



Indiana State University

Board of Trustees Agenda Meeting

Friday, February 21, 2020

State Room, Tirey Hall, Terre Haute, IN

10:30 a.m.



Board of Trustees Agenda Meeting, February 21, 2020

Meeting Agenda

1. Call Meeting to Order

2. Remarks

**Faculty Senate Chairperson**

Dr. MacDonald

**Staff Council Chairperson**

Mr. LaComba

**Student Government Association President**

Ms. Longyear

**Vice President for Advancement and CEO of the ISU Foundation**

Mrs. Angel

**President of the University**

Dr. Curtis

**Chairperson of the ISU Board of Trustees**

Mr. Taylor

3. New Business Items

3a Minutes of the December 13, 2019 Agenda Meeting and Certification of Executive Session Mr. Taylor	Approval	Page 5
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**3b Finance Committee Report**

Mrs. Smith

3b1 Proposed 2020-21 Housing and Dining Rates Mrs. McKee	Approval	Page 6
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3b2 Proposed 2020-21 Flight Academy Fees and Certification Mrs. McKee	Approval	Page 9
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3b3 Proposed Changes in Academic Program and Laboratory Course-Specific Fees Mrs. McKee	Approval	Page 11
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**3c Modification to University Policies**

3c1 Proposed Modification of Policy 100 Establishment of University Policy Library Ms. Butwin	Approval	Page 13
3c2 Proposed Modification of Policy 155 Indiana State University Staff Council Bylaws Mrs. McKee	Approval	Page 15
3c3 Proposed Modification to Policy 410 Code of Student Conduct.pdf Ms. Butwin	Approval	Page 31
3c4 Proposed Modification to Policy 955 Campus Tobacco Ms. Butwin	Information	Page 35
3d Naming of the Dr. Larry Coleman - H. Peter Hudson Endowed Professorship in Insurance Mrs. Angel	Approval	Page 38
3e Conflict of Interest Disclosure Statements Ms. Butwin	Approval	Page 39
3f Proposed Modification to University's Foundational Statements and removal of statements from University Policy Library Dr. Curtis	Information	Page 40

#### **4. Items for the Information of the Trustees**

4a University Investments		Page 42
4b Financial Report		Page 47
4c Purchasing Report		Page 50
4d Vendor Report		Page 51
4e Faculty Personnel		Page 52
4f Other Personnel		Page 54
4g Grants and Contracts		Page 58
4h Agreements		Page 60
4i Board Representation at University Events		Page 61

**5. Old Business**

**6. Adjournment**

### 3a Minutes of the December 13, 2019 Meeting and Certification of Executive Session

The Indiana State University Board of Trustees met in Executive Session at 1:15 p.m. on Friday, December 13, 2019 in the State Room, Tirey Hall.

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 13, 2019 at 2:00 p.m.

Trustees present: Mrs. Cabello, Mr. Campbell, Mr. Case, Mrs. McKinzie, Mr. Minas, Mrs. Powers, Mrs. Smith and Mr. Taylor.

Trustees absent: Mr. Pease

**Recommendation:** Approve the Board Minutes for December 13, 2019 and Certification of Executive Session held on December 13, 2019.

## 3b1 ISU Housing and Dining Rates for 2020-21

### On-Campus Housing

The proposed rate increase for a Traditional residence hall room with a Standard meal plan, representing the majority of on-campus rooms, reflects a two percent (2%) increase for 2020-21. 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.

### Proposed Rates - On-Campus

The proposed 2020-21 rates for on-campus housing are listed below and include additional room accommodation options and meal plan options. The 2019-20 housing and dining rates are included with this item for comparative purposes.

2020-21 Residential Life Proposed Room & Board Rates - On Campus Housing

Breakdown by Hall				
Hall	2019-20 Room Type	2019-20 Rates Standard Board Plan	2020-21 Room Type	Proposed 2020-21 Rates Standard Board Plan
Hines	Traditional	\$10,800.00	Traditional	\$11,016.00
Jones	Traditional	\$10,800.00	Traditional	\$11,016.00
Burford	Traditional	\$10,800.00	Traditional	\$11,016.00
Erickson	Traditional	\$10,800.00	Traditional	\$11,016.00
Pickert	Traditional	\$10,800.00	Traditional	\$11,016.00
Sandison	Traditional	\$10,800.00	Traditional	\$11,016.00
Mills	Traditional	\$10,800.00	Traditional	\$11,016.00
Blumberg	Traditional	\$10,800.00	Traditional	\$11,016.00
Cromwell	Traditional	\$10,800.00	Traditional	\$11,016.00
Rhoads	Traditional	\$10,800.00	Traditional - Break Access	\$11,816.00
Reeve (Double with Shared Bath)	Traditional	\$10,800.00	Traditional	\$11,016.00
Reeve (Single Room with Shared Bath)	Traditional - Single	\$13,350.00	Traditional - Single	\$13,516.00
Reeve (Double Room with Private Bath)	Premium - Double	\$11,300.00	Premium - Double	\$11,516.00
Reeve (Single Room with Private Bath)	Premium - Single	\$13,850.00	Premium - Single	\$14,016.00
Any Traditional Hall - Room Designed for Single			Traditional - Single	\$13,516.00
Any Traditional Hall - Room Designed for Single			Traditional - Single Break Access	\$14,316.00

Supplemental Room Proposed Rates				
Accommodations	2019-20 Room Type	2019-20 Rates Standard Board Plan	2020-21 Room Type	Proposed 2020-21 Rates Standard Board Plan
Lounges, Common Areas	Traditional	\$8,679.45	Traditional	\$8,845.00
Lounges, Common Areas	Premium	\$9,029.45	Premium	\$9,195.00

Additional Accommodation Options				
Accommodations	2019-20 Room Type	2019-20 Rate	2020-21 Room Type	Proposed 2020-21 Rate
Single Room Buyout of Double Room	Traditional/Premium	\$2,550.00	Traditional/Premium	\$3,000.00
Triple Room	All	(\$1,000.00)	All	(\$1,000.00)
Break Access Contract Add-On		\$800.00		\$800.00
Early Arrival Student Groups/Break Housing	On Campus - Daily Rate	\$20.00		\$20.00

Additional Meal Options - Annual Amount Above Standard Plan				
	Meal Plan	2019-20 Rate		Proposed 2020-21 Rate
	Flex 10/102	---		---
	Flex 10/204	\$204.00		\$204.00
	Best Flex 12/204	\$353.60		\$353.60
	High Flex 14/204	\$448.80		\$448.80

2021 Summer Housing Rates - ISU Students					
Room Type	Accommodations	2020 Weekly Rate	2020 Daily Rate	Proposed 2021 Weekly Rate	Proposed 2021 Daily Rate
Traditional	Double Room	\$207.90	\$29.70	\$212.85	\$30.41
Premium	Double Room	\$222.60	\$31.80	\$227.56	\$32.51
Traditional/Premium	Single Room Additional Amount		\$10.71		\$12.61

### **500 Wabash & University Apartments**

The proposed rates for 2020-21 for student rooms at 500 Wabash & University Apartments represent a two percent (2%) increase. An optional meal plan will be offered to students living at University Apartments and 500 Wabash. 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.

### **Proposed Rates – 500 Wabash and University Apartments**

The proposed 2020-21 rates for University Apartments and 500 Wabash are listed below and include additional room accommodation and meal plan options. The 2019-20 housing and dining rates are included with this item for comparative purposes.

