & Licenses; Network Infrastructure Upgrades
Delta Dental Plan of Indiana	\$ 375,135	Dental Claims Reimbursements
Otis Elevator	\$ 380,532	Maintenance Agreement for Campus Elevators; Elevator Repairs; HMSU Freight Elevator Upgrade
Key Government Finance Inc	\$ 429,977	Networking Software Maintenance Agreement
A C Equipment Representatives Inc	\$ 431,360	Maintenance & Repairs HVAC Systems
Lincoln Life Assurance Co of Boston	\$ 446,549	Life and Long Term Disability Insurance
Associated Roofing Professionals Inc	\$ 480,596	Performing/Fine Arts Roof; Other Various Roof Repairs
Ellucian Company LP	\$ 482,706	Banner Software Maintenance
BP Energy Retail Co LLC	\$ 483,847	Natural Gas Purchases
Williams Aviation LLC	\$ 497,403	Maintenance & Repairs of Airplanes for Flight Academy
AmWins/NEBCO Group Benefits	\$ 725,603	Retiree Insurance Coverage
500 Wabash Housing LLC	\$ 767,670	500 Wabash Lease Payments
City of Terre Haute	\$ 897,284	Sewage Utility Payments; Campus Fire Protection; Campus Bus Services
Dell Inc	\$ 1,069,420	General Campus Computer Equipment
Borshoff Inc	\$ 1,101,000	University Advertising Media Buy & Management
Epic Insurance Midwest	\$ 1,459,002	Commercial Property, Flight Academy Liability and Workman's Comp Coverage Insurance Policies
CVS Pharmacy Inc	\$ 2,913,407	Prescription Drug Coverage
Duke Energy	\$ 3,462,627	Electricity Utility Payments
TIAA CREF	\$ 4,270,318	Retirement Contributions
Sodexo Inc and Affiliates	\$ 5,186,286	Dining and Catering Services
Anthem Life Insurance Company	\$ 5,497,936	Health Care Benefits and Reimbursements of Medical Claims

## 4e Faculty Personnel

### FACULTY

#### **Instructor Appointments of 2-5 years – 2023-2024 Academic Year**

Tiffany Busenbark; Instructor, Department of Applied Medicine and Rehabilitation; M.S., Spalding University; salary \$86,000 per fiscal year prorated from the effective date; effective January 1, 2024.

Melinda Cornelius; Instructor, School of Nursing; M.S.N., University of Southern Indiana; salary \$53,000 per academic year prorated from the effective date; effective January 1, 2024.

#### **Temporary Full-Time Faculty for 2023-2024 Academic Year (Unless Stated Otherwise)**

Heidi Muller; Full-Time Lecturer, Department of Applied Engineering and Technology Management; M.S., Indiana State University; salary \$60,000 per academic year prorated from the effective date; effective January 1, 2024.

Jessica Ross; Full-Time Lecturer, Department of Applied Clinical and Educational Sciences; M.S., Eastern Illinois University; salary \$52,000 per academic year prorated from the effective date; effective January 1, 2024.

#### **Change of Status and/or Pay Rate**

Azizi Arrington-Slocum; from Interim Chairperson and Professor, Department of Built Environment to Professor, Department of Built Environment, salary \$90,769 per academic year prorated from effective date; effective February 1, 2024.

Carrie Ball; from Professor, Department of Teaching and Learning to Professor, Department of Teaching and Learning and Faculty Senate Secretary; stipend \$3,000 per academic year; for the 2023-2024 academic year.

Terry Dean; from Associate Professor, School of Music to Associate Professor, School of Music and Principle Investigator for the US DOE Strengthening Institutions Program grant through Student Success; stipend \$10,000 per academic year; for the 2023-2024 academic year.

Andrea Forcum; Assistant Professor, Department of Teaching and Learning; salary adjustment from \$58,000 to \$60,000 per academic year; effective November 1, 2023.

Marleana Groh; from Instructor, School of Nursing to Instructor and Director of Continuing Education, School of Nursing; supplement of \$5,000 per academic year prorated from the effective date; for the appointment period of January 1, 2024 through May 31, 2024.

Melissa Gustafson; from Associate Librarian, Library Services to Chairperson and Associate Librarian, Library Services; supplement \$15,000 per fiscal year prorated from the effective date; for the appointment period of January 1, 2024 through June 30, 2024.