#### **University Apartments\***

Family Apartments (Unfurnished)				
Room Type	2019-20 Academic Year	2019-20 Full Year	2020-21 Academic Year	Proposed 2020-21 Full Year
One Bedroom	\$7,100.00	\$8,520.00	\$7,240.00	\$8,688.00
Two Bedroom	\$8,190.00	\$9,828.00	\$8,350.00	\$10,020.00
Three Bedroom	\$9,010.00	\$10,812.00	\$9,190.00	\$11,028.00

Single Apartments (Furnished)				
Room Type	2019-20 Academic Year	2019-20 Full Year	2020-21 Academic Year	Proposed 2020-21 Full Year
SYE Shared One Bedroom	\$6,550.00	n/a	\$6,680.00	n/a
SYE Shared One Bedroom with Study	\$7,640.00	n/a	\$7,790.00	n/a
Single One Bedroom	\$8,190.00	\$9,828.00	\$8,350.00	\$10,020.00
Single One Bedroom w/ Study			\$9,740.00	\$11,688.00
Single Shared One Bedroom w/ Study	\$7,640.00	\$9,168.00	\$7,790.00	\$9,348.00
Single Three Bedroom (Large)	\$7,640.00	\$9,168.00	\$7,790.00	\$9,348.00
Single Three Bedroom (Medium)	\$5,470.00	\$6,564.00	\$5,580.00	\$6,696.00
Single Three Bedroom (Small)	\$4,370.00	\$5,244.00	\$4,460.00	\$5,352.00

#### **500 Wabash\***

Room Type	2019-20 Contract Rate	Proposed 2020-21 Contract Rate
One Bedroom - 12 Month Contract	\$10,812.00	\$11,028.00
One Bedroom - 9 Month Contract	\$8,847.00	\$9,027.00
One Bedroom - 3 Month Summer	\$2,949.00	\$3,009.00

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

Additional Accommodation Options			
Accommodations		2019-20 Daily Rate	Proposed 2020-21 Daily Rate
Early Arrival Student Groups/Break Housing - Off Campus		\$20.00	\$20.00

Optional Meal Plan - University Apartments & 500 Wabash			
Meal Plan		2019-20 Academic Year Rate	Proposed 2020-21 Academic Year Rate
5 Meals per Week & \$100 Commons Cash per Semester		\$1,606.50	\$1,654.10

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

### Application Fee and Initial Deposit

In 2014 the Board of Trustees approved a \$20 non-refundable application fee and \$150 initial payment to all housing applicants. The \$150 initial payment is non-refundable if the applicant fails to inform the University prior to July 1, preceding the academic term for which the application was submitted, that they are not enrolling. Currently there is not a process in place to allow for a waiver of the \$150 initial payment.

It is recommended the application fee and initial payment policy be modified to allow the Executive Director of Residential Life to waive or refund the \$150 initial housing payment under the following conditions:

- The student meets financial hardship criteria and has demonstrated financial aid to cover the cost of room and board.
- Refunds may be provided after the July 1 deadline on a case-by-case basis for students who had unexpected documented situations that require unanticipated-withdrawal or deferment of matriculation.
- The initial housing payment of \$150 may be waived for a specific population of students as an enrollment yield strategy.

### Contract Buy-Out Policy

Students who do not qualify for a contract release may participate in a 65% buy-out option. The student will be charged 65% of their Housing and Dining Services Contract as a cancellation fee in return for a cancellation of the Housing and Dining Services Contract. The original policy (2005) charged students 65% of the entire contract regardless of when the cancellation occur.

It is recommended that students who cancel their contract between the date of signing their academic year contract and November 1 of the contracted academic year will pay 65% of the remaining fall semester room and board fees only. Students who cancel their contract after November 1 of the contracted academic year will pay 65% of the remaining fall and spring semester room and board fees. First-year students are not eligible to request a contract buy-out due to the University First-Year Residency Requirement.

The recommended policy modification will more fairly assess students a fee based on the timing of the cancellation.

**Recommendation:** Approval of the proposed 2020-21 Housing and Dining rates and modifications to application fee and initial deposit and contract buy-out policies as listed above.



## 3b2 2020-21 Flight Academy Fees and Certification

Operational expenses for the Flight Academy are primarily funded by flight fee income realized through the assessment of flight fees. These fees are non-refundable unless (1) the student drops the respective course for the certification being pursued, or (2) the student completely withdraws from the University.

The flight fees shown below for the mandatory certificates as required by the four year B.S. degree program (Private Pilot, Instrument, Commercial, and Multi-Engine) and additional certifications reflect no increase in the hourly rate. The proposed increase in hours for each certificate is to more accurately reflect the number of hours needed by students to meet certification requirements.

Proposed 2020-21 rates are as follows:

<b>Hourly Flight Fee by Aircraft Type</b>		
<b>Aircraft Type</b>	<b>2019-20 Rate/Hour</b>	<b>2020-21 Proposed Rate/Hour</b>
DA20 - Solo	\$172	\$172
DA20 - Dual	\$211	\$211
DA40 - Solo	\$221	\$221
DA40 - Dual	\$260	\$260
DA42 - Solo	\$287	\$287
DA42 - Dual	\$326	\$326
PA28 - Solo	\$221	\$221
PA28 - Dual	\$260	\$260

<b>Ground School Instruction</b>		
	<b>2019-20 Rate/Hour</b>	<b>2020-21 Proposed Rate/Hour</b>
Ground School Instruction	\$39	\$39

Shown below are proposed increases in the number of hours required to obtain flight certification effect with the fall 2020 semester.

<b>Flight Hours by Certificate Type</b>		
<b>Certificate Type</b>	<b>2019-20 Hours</b>	<b>2020-21 Proposed Hours</b>
Private Pilot - Semester 1	30	40
Private Pilot - Semester 2	25	30
Instrument - Semester 1	40	40
Instrument - Semester 2	40	40

Commercial - Semester 1	48	48
Commercial - Semester 2	42	42
Multi-Engine	15	10
Certified Flight Instructor I	15	10
Certified Flight Instructor II	15	15
Multi-Engine Instructor	15	15

<b>Ground School Hours by Certificate Type</b>		
<b>Certificate Type</b>	<b>2019-20 Hours</b>	<b>2020-21 Proposed Hours</b>
Private Pilot - Semester 1	10	20
Private Pilot - Semester 2	15	15
Instrument - Semester 1	10	10
Instrument - Semester 2	15	25
Commercial - Semester 1	10	10
Commercial - Semester 2	15	15
Multi-Engine	10	10
Certified Flight Instructor I	20	20
Certified Flight Instructor II	20	20
Multi-Engine Instructor	10	10

**Recommendation:** Approval of the proposed flight fee rates and hours as listed above. The assessment of these fees is to be effective with the Fall 2020 semester.

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

### Course Specific Fees

#### Eliminate Course Fee (Effective Fall 2020)

College	Department	Course(s)	Amount
CAS	Biology	BIO 647	\$75/course
BCOE	Applied Clinical and Educational Sciences, Teaching and Learning	CD 615	\$100/course
		SPSY 600	\$100/course
		EDUC 775	\$100/course
HHS	Applied Medicine and Rehabilitation	ATTR 455	\$300/course
COT	Built Environment	SFTY 315L SFTY 335L	\$25/course

#### Change in Course Fees (Effective Fall 2020)

College	Department	Course(s)	Amount	Purpose
BCOE	Applied Clinical and Educational Sciences	CD 400	\$10/course to \$150/course	Clinical record keeping system (Calipso) and consumable lab supplies.
COT	Aviation Technology	AVT 143	\$350/course to \$100/course	Students do not spend very much time on the simulator and reducing the fee makes it proportional to time.

#### New Course Fees (Effective Fall 2020)

College	Department	Course(s)	Amount	Purpose
CAS	Biology	BIO 210L	\$75/course	Consumables associated with lab exercise/ procedure.
COT	Electronics and Computer Engineering Technology, Built Environment, Aviation Technology	ECT 281, ECT 381, ECT 480	\$40/course	Maintain function of the Robotics and Automation laboratory and consumable supplies.
		SFTY 330L	\$50/course	Consumable lab supplies. SFTY 315L and 335L courses (and fees) were eliminated and combined into this new class.

		AVT 367	\$350/course	Multi-Engine Flight seminar course covers the requirements for the Airplane Multi-Engine Land Rating.
HHS	Kinesiology, Recreation, And Sport	PE 220	\$10/course	Consumable lab supplies.
		PE 480, PE 580	\$15/course	Consumable lab supplies.
		PE 488, PE 688	\$30/course	Consumables lab supplies, hardware and software updates.

<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.

**Recommendation:** Approval of the proposed Academic Laboratory/Course Specific Fees, effective for the fall semester of 2020 unless otherwise stated.

## **3c1 Proposed Modification of Policy 100 Establishment of University Policy Library**

**Rationale:** The administration proposes that Policy 100 Establishment of University Policy Library be modified to allow the administration to make “minor and inconsequential” to the policies in the Policy Library. The proposed modification allows for notification to the shared governance unit and continues the current practice of allowing the Faculty Senate Executive Committee to certify any modifications to its Constitution, Bylaws, and the faculty-related policies found in Section 300 of the Policy Library.

### **Proposed Language:**

#### **100 Establishment of University Policy Library**

##### **100.1 University Handbook History**

The first Indiana State University Handbook was published in 1961 and has continued to be published in print or online form since its initial publication. The University Handbook has traditionally described the history, administrative organization, policies and procedures that govern the University, including but not limited to the bylaws of the Board of Trustees, the constitution and bylaws of the University Faculty Senate, the bylaws of the Staff Council, the constitution and bylaws of the Student Government Association, operational policies of major University Divisions, and all other University policies the Board determines appropriate.

##### **100.2 University Policy Library**

The University Policy Library is hereby established as the successor to the Indiana State University Handbook. The University Policy Library shall retain all policies previously approved by the Board of Trustees, subject to modification from time to time. The President or the president's designee shall be responsible for the regular review of policies.

##### **100.3 Policies Subject to Change at Sole Discretion of Trustees**

The policies contained in the University Policy Library are subject to change at the sole discretion of the Indiana State Board of Trustees. The University Policy Library, as successor to the University Handbook, supersedes all prior handbooks or written policies of Indiana State University that are inconsistent with its current provisions. The Office of the General Counsel is authorized to make minor and inconsequential changes to the policies in the Policy Library, such as grammatical changes, renumbering, or change in office or position titles. Prior to the modification, the General Counsel or the Policy Administrator will notify the Chairpersons of the Faculty Senate, Staff Council, and Student Government Association that the proposed modification will be made. With respect to Policy changes in Policy 145 Constitution of the Faculty Senate, Policy 146 Bylaws of the Faculty Senate, and all policies in Section 300 Faculty Handbook, the Faculty Senate Executive Committee will have the opportunity to certify the modification under the procedure in Policy 145 Constitution of Faculty Senate, Section 145.9.1.4.

##### **100.4 University Policies Do Not Create a Contract**

The University Policy Library does not create a contract of employment between ISU and its employees. Generally, the employment relationship between ISU and an employee is at-will and

either the employee or ISU may terminate the employment relationship at any time, for any reason, with or without cause, unless a specific provision in the Handbook provides otherwise. The University Policy Library establishes that certain provisions related to tenured and tenure-track faculty are exceptions to the at-will relationship. No supervisor, manager, or representative of ISU other than the Indiana State University Board of Trustees has the authority to approve any agreement regarding the terms of employment that changes the employment relationship or deviates from the provisions in this Handbook, except to the extent authority has been delegated.

**Recommendation:** Approval of the modifications to Policy 100 Establishment of University Policy Library

## **3c2 Proposed Modification of Policy 155 Indiana State University Staff Council Bylaws**

**Rationale:** The Indiana State University Staff Council has engaged in a complete review of its bylaws and submits the proposed modifications to the Board of Trustees for review and approval. The administration supports these modifications.

### **Proposed Language:**

#### **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. ~~i~~ Increase the sense of identity, recognition, and value of Staff in ~~his/her~~their relationship to the University.
- b. ~~i~~ Identify concerns relating to Staff and work to seek solutions.
- c. ~~p~~ Provide a line of communication among Staff, Faculty, and Students.
- d. ~~i~~ Integrate Staff more fully into University affairs.
- e. ~~s~~ Support the University's mission as a supportive learning environment by promoting community engagement for Staff.
- f. ~~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:

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

#### 155.4 Staff Council Year

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

#### 155.5 Communications

All Council communications ~~shall must first~~ be reviewed by ~~the~~ Executive Committee prior to publication. This ~~shall~~ 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 Divisions

~~The Council shall be divided into five (5) voting groups (hereafter referred to as Divisions unless otherwise noted). The Divisions are:~~

~~155.6.1 Division 1. Academic Affairs~~

~~155.6.2 Division 2. Finance and Administration~~

~~155.6.3 Division 3. Enrollment Management, Marketing, and Communications~~

~~155.6.4 Division 4. Student Affairs~~

~~155.6.5 Division 5. University Engagement and University Development~~

~~155.6.6 Division Representation. Each Division representation shall be based on the percentage of Staff within that Division. Division representation will be re-evaluated by the Elections Coordinator each year prior to the election process.~~

#### 155.67 Representatives.

~~The Council shall~~ consists of thirty (30) voting members (hereafter referred to as Representatives, ~~unless otherwise noted~~).

**155.67.1 Eligibility.** Any Staff who has successfully completed ~~his or her~~ their initial introductory period (90 days) ~~shall be~~ is eligible for election to membership on the Council as a Representative ~~of his/her Division~~.

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

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



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

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

**155.67.2.2.2 Attendance.** Committee members are expected to attend all committee meetings.

**155.6.2.2.2.1 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.

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

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

**155.67.2.3.1 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 Regular Council meetings.

**155.67.2.3.1.1 Excused absences.** Excused absences include:

- a. Illness,
- ~~a.b. Family Emergency,~~
- ~~b.c. Work Related,~~
- ~~c.d. Vacation,~~
- ~~d.e. Jury Duty, and~~
- ~~e.f. Class,~~

**155.76.2.3.1.2 Unexcused Absences.** Unexcused absences include:

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

**155.67.2.3.1.3 Two Unexcused Absences.** If a Representative has two (2) unexcused absences from Council meetings, ~~the Representative~~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 ~~the~~ Council.

**155.67.2.3.1.4 Removal Upon Third Unexcused Absence.** ~~If the Representative has a~~ Upon their third unexcused absence, the Representative shall be removed from Council.

**155.67.2.3.1.5. Executive Committee Role.** The Executive Committee may address excessive excused absences ~~as well~~.

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

**155.67.2.5 Give Notice to Supervisor of Meetings.** Give ample notification to their supervisor ~~and~~/or department head of scheduled Council and Committee meetings. Representatives will be in regular pay status for all required Council and Committee meetings.

**155.67.3 Terms of Membership.** ~~Membership on Council members are elected for a term of three (3) years unless completing a Representative's vacated term. shall be for a three-year period unless completing a Representative's vacated term.~~

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

~~**155.7.4 Relocation within the University.** Representative, who permanently transfers to a different Division than the one they were elected, must either resign or send a request in writing to the Executive Committee to remain a Representative of that Division until the end of their term. The request must be submitted prior to the next Council meeting. The Council shall vote on the request and a majority vote is needed to approve. Vacancy procedures (see Section 155.7) will be followed in the event of resignation or disapproval of the request. Temporary (for six months or less) relocations will be exempt from this provision.~~

**155.67.54 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

**155.67.54.1 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. ~~If a Vacancy occurs in a Division the following steps will be taken to fill the vacancy for the remainder of the term:~~

1. ~~a.~~ a.—The Council Chair shall notify the Elections Coordinator of the vacancy.
2. ~~b.~~ b.—The Elections Coordinator shall check to see if a nominee that had the next ~~amount~~ highest number of votes in last Election is still interested in serving on Council. If so, that nominee ~~shall~~ will fill the ~~v~~vacancy and complete the ~~t~~Term. If there is a tie

between those with the next ~~amount~~ highest number of votes, an election will be held ~~for that division~~ to select one.

3. ~~e.~~ — The Elections Coordinator shall, if no nominee is next in line, accept nominations. ~~and a~~ An election will be held ~~for that division~~ to fill the Vacancy and complete the ~~t~~Term ~~as specified in Section 155.7.8~~. An election will not be necessary if there is only one (1) nominee.

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

**155.67.65.1 Council Chair to Present Request for Leave.** ~~The~~ Council Chair will present any request for a lleave of Aabsence to the Council at the first meeting following receipt of the request.

**155.76.65.2 Majority Vote.** Upon a majority vote, the lLeave of Aabsence ~~shall~~ will be granted.

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

**155.76.76 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. ~~a.~~ — sSolicit nominations for new Representatives ~~in each Division~~ by online ballot;~~;~~
2. ~~b.~~ — cContact the nominee(s) ~~in each Division~~ and, ~~;~~ if the nominee accepts the nomination, add the name to online ballot;~~;~~
3. ~~c.~~ — pProceed with the election process in March by online voting;~~;~~
4. ~~d.~~ — tTabulate results;~~;~~
5. ~~e.~~ — ~~The Elections Coordinator must~~ retain the election results until the next general election; and ~~;~~
6. ~~e.~~ — Pprovide election results to the Council Chair and certify that the nomination and election process was conducted in accordance with prescribed procedure.