Kara Harris; from Professor, Department of Applied Engineering and Technology Management to Interim Chairperson, Department of Built Environment and Professor, Department of Applied Engineering and Technology Management; supplement \$15,000 per academic year prorated from the effective date; for the appointment period of January 15, 2024 through May 31, 2024.

Christine MacDonald; from Professor, Department of Applied Clinical and Educational Sciences to Professor, Department of Applied Clinical and Educational Sciences and Dean's Faculty Fellow; stipend \$3,000; for the fall semester of the 2023-2024 academic year.

Ali Shahhosseini; from Professor, Department of Applied Engineering and Technology Management to Professor and PhD Coordinator for the Technology Management Program, Department of Applied Engineering and Technology Management; for the period of November 10, 2023 through July 31, 2026.

Jan Weust; from Associate Professor and Director of Continuing Education, School of Nursing to Associate Professor, School of Nursing; salary \$92,753 per academic year prorated from effective date; effective January 1, 2024.

Tarek Zaher; from Professor, Department of Accounting, Finance, Insurance and Risk Management to Professor and SMIFC Coordinator, Department of Accounting, Finance, Insurance and Risk Management; supplement \$15,000 per academic year; for the 2023-2024 academic year.

### **Retirements**

Thomas Stieger, Professor, Department of Multidisciplinary Studies; effective May 31, 2024.

### **Emeriti**

Thomas Stieger, Professor, Department of Multidisciplinary Studies; effective May 31, 2024.

### **Separations**

Mark Inlow; Associate Professor, Department of Mathematics and Computer Science; effective May 31, 2024.

Sankar Nallapati; Assistant Professor, Department of Applied Engineering and Technology Management; effective December 31, 2023.

Michael Williamson; Associate Professor, Department of Applied Engineering and Technology Management; effective December 31, 2023.

## 4f Other Personnel

### NON-EXEMPT

#### Appointments

Gilbert Archer; Groundskeeper, Grounds; \$13.00 per hour; effective November 27, 2023.

Mindy Hayes; Custodian I, Custodians; \$13.00 per hour; effective January 2, 2024.

Jennifer Lundy; Police Officer, Public Safety Department; \$22.00 per hour; effective November 27, 2023.

Kendra McConnell; Custodian I, Custodians; \$13.00 per hour; effective January 8, 2024.

Adam Swaim; Police Officer, Public Safety Department; \$22.00 per hour; effective November 27, 2023.

Caroline Wagner; Dean's Assistant, Dean, College Health & Human Svcs; \$21.00 per hour; effective November 27, 2023.

Melissa Wethington; Administrative Assistant I, Air Force ROTC; \$14.71 per hour; effective November 30, 2023.

#### Promotions / Transfers

Kylie Booe; from Student Services Assistant II to Collections/Billing Specialist, Assoc VP Finance Asst Treasurer; \$19.67 per hour; effective November 25, 2023.

Angelina Bouret; from Administrative Assistant II, Department of Teaching & Learning to IPLI Program Coordinator, Dean, Bayh College of Education; \$18.44 per hour; effective January 6, 2024.

Bobby Cuffle; from Senior Maintenance Mechanic, Reeve Hall Housing to Maintenance Supervisor, Maehling Terrace Univ Apartments; \$24.00 per hour; effective December 9, 2023.

#### Title Changes

Jerri Gorham; from Accounting Unit Supervisor to Bursar Op Spec-Acct Rec, Assoc VP Finance Asst Treasurer; \$27.69 per hour; effective December 23, 2023.

Traci Hoopingarner; from Accounting Unit Supervisor to Bursar Op Spec-Coll and Recon, Assoc VP Finance Asst Treasurer; \$26.57 per hour; effective December 23, 2023.

Paula Long; from Accounting Unit Supervisor to Fiscal Operations Specialist, Assoc VP Finance Asst Treasurer; \$21.62 per hour; effective December 23, 2023.



### **Changes in Status / Pay Rate**

Melissa Chase; Continuing Education Spec, Center for Community Engagement; \$19.74 per hour; end out-of-class pay; effective December 23, 2023.