The Council Chair will announce the election results.

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

**155.76.76.1.1 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.

**155.76.76.1.2 Recount.** A recount will be made by the Elections Coordinator and the Council Vice Chair or his/her/their designee.

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

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

**155.67.87 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 rather than the Council Chair.

**155.67.87.1 Maximum.** A maximum of two proxy votes per Representative per year will be allowed.

**155.67.98 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.

**155.76.98.1 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).

## **155.78 Officers**

The ~~Executive Elected~~ Officers of Council are the Chair, Vice Chair, Secretary, and Treasurer. The Appointed Officers of Council are the Parliamentarian, Communications Officer, Grievance Liaison, and Elections Coordinator. (hereafter referred to as Officers) of Council shall be the Chair, Vice Chair, Secretary, and Treasurer.

**155.78.1. Election Elected or Appointed.** All ~~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.

**155.78.2 Qualifications.**

**155.78.2.1 Eligibility.** ~~Officers of Council must be Representatives. Representatives are not eligible for an Elected Officer position during their first year of service. All Representatives are eligible for Appointed Officer positions, including during their first year of service, and will be elected by current Representatives. During their first year of service, representatives are not eligible for an Officer position.~~

**155.78.2.2 Term Limits.** ~~Each Officer position shall be held for no more than three consecutive years by the same Representative. A Representative will hold the same Officer position for no more than three (3) consecutive years.~~

**155.87.2.3 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 or may 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 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.

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

~~155.78.34.1 p~~Preside at all Council meetings~~;~~

~~155.78.34.2 p~~Prepare and distribute Agendas for Council meetings~~;~~

~~155.87.34.3 c~~Chair Executive Committee meetings~~;~~

~~155.87.34.4 e~~Enforce all regulations and policies of Council~~;~~

~~155.87.34.5 b~~Bring before Council all matters appropriate for consideration~~;~~

~~155.87.34.6 b~~Be available for consultation with the Indiana State University President, Vice President and Board of Trustees~~;~~

~~155.87.34.7 a~~Appoint members to the Council's Standing Committees~~;~~

~~155.87.34.8 n~~Nominate Representatives to University Committees~~;~~

~~155.87.34.9 c~~Call Special Meetings of Council when deemed necessary~~;~~

~~155.87.3.4.10 u~~Upon receiving recommendations from Council, appoint a Parliamentarian Representative to each of the Appointed Officer positions;

~~155.8.3.11~~ Upon receiving recommendations from Council, appoint a ~~Communications Officer.~~



~~155.8.5.8 Acquaint his/her successor with the duties and responsibilities of the office of Council Secretary.~~

**155.87.6-7 Duties of Treasurer.** The Treasurer shall:

~~155.87.67.1~~ rReport balances of all Council accounts ~~to Council~~ at Regular Council meetings;:-

~~155.87.67.2~~ pPay, or cause to be paid, all Council bills as directed by the Executive Committee;:-

~~155.87.67.3~~ rReconcile all statements of Council accounts; ~~and~~:-

~~155.87.67.4~~ pPrepare an annual financial report of all Council accounts;:-

~~155.8.6.5 Serve on Executive Committee.~~

~~155.8.6.6 Acquaint his/her successor with the duties and responsibilities of the office of Treasurer.~~

**155.87.7-8 Duties of the Parliamentarian.** Parliamentarian shall:

~~155.78.78.1~~ bBe a Representative or Officer of Council with the knowledge of Robert's Rules of Order;:-

~~155.8.7.2 Serve a one year term at the discretion of the Council Chair.~~

~~155.87.78.32~~ sServe as advisor on parliamentary procedure to ~~the~~ Council and Standing Committees at their request;:-

~~155.78.78.43~~ mMaintain an accurate and current copy of Council By-laws;:-

~~155.87.78.54~~ mMaintain an accurate and current copy of Robert's Rules of Order; ~~and~~:-

~~155.8.7.6 Serve as a member of the Executive Committee.~~

~~155.87.78.75~~ sServe as backup to the Elections Coordinator.

**155.78.89 Duties of The Communications Officer.** The Communications Officer shall:

~~155.87.89.1~~ Bbe a Representative or Officer of Council with the knowledge of media communications;:-

~~155.8.8.2 Serve a one year term at the discretion of the Council Chair.~~

~~155.87.89.3-2~~ eEdit and distribute pertinent information in appropriate media for the membership, as needed;:-

~~155.87.89.4-3~~ mMaintain and make all updates to the Council website, including posting minutes, meeting announcements, upcoming events, and links to other websites;:-

~~155.87.89.5-4~~ rRecommends, ~~sets up~~develop, and maintains new communications media;:-

~~155.87.89.6-5~~ m Maintain all information relevant to Council communications; and-

~~155.87.89.7-6~~ s Serve as an ex-officio member of the Public Relations Committee.

~~155.8.8.8~~ Serve as a member of the Executive Committee.

**155.87.9-10 Duties of the Grievance Liaison.** The Grievance Liaison shall:

~~155.87.910.1~~ b Be a Representative or Officer of Council with a knowledge of the Staff Grievance policy and procedures; :-

~~155.8.9.2~~ Serve a one year term at the discretion of the Council Chair.

~~155.87.910.3-2~~ s Serve as advisor for any Staff Grievances; :-

~~155.87.910.4-3~~ s Serve as an ex-officio member of the Employee-Staff Relations Committee; and -

~~155.87.910.5-4~~ s Serve as an ex-officio member of the Grievance Appeals Committee.

~~155.8.9.6~~ Serve as a member of the Executive Committee.

**155.87.40-11 Duties of Elections Coordinator.** The Elections Coordinator shall:

~~155.87.4011.1~~ Shall assume responsibility for carrying out Representative Elections as specified in Section 155.7.7; :-

~~155.87.4011.2~~ Shall assume responsibility for carrying out Officer Elections as specified in Section 155.8.4412; :-

~~155.87.4011.3~~ Shall assume responsibility for carrying out filling of Vacancies of Representatives as specified in Section 155.7.57; :- and

~~155.8.10.4~~ Serve as a member of the Executive Committee.

~~155.8.10.5~~ Be a Representative with knowledge of the Council division breakdown.

~~155.87.4011.6-4~~ Must carry out representative elections electronically.

**155.87.44-12 Nominations and Election Process for Council Officers.** The Nomination and Election process for Officers will be conducted by the Elections Coordinator. The Coordinator shall; process is as follows:

~~155.87.4412.1~~ **Solicit Nominations.** The Elections Coordinator shall ~~S~~send an email to new-incoming and returning Representatives soliciting nominations for an Officer position.

~~155.87.4412.2~~ **Prepare Ballot.** After the nominations are accepted, the Elections Coordinator shall prepare a ballot for each Council Officer position.

~~155.87.4412.3~~ **First Order of Business at May Meeting.** At the May regular meeting, the first order of business will be the Officer Elections.

~~155.87.4412.4~~ **Procedure.**



**155.87.4412.4.1 Election.** The Council Chair shall turn the meeting over to the Elections Coordinator to begin the Election. The Executive Committee shall select Aa designee ~~must to~~ conduct the election if the Elections Coordinator is a nominee.

**155.87.4412.4.2–2 Secret Ballot.** Voting shall be done by secret ballot.

**155.87.4412.4.3 Order.** The order of elections is:

- 1. Chair<sub>1</sub>
- 2. Vice Chair<sub>1</sub>
- 3. Secretary, then
- 4. Treasurer<sub>1</sub>

**155.87.4412.4.4 Tabulation of Votes.** The Elections Coordinator<sub>1</sub> along with a Representative of Human Resources<sub>1</sub> shall collect and tabulate the votes using the prepared ballots and proxy votes (see Section 155.7.8).

**155.87.4412.4.5 Announce Results.** The Elections Coordinator shall<sub>1</sub> after certification of all ballots; announce the Election results of each Officer position.

**155.87.4412.5 Election Results in a Tie.** Steps to be taken if voting results in a tie:

**155.87.4412.5.1 Call for Second Vote.** The Elections Coordinator shall call for a second vote on only the two (2) nominees that are tied<sub>1</sub> with all of Council representatives present voting by secret ballot.

**155.87.4412.5.2 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.

**155.87.4412.5.3 Announce Results.** The Elections Coordinator or ~~his/her~~their designee shall announce the election results.

**155.87.142.6 Audit Requested by Nominee.** The following Ssteps ~~to will~~ be taken if ~~audit of election is requested by nominee:~~the nominee requests an audit of the election.

**155.87.4412.6.1 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.

**155.87.4412.6.2 Recount.** ~~A recount shall be made by the Elections Coordinator and the Council Vice Chair or his/her designee. Any member of the Elections Coordinator who was a nominee for the Council Officer position being audited cannot participate in the audit. The Council Chair must assign a Vice Chair designee to participate in the audit if the Vice Chair was a nominee for the Council Officer position being audited. 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.

**155.87.4112.6.3 Release of Audit Results.** Audit results will be provided to the requestor.

**155.87.4112.6.4 Audit Results in Different Outcome.** If the audit ~~changes the results in a different~~ outcome of an election, the Council Chair shall notify the affected nominees and ~~Staff Council~~ Representatives.

**155.87.42–13 Resignation of Officer.** If an Officer ~~should~~ resigns and vacates their term, the Elections Coordinator ~~shall~~ will be informed and oversee the following ~~shall occur~~ process:

**155.87.4213.1 Chair Resigns.** If the Chair Resigns, the Vice Chair will assume all responsibilities of Chair and a new Vice Chair ~~shall~~ will be elected.

**155.87.4213.2 If Officer Other than Chair Resigns.** If the Vice Chair, Secretary, or Treasurer resigns, the Council Chair shall assign one (1) of the remaining Officers to assume the duties until an election is held.

**155.87.4213.3 Election for Open Position.** The Elections Coordinator ~~will~~ 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.

**155.87.43–14 Petition for Removal.** An Officer ~~shall~~ will be removed by a petition which outlines the reason for removal and is submitted to the Elections Coordinator. The petition must contain the signatures of at least a two-thirds majority of the Council.

**155.87.4314.1 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.

**155.87.4314.2 Presentment of Petition.** The Petition for Removal will be presented at the next Regular Council meeting.

**155.87.4314.3 Removal is Effective Immediately.** The Representative shall cease to be an Officer effective immediately.

**155.87.4314.4 Follow Protocol to Fill Vacancy.** The vacancy will be filled according to the protocol for resignation of Officer (see ~~Section~~ 155.8.12).

## **155.9-8 Meetings**

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

**155.98.1 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 ~~shall~~

will be conducted under the latest edition of Robert's Rules of Order. Any conflict between those rules and these Bylaws ~~shall~~will be resolved in favor of these ~~By~~by-laws.

**155.98.1.1 Agenda.** Any ~~employee staff member shall~~may present an item to be considered for the ~~a~~Agenda of Regular Council meetings. ~~The staff member~~These items shall ~~be~~submitted ~~the item~~ to the Chair ~~of the Council~~ by the Monday before the meeting.

**155.98.1.2 Quorum.** ~~A minimum for the transaction of business for any Council meeting shall be a minimum two-thirds seated of Council. At least two-thirds of the seated members of Council must be present for the transaction of business at any Council meeting.~~

**155.98.1.3 Voting.**

**155.98.1.3.1 Voice Vote.** Voting on all matters, other than Election of Representatives/Officers, ~~shall~~will be conducted by voice vote unless a secret ballot is requested.

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

**155.98.1.4 Reports.** Reports will be heard from ~~the following~~:

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

**155.98.1.5 Motions.** Motions ~~shall~~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.

**155.98.1.6 Proposals.** ~~Proposals shall be brought forward by the appropriate Committee and shall be voted on at two Regular Council meetings. Majority vote is required for the adoption of a proposal. Proposals shall be communicated to the Staff by the Communications Officer and presented to President by the Executive Committee. The appropriate Committee shall bring the proposal to Council. Proposals must be approved by majority 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.~~

**155.98.1.7 Closed Session.** The Council Chair shall call for a ~~c~~Closed ~~S~~Session at each Regular Council meeting. The ~~c~~Closed ~~S~~Session will be for Representatives and Officers only and no Council minutes will be taken.

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

**155.98.3 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.

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

## **155.10.9 Committees**

### **155.109.1 Executive Committee.**

**155.109.1.1 Composition.** ~~The Executive Committee shall~~ be comprised of the ~~Officers of Council, Parliamentarian, Communications Officer, Grievance Liaison, and Elections Coordinator.~~ Elected and Appointed Officers of Council;

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

**155.109.1.3 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 . ~~The Executive Committee must report to Council any action taken. The Executive Committee shall not take any action which is contrary to prior actions of Council.~~

**155.10.1.4 Staff Council Scholarship Awards.** ~~The Executive Committee shall~~ coordinate the Staff Council Scholarship application process and manage the Staff Council Scholarship fund. ~~act as the awarding body for the Staff Scholarship Fund.~~

### **155.109.2 Standing Committees.**

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

**155.109.2.1.1 Appointment.** ~~Each Standing Committee member shall be appointed by Council Chair upon recommendations of the Executive Committee. In addition to Representatives, the Executive Committee shall appoint employees outside Council to serve on Standing Committees. The term of service shall be one year in conjunction with Council term.~~ 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.

**155.109.2.1.2 Meeting Schedule.** Each Standing Committee shall ~~be expected to~~ meet monthly. The Vice Chair ~~of Council~~ shall convene the first meeting of the year in the month of June.

**155.109.2.1.3 Chair.** Each Standing Committee shall elect ~~its own~~ Chair at the first meeting of each year. The Chair of each Committee shall be responsible for scheduling Committee meetings, setting Agendas

consistent with basic goals and objectives assigned ~~to by the Committee~~ by the Executive Committee, and addressing other relevant matters that shall come before the Committee.

**155.409.2.1.4 Secretary.** Each Standing Committee shall elect ~~its own~~ Secretary at the first meeting of ~~the each~~ year. The Secretary ~~will be~~ responsible for taking all Committee minutes.

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

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

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

**155.409.2.1.8 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.

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

**155.409.2.1.10 Meeting with Successors.** Each Committee Chair is responsible for meeting with ~~their~~ successors to make sure ~~that they~~ successor has have information needed to perform committee tasks. ~~to help them with the committee tasks.~~

#### **155.409.2.2 ~~Employee Staff~~ Relations Committee.**

**155.409.2.2.1 Composition.** ~~Shall be~~ comprised of at least eight (8) Staff.

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

**155.409.2.2.3 Professional Development.** ~~Shall e~~ Explores professional development opportunities for Staff.

#### **155.409.2.3 Public Relations Committee.**

**155.409.2.3.1 Composition.** ~~Shall be~~ comprised of at least eight (8) Staff.

**155.409.2.3.2 Advisory on Events.** ~~Shall s~~ Serves as an advisory body to Council in reference to all University events.

**155.409.2.3.3 Promotion of Events.** ~~Shall p~~ Promotes and coordinates s Social and f Fundraising events for ~~the~~ Council.

**155.109.2.4 ~~Employee-Staff~~ Benefits Committee.**

**155.109.2.4.1 Composition.** ~~Shall be~~s comprised of at least eight (8) Staff.

**155.109.2.4.2 Advisory on Staff Benefits.** ~~Shall~~S~~erves~~s as an advisory body to Council in reference to Staff benefits.

**155.109.2.4.3 Recommendation on Benefits Programs.** ~~Shall~~r~~Review~~s and prepares r-recommendations regarding adjustments to employee benefit programs for Staff and report its findings to the Executive Committee.

**155.109.2.4.4 Chair.** The Committee chair may serve on the University Benefits Committee.

**155.109.3 Other Committees.**

**155.109.3.1 Special Committees.** ~~Representatives and Staff outside of Council~~The Executive Committee will ~~be~~appoint ~~Representatives and Staff~~ed to Special Committees ~~by the Executive Committee~~ as needed.

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

**155.109.3.3 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 ~~and/or~~ Task Forces shall present reports to Council as requested.