Linda Hair; Administrative Assistant III, ISU Equity Diversity Inclusion; \$20.15 per hour; extension of out-of-class pay; effective December 23, 2023 through January 19, 2024.

Joe Harpold; Collections/Perkins Loan Spec, Assoc VP Finance Asst Treasurer; \$19.67 per hour; equity adjustment; effective November 25, 2023.

Jessica Kurdelak; Administrative Assistant II, Dean, College Health & Human Svcs; \$16.40 per hour; end out-of-class pay; effective December 23, 2023.

Jordan Neill; Police Corporal, Public Safety Department; \$24.54 per hour; skill adjustment; effective December 9, 2023.

### **Retirements**

Mary Larimer; Dean's Assistant, Dean, Bayh College of Education; effective January 26, 2024.

Cheryl Pruitt; Student Services Assistant III, Online; effective January 26, 2024.

Thomas Shepard; Custodian I, Custodians; effective December 11, 2023.

### **Separations**

Darada Allen; Nursing Clinical Coordinator, School of Nursing; effective January 26, 2024.

Jacklyn Decker; Early Childhood Asst Teacher, Early Childhood Education Center; effective January 5, 2024.

Israel Trueblood; Grounds Technician, Grounds; effective December 1, 2023.

Jennifer Lundy; Police Officer, Public Safety Department; effective December 18, 2023.

Austin Wolfe; Police Corporal, Public Safety Department; effective December 21, 2023.

## **NON-EXEMPT PROFESSIONAL**

### **Appointments**

Samuel Purdie; IT Support Specialist, Office of Information Technology; \$19.40 per hour; effective January 2, 2024.

Alex Vecellio; Information Center Consultant, Office of Information Technology; B.S., Indiana State University; \$19.40 per hour; effective November 27, 2023.

### **Promotions / Transfers**

Madison Gruenert; from IPLI Program Coordinator, Dean, Bayh College of Education to Budget Manager, VP and Provost Office; \$21.59 per hour; effective December 9, 2023.

Victor Oetjen; from Information Center Consultant to Info Tech Sec Cons Trainee-RR, Office of Information Technology; \$22.00 per hour; effective November 25, 2023.

Barry Overpeck; from Accounting Unit Supervisor to Assistant Bursar, Assoc VP Finance Asst Treasurer; \$28.02 per hour; effective November 25, 2023.

Kelly Wright; from Personnel Coordinator to Personnel Manager, VP and Provost Office; \$29.06 per hour; effective September 16, 2023.

### **Changes in Status / Pay Rate**

Kara Sterling; Co-Intrm Procurement Dir, Purchasing; \$28.25 per hour; extension of out-of-class pay; effective December 23, 2023 through March 29, 2024.

### **Separations**

Megan Meier; Benefits Specialist, Employee Benefits; effective January 4, 2024.

## **EXEMPT**

### **Appointments**

Darcy Tayler; CAS Mkt and Pub Rel Coord, Dean, College of Arts & Sciences; B.A., Edinburgh Napier University; salary \$54,152 per fiscal year; effective January 12, 2024.

### **Temporary Appointments**

Jessica Fields; Stu Succ Coach for Completion, Dean, College of Arts & Sciences; Ph.D., Univ of Missouri-Columbia; salary \$55,000 per fiscal year; effective January 2, 2024 through June 30, 2024.

### **Promotions / Transfers**

Dave Bittner; from ION Business Advisor to Senior Business Advisor, ISU/Wabash Vally Small Bus Devel Ct; salary \$56,031 per fiscal year; effective December 1, 2023 through June 30, 2024.

Erika Cole; from Admissions Counselor to Success Coach for Enrollment, Admissions and High Schl Relations; salary \$55,000 per fiscal year; effective January 6, 2024 through June 30, 2024.

Cedric Jones; from Intrm Eq Ret Ment Coord to Eqty Acc Ret and Mentor Coord, University Student Success & Advisi; salary \$50,000 per fiscal year; effective January 1, 2024.

Stacey Rice; from Assistant Controller to Director of Financial Services, Assoc VP University Controller; salary \$85,000 per fiscal year; effective November 1, 2023.

Hope Waldbieser; from Tax Compliance Officer to Executive Director of Finance, Assoc VP University Controller; salary \$104,000 per fiscal year; effective November 1, 2023.