**155.11-10 Amendments to Bylaws**

**155.1110.1 Presentment in Writing.** Any member of Council ~~shall~~may present in writing an Amendment to the By-laws at any Regular Council meeting.

**155.1110.2 Majority Vote.** After introduction of the proposed ~~a~~AAmendment, Council shall vote on ~~the a~~Amendment shall be voted upon at two successive Regular Council meetings. ~~The Secretary shall~~ publish ~~ed in~~ the amendment in the minutes of those meetings. The amendment must be ~~, and must be~~ approved by a majority vote at each meeting.

**155.1110.3 ~~Presentment~~ Presentation to the Board of Trustees.** After approval by Council, ~~all A~~aamendments ~~shall~~will be presented to the Indiana State University President for review and ~~shall~~will be presented to the Indiana State University Board of Trustees for final approval.

**Recommendation:** Approve proposed modifications to Policy 155 Indiana State University Bylaws.

## 3c3 Proposed Modification to the Code of Student Conduct

### Rationale:

The Board of Trustees modified Policy 922 in December 2019. The Code of Student Conduct contains information that reflects the prior policy and, on the advice of the General Counsel, the administration recommends removal of certain sections of the Code of Student Conduct and direct referral to the updated Policy 922 Sexual Misconduct.

As part of this review, the administration also recognized two errors in the current Code of Student Conduct as it relates to the authority of the University Conduct Board in matters involving sexual violence and proposes elimination of these two items and the entirety of Appendix G: Title IX Information.

Section 8.2 of the Code of Student Conduct gives authority to approve amendments to the president and then requires that those amendments be submitted to the ISU Board of Trustees for review and permanent acceptance or rejection. President Curtis approved the amendments on February 14, 2020, and the proposed amendments are now requested to be approved by the Board of Trustees.

### Proposed Language:

#### 3.1 Misconduct against Persons

Students at Indiana State University are expected to conduct themselves in a respectful and civil manner. Personal conduct and communication, either directly or indirectly with other students as well as faculty and staff, should conform to the University's community values and standards. As members of the at-large community, students are encouraged to resolve disagreements through informal, frank, and open discussion. Often conflicts can be lessened, if not resolved, by clearing up misperceptions and misunderstandings. Students are strongly encouraged to resolve any related concerns in this manner. However, the University also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants within a framework of good faith and general respect for one another. Students are encouraged to contact SCI for assistance or guidance in resolving any concerns or conflicts. Conflicts may be resolved through established disciplinary procedures and/or conflict resolution strategies.

It is an expectation of the University that students have a reasonable knowledge of and adhere to the following prohibited conduct and policies:

**3.1.1 Violence/Abusive Behavior** refers to physical abuse/ violence or conduct that threatens or endangers the health or safety of any person.

**3.1.2 Threatening/Intimidating Behavior** refers to behavior (reoccurring or singular extreme act) that involves an expressed or implied threat, which includes, but is not limited to the use of words verbal, written, or electronic (e.g. Facebook, Instagram, Snapchat, Vine, Twitter) inherently likely to provide an immediate violent reaction when directed toward a specific individual, or any behavior that has the purpose or reasonably foreseeable effect of creating a hostile environment by, but not limited to, interfering with another individual's personal safety, safety of property, academic efforts, employment, or participation in

University-sponsored activities and causes that person to have a reasonable apprehension that such harm is about to occur.

**3.1.6 Hazing** is prohibited in connection with the activities of students and student organizations. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with an organization or group (formal or informal), regardless of the person's consent or lack of consent.

**3.1.7 Restricting Movement** refers to any activity that limits or restricts a person(s) against his/her own will and/or restricts his/her freedom of movement.

Please refer to Policy 922 Sexual Misconduct for matters involving sexual misconduct, relationship violence, or stalking. Students are advised to contact the Equal Opportunity and Title IX Office for questions related to these matters.

**Information regarding Stalking, Sexual Misconduct (including Sexual Violence and Sexual Harassment), Intimate Partner Violence (See Appendix G for directions to full policy, definitions, and procedures)**

The University approved in June 2015, policies and procedures for all students, faculty, staff, and visitors on Stalking, Sexual Misconduct, and Intimate Partner Violence. Stalking, Sexual Misconduct, and Intimate Partner Violence are defined below:

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. (See Appendix G for expanded information)

**Sexual Misconduct** includes both sexual harassment and sexual violence, as defined below. (See Appendix G)

- **Sexual harassment** refers to the unwelcome imposition of sexual attention often in the context of a relationship of unequal power. The policy applies to men and women equally and encompasses both heterosexual and same-sex harassment. Sexual harassment is any conduct, physical or verbal, that is sexual in nature and which has the effect of unreasonably interfering with an individual's or a group's educational or work performance, or which creates an intimidating, hostile, or abusive educational or work environment. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the workplace or educational setting.
- **Sexual Violence** is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including but not limited to a completed or attempted nonconsensual sex act (i.e., rape), abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act), abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

**Intimate partner violence**—sometimes referred to as domestic battery or dating violence—describes physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur between individuals of heterosexual or same-sex couples and does



~~not require sexual intimacy. Intimate partner violence can vary in frequency and severity. It occurs on a continuum, ranging from verbal abuse that may or may not impact the victim to chronic, severe battering. (See Appendix G) There are four main types of intimate partner violence including but not limited to:~~

- ~~• **Physical Violence** is the intentional use of physical force with the potential for causing death, disability, or injury. Physical violence includes, but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; choking; shaking; slapping; punching; burning; use of a weapon; and use of restraints or one's body, size, or strength against another person.~~
- ~~• **Sexual Violence** is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including but not limited to a completed or attempted nonconsensual sex act (i.e., rape), abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act), abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.~~
- ~~• **Threats of Physical or Sexual Violence.** The use of words, gestures, or weapons to communicate the intent to cause death, disability, or injury.~~
- ~~• **Psychological/Emotional Violence** involves trauma to the victim caused by acts, threats of acts, or coercive tactics. Psychological/emotional abuse can include, but is not limited to, humiliating the victim, controlling what the victim can and cannot do, withholding information from the victim, deliberately doing something to make the victim feel diminished or embarrassed, isolating the victim from friends and family, and denying the victim access to money or other basic resources. It is also considered psychological/emotional violence when there has been prior physical or sexual violence or prior threat of physical or sexual violence.~~

~~**Confidential resources** are available as outlined by the federal mandate and the policy. Please note, unless a person falls in the category of confidential resource, many faculty/staff are considered responsible employees. This means they are required to report to the Title IX coordinator any allegation of sexual misconduct.~~

~~**Investigations and resolution procedures** regarding allegations of these policies are resolved through the Title IX process.~~

~~**An online report form** is available through the Equal Opportunity and Title IX Office.~~

~~\*\*\*\*\*~~

#### **4.4.1 Conduct Authority**

The Director of SCI is charged with the development and administration of the Indiana State University conflict resolution procedures (CRP). The Director of SCI or designee is responsible for the training of University Conduct Officers (UCO). The following individuals have been granted authority as University Conduct Officers over the execution of conduct proceedings:

- Associate Director of SCI,
- Executive Director of Residential Life,
- Associate/Assistant Directors of Residential Life,
- Additional staff members in the University community as deemed appropriate and as trained by the Director of SCI or designee, and
- University Conduct Board.

The aforementioned individuals may conduct administrative conferences with students who may have violated any University policy, including those found in the Code of Student Conduct, ISU Residence Hall Handbook and ISU student organization policies.

~~The Director of SCI may refer a complaint the University Conduct Board (See 4.4.3) in matters involving academic misconduct, sexual violence, and/or as necessary to address University community concerns.~~

\*\*\*\*\*

#### **4.4.3 University Conduct Board (UCB)**

This board is comprised of one student in good standing with ISU, one University faculty member, one University staff member, and the Director of SCI or his/her designee to serve as the advisor to the board. These individuals are appointed by the President and trained by the Director of SCI. When the UCB is convened, the Director of SCI or his/ her designee will convene the board as stated above by members of the University hearing board pool:

- Six students (undergraduate and/or graduate),
- Six faculty members, and
- Six staff members.

~~The UCB will hear all cases involving academic integrity violations, sexual violence or cases referred to SCI from the Office of Equal Opportunity.~~ On a case-by-case basis, a University Conduct Board may be offered as an option for complaint resolution.