### **Stipends**

Michael Bonnett; Sti Co-Intrm Procurement Dir, Purchasing; extension of stipend of \$675 per month for interim duties; effective January 1, 2024 through March 31, 2024.

Rhiannon Cruse; Sti Additional Duties, Alumni Engagement Office; extension of stipend of \$500 per month for additional duties; effective February 1, 2024 through July 31, 2024.

Virginia Jedlicka; Sti Additional Duties, Residential Life Programming; stipend of \$500 per month for additional duties; effective August 1, 2023 through June 30, 2024.

Jennifer Lawson; Sti Interim Registrar, Office of the Registrar; stipend of \$1,500 per month for additional duties; effective January 29, 2024 through June 30, 2024.

Kyle Steidle; Sti Intrm Client Comp Asst Dir, Office of Information Technology; stipend of \$667 per month for additional duties; effective December 1, 2023 through June 30, 2024.

Elizabeth Tomlinson; Sti Acting Assc Registrar, Office of the Registrar; stipend of \$750 per month for additional duties; effective January 29, 2024 through June 30, 2024.

Jordan Vanzo; Sti Additional Duties, Foundation Financial Svcs; stipend of \$400 per month for additional duties; effective January 1, 2024 through March 31, 2024.

### **Changes in Status / Pay Rate**

Laura David; University Bursar, Assoc VP Finance Asst Treasurer; salary \$94,000 per fiscal year; reclassification from pay grade 13 to pay grade 14; effective November 1, 2023.

Tricia Hostetter; AHA Certification Specialist, RHIC; salary \$51,714 per fiscal year; reclassification from 0.75 FTE to 1.0 FTE; effective February 1, 2024.

Barbara Tschida; Accounts Payable Manager, Assoc VP University Controller; salary \$56,000 per fiscal year; equity adjustment; effective November 1, 2023.

Regina Walker; Staff Psychologist, Student Counseling Center; salary \$51,010 per fiscal year; reclassification from 10-month to 12-month; effective December 1, 2023.

Terena Weitkamp; Staff Psychologist, Student Counseling Center; salary \$47,500 per fiscal year; reclassification from 10-month to 12-month; effective December 1, 2023.

### **Retirements**

Robin Crumrin; Dean, Library, Library Services; effective January 31, 2024.

### **Separations**

Kenneth Galletta; Head Coach Sport Perform & Sci, Ctr for Sports Medicine & Perform; effective December 20, 2023.

April Hay; Registrar, Office of the Registrar; effective January 26, 2024.

Ronald Prince; Business Advisor, ISU/Wabash Vally Small Bus Devel Ct; effective December 4, 2023.

Mitchell Schaekel; Res Life Area Coord Req Reap, Residential Life Programming; effective December 19, 2023.

Jennifer Stutler; Retention and Comp Asst Dir, Dean, Bayh College of Education; effective February 6, 2024.

Jason Trainer; Vice Provost for Enroll Mgmt, VP and Provost Office; effective February 5, 2024.

## **ATHLETICS**

### **Temporary Appointments**

Kenneth Augustus; Asst Coach, Football, Athletics-Football; salary \$53,286 per fiscal year; effective January 1, 2024 through December 31, 2024.

Michael Bath; Asst Coach, Football, Athletics-Football; salary \$94,789 per fiscal year; effective January 1, 2024 through December 31, 2024.

Collin Coffey; Asst Coach, Football, Athletics-Football; salary \$52,149 per fiscal year; effective January 1, 2024 through December 31, 2024.

Tyler Funk; Asst Coach, Football, Athletics-Football; salary \$62,549 per fiscal year; effective January 1, 2024 through December 31, 2024.

Logan Hale; Asst Coach, Football, Athletics-Football; salary \$38,813 per fiscal year; effective January 1, 2024 through December 31, 2024.

Javian Henderson; Asst Coach, Football, Athletics-Football; salary \$40,560 per fiscal year; effective January 1, 2024 through December 31, 2024.

Justin Kean; Asst Coach, Volleyball, Athletics-Volleyball; salary \$40,113 per fiscal year; effective January 1, 2024 through December 31, 2024.