\*\*\*\*\*

#### **Appendix G: Title IX Information**

The administration proposes elimination of Appendix G in its entirety.

**Recommendation:** Approve the modifications to the Code of Student Conduct

## 3c4 Proposed Modification to Policy 955 Campus Tobacco

**Rationale:** President Curtis created the ISU Tobacco Free Task Force in September 2018 following increasing concerns regarding vaping and the use of electronic smoking devices on campus. The task force completed its work and issued a report in April 2019. The task force considered data, including the results of a survey to ISU students, faculty, and staff in which two-thirds of respondents supported a tobacco-free policy. In fall of 2019, the President asked each governance unit to solicit feedback on the report from their constituents and as a result of that feedback proposes this policy modification. The draft policy is provided to the Board of Trustees for information and will request that trustees consider this policy for action at the May 2020 meeting.

### Proposed Language:

#### **955 ~~Campus~~-Tobacco, Vapor, and Smoke Free Campus**

##### **955.1 Overview of Policy**

Indiana State University ~~has a commitment~~ is committed to the health and wellness of its students, faculty, and staff. This commitment is demonstrated by the Student Health Promotion and ~~Student Recreation Center-Campus Recreation~~ programs coordinated by the Division of Student Affairs, by the efforts of the Employee Assistance Program coordinated through the Office of Human Resources, and by curricula and activities in several academic units throughout the University.

**955.1.1 ~~Indiana Law Sets Minimum Standards~~**–Documented research has substantiated the health problems caused by ~~both electronic smoking devices, hookah, smoking, tobacco products, and passive smoke, smoking and passive smoke~~. The General Assembly of the State of Indiana adopted the Indiana Clean Indoor Air Law which is applicable to all state entities in order to address concern for the health and wellness of all Indiana government employees and students. This law sets forth minimum standards but allows state agencies to adopt more stringent rules if desired. Both the City of Terre Haute and Vigo County have passed ordinances that prohibit or limit smoking in public places and places of employment. The U.S. government has enacted restrictions on the sale of cigarettes, e-cigarettes, and other devices in recognition of the health risks associated with smoke and tobacco products.

**955.1.2 ~~Applicability~~**–Indiana State University ~~has established the following policy regarding smoking for all facilities and vehicles in which University functions or services are carried out or offered.~~

##### **955.2 Definitions.**

955.2.1 “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-

cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

955.2.2 “Hookah” means a water pipe and any associated products and devices used to produce fumes, smoke, and/or vapor from the burning of material, including but not limited to, tobacco, shisha, or other plant matter.

955.2.3 “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device, which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

955.2.4 “Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

### **955.32 Prohibition of Sales**

The sale of electronic smoking devices, hookah, smoking, and tobacco products is prohibited on university-owned, operated, or leased property.

### **955.43 Prohibition of ~~Smoking~~Electronic Smoking Devices, Hookah, Smoking, and Tobacco Product Use.**

The use of electronic smoking devices, hookah, smoking, and tobacco products~~smoking tobacco products~~ is prohibited on university-owned, operated, or leased property.

**955.43.1 Exception for Private Vehicles and Designated Areas.** The use of ~~smoking tobacco products~~legal electronic smoking devices, hookah, smoking, and/or tobacco products is permitted in the enclosed cabin of privately owned vehicles and in designated smoking areas on campus. Designated smoking areas will be gradually phased out in a manner determined by the administration.

**955.4.2 Exception for Inhaler Devices for Medical Use.** Legal use of an inhaler device for medical purposes is not prohibited.

**955.43.32 Other Exceptions.** Any exceptions for the use of electronic smoking devices, hookah, smoking, and/or tobacco products ~~smoking tobacco products~~ on university-owned, operated, or leased property will be limited to specific university-sponsored research in a controlled laboratory setting or upon approval by the President. ~~must be approved by the President or Provost.~~

### **955.54 Enforcement**

Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to comply with the policy, but also to encourage others to comply, in order to promote a

healthy environment in which to work, study, and live. Peer ambassadors can assist with enforcement by providing policy education and connection to cessation resources to persons who violate the policy.

### **955.65 Violations**

Policy violations may be reported to the ISU Police Department. ISU Police will forward alleged policy violations by employees to the Office of Human Resources for potential disciplinary action under Policy 562. Information about student violations of the policy will be referred to the Dean of Students for potential disciplinary action under the Code of Student Conduct. Observation of a violation of the policy should be reported to Public Safety at 5555. Follow up for violations of the policy should be referred to the appropriate administrative office for review and action for faculty through the office of Academic Affairs, for staff through Human Resources and to the Dean of Students for students

**Recommendation:** This item is provided to the ISU Board of Trustees for information only.

### 3d Naming of the Dr. Larry Coleman/H. Peter Hudson Endowed Professorship in Insurance

This proposal is to request the naming of the Dr. Larry Coleman/H. Peter Hudson Endowed Professorship in Insurance. The naming of the Professorship would be the result of a \$1,000,000 cash transfer to the Indiana State University Foundation from the H. Peter Hudson Charitable Remainder Trust held by National Bank of Indianapolis, Trustee. The gift will be funded by June 30, 2020.

H. Peter Hudson, was the former Indiana Commissioner of Insurance under Governor Otis Bowen (1975-1981) and President/CEO of Monroe Guaranty. He served one Pacific tour of duty in the Navy as an aviation structural mechanic. Upon return from his service, Mr. Hudson established The Hudson Company with offices in Kouts, Valparaiso, and Chesterton. The company quickly became the largest insurance agency in Northwest Indiana. Committed to his community and county, he spent countless hours raising money for causes, providing leadership, creating civic organizations and improving the quality of life for everyone. He pushed the Indiana insurance industry toward higher ethical standards. On a national stage, he served as the President of the National Association of Insurance Commissioners, continuing to push for significant industry reform. In 1983, Mr. Hudson assumed leadership at Monroe Guaranty Insurance. In 2001, he sold the company and retired. For Mr. Hudson, service and philanthropy were the bedrocks of his faith. He chartered or served on local, regional, state and national boards.

Mr. Hudson was recognized by the ISU Foundation as a 2003 March On! Award recipient, he received an honorary degree from ISU in 1993, and he was an emeritus member of both the ISU Foundation Board and Insurance Advisory Board at his death.

Mr. Hudson created the H.P. Hudson Charitable Remainder Trust on December 31, 2011. It was his intent to honor, Dr. Larry Coleman, who began the insurance program and encouraged other insurance executives to become involved with the program at Indiana State University. The family of Mr. Hudson is in support of the dual naming for Dr. Coleman and Mr. Hudson. The amount of the gift for this naming opportunity is consistent with the Indiana State University Naming Policy.

**Recommendation:** Approval of the naming of the Dr. Larry Coleman/H. Peter Hudson Endowed Professorship in Insurance.

### 3e Acceptance of Conflict of Interest Disclosure Statements

**Rationale:** Members of the Board of Trustees and President’s Cabinet annually complete the ISU conflict of interest disclosure statement. Members of the University community are also reminded of the need to complete a conflict of interest disclosure statement and await a decision by the ISU Board of Trustees before any contract or other financial transaction takes place in which the employee has a pecuniary interest.

**Recommendation:** Acceptance of the Conflict of Interest Disclosure Statements.

## 3f Proposed Modification to University's Foundational Statements and removal of statements from University Policy Library

**Rationale:** In preparation for the development of its next strategic plan, Indiana State University began a review of its foundational statements in August 2019. The review includes the institution's current Mission Statement, Vision Statement and Core Values as shown at: <https://www.indstate.edu/policy-library/mission-vision-and-core-values>.

President Deborah Curtis asked Dr. Brad Balch, dean emeritus of Indiana State's Bayh College of Education and professor of education, to lead this review process. Dr. Balch has more than 20 years of strategic planning experience and has served as a consultant to numerous educational entities. He is working with Teresa Exline, chief of staff, in guiding this process.

Last fall, Dr. Balch conducted a series of individual and group sessions to garner input from campus and various ISU leadership groups. An electronic survey was also provided to the entire campus to garner additional input. In total, around 200 individuals participated in this portion of the process.