Paul Lawrence; Head Coach, Women's Soccer, Athletics-Womens Soccer; salary \$63,720 per fiscal year; effective January 1, 2024 through December 31, 2024.

Curt Mallory; Head Coach, Football, Athletics-Football; salary \$230,326 per fiscal year; effective January 1, 2024 through December 31, 2024.

Alex Mitchell; Asst Coach, Football, Athletics-Football; salary \$38,813 per fiscal year; effective January 1, 2024 through December 31, 2024.

Ashlee Pritchard; Head Coach, Volleyball, Athletics-Volleyball; salary \$84,704 per fiscal year; effective January 1, 2024 through December 31, 2024.

Wolfgang Shafer; Asst Coach, Football, Athletics-Football; salary \$50,069 per fiscal year; effective January 1, 2024 through December 31, 2024.

Patrick Shepard; Asst Coach, Football, Athletics-Football; salary \$62,549 per fiscal year; effective January 1, 2024 through December 31, 2024.

Bradley Wilson; Asst Coach, Football, Athletics-Football; salary \$99,989 per fiscal year; effective January 1, 2024 through December 31, 2024.

### **Stipends**

Angela Lansing; Sti Intrm Athletics Director, Athletics-Adminstration; stipend of \$3,000 per month for additional duties; effective January 1, 2024 through June 30, 2024.

### **Separations**

Lester Clinkscales; Athletics Director, Athletics-Adminstration; effective December 31, 2023.

## 4g Grants and Contracts

1. Indiana Academy of Science, Fund No. 549537, Proposal 24-012  
An agreement in the amount of \$3,000.00 has been received from Indiana Academy of Science for the project entitled, "Evaluation of the Relationship Between c-di-AMP Production and SpeB and Hemolysin Activities in Clinical Isolates of Streptococcus Pyogenes," under the direction of Kyu Hong Cho, Department of Biology, for the period November 27, 2023 through October 31, 2024.
2. Indiana Academy of Science, Fund No. 549538, Proposal 24-013  
An agreement in the amount of \$2,978.80 has been received from Indiana Academy of Science for the project entitled, "Deciphering the Molecular and Cellular Mechanisms Governing Tissue-Selectivity of Ras Oncogenic Mutations," under the direction of Takuya Akiyama, Department of Biology, for the period November 27, 2023 through December 31, 2024.
3. Indiana Academy of Science, Fund No. 549539, Proposal 24-015  
An agreement in the amount of \$3,000.00 has been received from Indiana Academy of Science for the project entitled, "Trithorax Regulation of Hox and Cardiac Patterning in Embryonic Heart Development," under the direction of Sumaiya Islam, Department of Biology, for the period November 27, 2023 through December 14, 2024.
4. Indiana Academy of Science, Fund No. 549540, Proposal 24-019  
An agreement in the amount of \$3,000.00 has been received from Indiana Academy of Science for the project entitled, "The Role of PcG Regulation of Cardiac Hox Expression and Heart Patterning Within Drosophila Melanogaster," under the direction of Md Sayeed Abu Rayhan, Department of Biology, for the period November 27, 2023 through December 31, 2024.
5. Indiana Academy of Science, Fund No. 549541, Proposal 24-020  
An agreement in the amount of \$3,000.00 has been received from Indiana Academy of Science for the project entitled, "The Effect of Neighbor Density, Habitat Selection, and Parental Strategy on Stress Hormones in the Polymorphic White-Throated Sparrow (Zonotrichia Albicollis)," under the direction of Ray Peck II, Department of Biology, for the period November 27, 2023 through October 31, 2024.
6. Indiana University, Fund No. 549525, Proposal No. 24-014  
A sub agreement under Department of Health and Human Services in the amount of \$131,262.00 has been received from Indiana University for the project entitled, "Area Health Education Centers Point of Service Maintenance and Enhancement," under the direction of Caroline Mallory, Dean's Office – College of Health and Human Services, for the period September 1, 2023 through August 31, 2024.
7. Lilly Endowment Inc., Fund No. 549530, Proposal 24-024  
An agreement in the amount of \$128,028.00 has been received from Lilly Endowment Inc. for the project entitled, "Extending Teacher Creativity 2024: A Summer Workshop for Teacher Creativity Fellows," under the direction of Susan Powers, Office of the Provost and Vice President, Academic Affairs, for the period November 1, 2023 through September 30, 2024.

8. Lilly Endowment Inc., Fund No. 549542, Proposal 24-008  
An agreement in the amount of \$968,080.00 has been received from Lilly Endowment Inc. for the project entitled, "Improving Reading Instruction in Indiana," under the direction of Carrie Ball, Department of Teaching and Learning, for the period November 1, 2023 through December 31, 2026.
9. Community-Engaged Alliance, Fund No. 549543, Proposal 24-021  
An agreement in the amount of \$3,570.40 has been received from Community-Engaged Alliance for the project entitled, "Integrating a Service Learning Physical Therapy Clinic into the Curriculum to Enhance Community Engagement Practices," under the direction of Tiffany Idlewine and Maria Osborne, Department of Applied Medicine and Rehabilitation, for the period November 10, 2023 through November 10, 2024.
10. Community-Engaged Alliance, Fund No. 549545, Proposal 24-022  
An agreement in the amount of \$7,000.00 has been received from Community-Engaged Alliance for the project entitled, "The Impact of a Summer Science Camp on Preservice Teachers' Understanding of Science Practices and K-6 Students' Perceptions of Scientists, Science Identity, and STEM Career Awareness," under the direction of Elsun Seung, Department of Chemistry and Physics, for the period January 10, 2024 through April 30, 2025.
11. Purdue University, Fund No. 549535, Proposal No. 23-034  
A sub agreement under U.S. Department of the Interior in the amount of \$25,000.00 has been received from Purdue University for the project entitled, "National Institutes for Water Resources FY2021 104(b) Program Management and Administration," under the direction of Jennifer Latimer, Department of Earth & Environmental Systems, for the period September 1, 2023 through August 31, 2024.
12. Indiana Lions Speech and Hearing, Inc., Fund No. 549412, Proposal 24-039  
Additional appropriations in the amount of \$1,400.00 have been received from Indiana Lions Speech and Hearing, Inc. for the project entitled, "Clinic Materials," under the direction of Vicki Hammen, Department of Applied Clinical and Educational Sciences, for the period January 1, 2021 through June 30, 2024.

## 4h Agreements

### Signed Contracts 12/1/23 - 1/31/24

Document Title	Document description	Signature date
Community Stroke and Rehabilitation Center, Inc.	Affiliation Agreement	12/01/23
The Therapy Place	Affiliation Agreement	12/01/23
Memorial Hospital and Health Care Center Jasper	Affiliation Agreement	12/01/23
WBB vs Wright State 2023	Athletic Contract	12/04/23
WBB Puerto Rico Tournament 2023	Athletic Contract	12/04/23
Western School Corporation Student Teaching Agreement	Affiliation Agreement	12/04/23
Associates of Pediatric Therapy	Affiliation Agreement	12/05/23
Forte Sports Medicine and Orthopedics	Affiliation Agreement	12/06/23
Wabash River Special Services Cooperative	Affiliation Agreement	12/06/23
Theracare	Affiliation Agreement	12/06/23
Montgomery County Educational Service Center	Affiliation Agreement	12/06/23
VA Indianapolis	Affiliation Agreement	12/07/23
GeeBee	Recruiting Agreement	12/12/23
Aim-US Mohali India and ISU	Recruiting Agreement	12/14/23
Vancouver Specialty & Rehabilitation Care	Affiliation Agreement	12/21/23
Harborview Medical Center	Affiliation Agreement	01/01/24
Globetrotters 2024	Special Event	01/02/24



Cove School	Affiliation Agreement	01/03/24
Franciscan Health System WA	Affiliation Agreement	01/04/24
Midland Memorial Hospital	Affiliation Agreement	01/09/24
Intermountain Medical Center	Affiliation Agreement	01/10/24
Specialty Hospital of Central Jersey	Affiliation Agreement	01/10/24
Emergency Medicine Specialists	Affiliation Agreement	01/11/24
Stonemere Rehabilitation	Affiliation Agreement	01/11/24
Army ROTC	Other	01/12/24
Mason Health	Affiliation Agreement	01/16/24
Monroe Hospital	Affiliation Agreement	01/22/24
Symbria Rehab	Affiliation Agreement	01/30/24

## 4i Board Representation at University Events

### Events Requiring Board Representation

April 18, 2024	Faculty Recognition Banquet
May 10, 2024	Board of Trustees Meeting
May 11, 2024	Spring Commencement

### Optional Events

April 7, 2024	Sycamore Leadership Awards
April 14, 2024	Honors College Banquet

**If you are planning to attend any of these events, please contact Kay Ponsot at (812)237-7768 or [kay.ponsot@indstate.edu](mailto:kay.ponsot@indstate.edu) so that the appropriate arrangements can be made.**

## 4j In Memoriam

### **IN MEMORIAM: Dr. Arvid H. Perez**

WHEREAS, Dr. Arvid H. Perez, a retired Associate Professor from the Department of History of Indiana State University, died on the 26<sup>th</sup> day of October two thousand and twenty-three; and

WHEREAS, Dr. Arvid H. Perez, had given loyal and devoted service to Indiana State University for 31 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.

### **IN MEMORIAM: Mrs. Martha Joan Sollman**

WHEREAS, Mrs. Martha Joan Sollman, retired Secretary in the Department of Elementary & Early Childhood Education, died on the 1<sup>st</sup> of December two thousand and twenty-three; and

WHEREAS, Mrs. Martha Joan Sollman had given loyal and devoted service to Indiana State University for 10 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.

### **IN MEMORIAM: Mr. Lawrence Knight**

WHEREAS, Mr. Lawrence Knight, a retired Associate Professor from the Department of Marketing of Indiana State University, died on the 23<sup>rd</sup> day of December two thousand and twenty-three; and

WHEREAS, Mr. Lawrence Knight, had given loyal and devoted service to Indiana State University for 35 and a half 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.

**IN MEMORIAM: Ms. Sue Lightfoot**

WHEREAS, Ms. Sue Lightfoot, retired Senior Secretary in the School of Education, died on the 26<sup>th</sup> of December two thousand and twenty-three; and

WHEREAS, Ms. Sue Lightfoot had given loyal and devoted service to Indiana State University for 16 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.

**IN MEMORIAM: Dr. Paul E. Myers**

WHEREAS, Dr. Paul E. Myers, a retired Professor from the Department of Secondary Education of Indiana State University, died on the 27<sup>th</sup> day of December two thousand and twenty-three; and

WHEREAS, Dr. Paul E. Myers, had given loyal and devoted service to Indiana State University for 17 and a half 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.

**IN MEMORIAM: Mr. Ronald L. Mills**

WHEREAS, Mr. Ronald L. Mills, retired Senior Maintenance Mechanic in Sandison Housing, died on the 5<sup>th</sup> day of January two thousand and twenty-four;

WHEREAS, Mr. Ronald L. Mills, had given loyal and devoted service to Indiana State University for 27 and a half 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.

**IN MEMORIAM: Dr. Paul Burkett**

WHEREAS, Dr. Paul Burkett, a retired Professor from the Department of Economics of Indiana State University, died on the 7<sup>th</sup> day of January two thousand and twenty-four; and

WHEREAS, Dr. Paul Burkett, had given loyal and devoted service to Indiana State University for 29 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.

**IN MEMORIAM: Mrs. Christine Kennedy**

WHEREAS, Mrs. Christine Kennedy, retired Events Setup Supervisor in the Department of Hulman Memorial Student Union - Operations, died on the 23rd of January two thousand and twenty-four; and

WHEREAS, Mrs. Kennedy had given loyal and devoted service to Indiana State University for 20 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.

**IN MEMORIAM: Mrs. Shirley Fetter**

WHEREAS, Mrs. Shirley Fetter, retired Account Analyst Supervisor in the Office of the Controller, died on the 26<sup>th</sup> of January two thousand and twenty-four; and

WHEREAS, Mrs. Shirley Fetter had given loyal and devoted service to Indiana State University for 21 and a half 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.

**IN MEMORIAM: Mrs. Mary C. Glick**

WHEREAS, Mrs. Mary C. Glick, retired Office Assistant III in the Department of Staff Benefits, died on the 28<sup>th</sup> of January two thousand and twenty-four; and

WHEREAS, Mrs. Mary C. Glick had given loyal and devoted service to Indiana State University for 21 and a half 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.