The results of these sessions were used to help guide a small working group led by Dr. Balch and including Chris MacDonald, chair of the Faculty Senate; Todd LaComba, chair of the Staff Council; Madison Longyear, President of the Student Government Association; Santhana Naidu, Associate Vice President and Chief Marketing Officer; and Teresa Exline.

The group developed new draft core values, vision and mission statements which have been distributed to campus for feedback and are presented to the Board for information at this time. An electronic survey is available to garner campus feedback through March 6, 2020.

The draft statements are:

### **Core Values:**

*Indiana State is committed to these core values:*

- **Learning:** We partner with students through high-impact practices and hands-on experiences, within and beyond the classroom.
- **Engagement:** We collaborate with individuals in our local and global communities to create relationships, connectedness, and a shared sense of pride.
- **Inclusiveness:** We embrace the diversity of individuals, ideas and expressions.
- **Discovery:** We nurture intellectual curiosity through the creation of new knowledge and the joy of enhanced human understanding.
- **Growth:** We prepare the next generation of leaders by providing personalized and challenging opportunities.

### **Vision Statement:**



As engaged members of a global society, all Indiana State students succeed through personal attention, high-impact practices, and hands-on experiences that prepare them to be leaders sought by employers in Indiana and beyond.

**Mission Statement:**

Indiana State enhances the lives of students through challenging and empowering opportunities, promoting a culture of inclusion and support. We offer robust learning and discovery that are engaging and relevant while facilitating continuous growth through rich community-based experiences. We are committed to student-success initiatives resulting in graduates who make an impact in Indiana and beyond.

As part of this process, management is also recommending that the Core Values, Vision, and Mission statements be removed from the policy library (current policy 110) and placed on a dedicated webpage. Appropriate units from throughout the University (Policy Library, Board of Trustees, Office of the President, Strategic Planning, Academic Affairs, Human Resources, Governance Units, etc.) will link to this dedicated site.

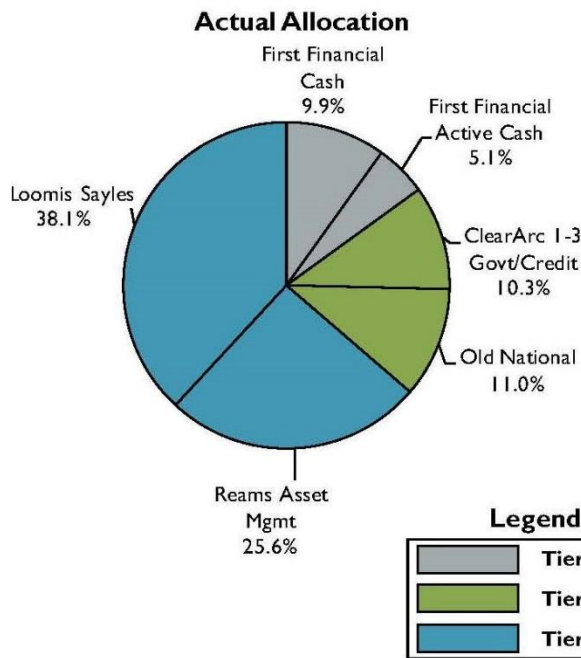
**Recommendation:**

The draft statements are provided for information at this time. A final recommendation will be presented for action at the May 8, 2020 meeting of the Board of Trustees.

## 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, 2019.

### Indiana State University Operating Funds Plan Summary Period Ended December 31, 2019



Manager	Market Value
ISU-First Financial Cash	\$14,574,681
ISU-First Fincl. Active Cash	\$7,531,970
ISU-ClearArc	\$15,230,757
ISU-Old National	\$16,116,876
ISU-Reams Asset Mgmt.	\$37,635,856
ISU-Loomis Sayles	\$56,089,161
<b>ISU-Total Fund</b>	<b>\$147,179,301</b>

December 31, 2019			
	Market Value	% of Total Assets	Target Allocation
<b>Tier I</b>			
First Financial Cash	\$14,574,681	9.9%	\$10mm - \$25mm
First Financial Active Cash	\$7,531,970	5.1%	
	<b>\$22,106,651</b>	<b>15.0%</b>	
<b>Tier II</b>			
ClearArc I-3 Year Govt/Credit	\$15,230,757	10.3%	\$25mm - \$30mm
Old National Intermediate	\$16,116,876	11.0%	
	<b>\$31,347,633</b>	<b>21.3%</b>	
<b>Tier III</b>			
Reams Asset Management Core	\$37,635,856	25.6%	Remaining Balance
Loomis Sayles Core Plus	\$56,089,161	38.1%	
	<b>\$93,725,017</b>	<b>63.7%</b>	
	<b>\$147,179,301</b>	<b>100.0%</b>	

**QUARTERLY CHANGE IN MARKET VALUE BY INVESTMENT MANAGER**  
**CURRENT QUARTER ENDED DECEMBER 31, 2019**

	Beginning Market Value	Deposits/ Withdrawals	Investment Gain/ Loss	Ending Market Value
ISU-First Financial Cash	\$18,501,581	(\$4,007,352)	\$80,451	\$14,574,681
ISU-First Fincl. Active Cash	\$7,493,335	(\$3,097)	\$41,732	\$7,531,970
ISU-ClearArc	\$15,141,513	(\$6,294)	\$95,538	\$15,230,757
ISU-Old National	\$16,086,655	(\$9,416)	\$39,638	\$16,116,876
ISU-Reams Asset Mgmt.	\$37,748,242	(\$32,642)	(\$79,744)	\$37,635,856
ISU-Loomis Sayles	\$55,888,367	(\$56,290)	\$257,084	\$56,089,161
<b>ISU-Total Fund</b>	<b>\$150,859,693</b>	<b>(\$4,115,092)</b>	<b>\$434,699</b>	<b>\$147,179,301</b>

**CHANGE IN MARKET VALUE BY INVESTMENT MANAGER**  
**FISCAL YEAR TO DATE ENDED DECEMBER 31, 2019**

	Beginning Market Value	Deposits/ Withdrawals	Investment Gain/ Loss	Ending Market Value
ISU-First Financial Cash	\$20,413,694	(\$6,018,957)	\$179,944	\$14,574,681
ISU-First Fincl. Active Cash	\$7,451,706	(\$6,182)	\$86,446	\$7,531,970
ISU-ClearArc	\$15,026,184	(\$12,553)	\$217,126	\$15,230,757
ISU-Old National	\$15,851,964	(\$18,615)	\$283,527	\$16,116,876
ISU-Reams Asset Mgmt.	\$36,926,928	(\$64,029)	\$772,956	\$37,635,856
ISU-Loomis Sayles	\$54,739,181	(\$111,317)	\$1,461,298	\$56,089,161
<b>ISU-Total Fund</b>	<b>\$150,409,656</b>	<b>(\$6,231,651)</b>	<b>\$3,001,296</b>	<b>\$147,179,301</b>

## INVESTMENT MANAGER RETURNS

The table below details the rates of return for the investment managers over various time periods. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized.

### Returns for Periods Ended December 31, 2019

Inception Date: October 1, 2010

	Last Quarter	Last Year	Last 3 Years	Last 5 Years	Last 7 Years	Since Inception
<b>ISU-Tier 1</b>	<b>0.50</b>	<b>2.38</b>	<b>1.74</b>	<b>1.22</b>	<b>0.96</b>	<b>0.83</b>
ISU-First Financial Cash	0.47	2.19	1.65	1.17	0.90	0.75
3 Month T-Bill	0.46	2.28	1.67	1.07	0.78	0.62
ISU-First Fincl. Active Cash	0.56	2.67	1.79	1.27	1.02	0.95
FTSE:Treas BM OTR 1 Yr	0.59	2.91	1.79	1.26	0.97	0.84
<b>ISU-Tier 2</b>	<b>0.43</b>	<b>5.72</b>	<b>2.90</b>	<b>2.36</b>	<b>2.01</b>	<b>2.12</b>
ISU-ClearArc	0.63	4.43	2.52	2.02	1.67	1.63
ClearArc:1-3 Yr G/C Comp	0.63	4.40	2.47	1.94	1.62	1.64
Blmbg:Gov/Cred 1-3 Yr	0.59	4.03	2.15	1.67	1.40	1.36
ISU-Old National	0.25	6.98	3.27	2.69	2.34	2.60
Old Nat': Interm Comp	0.30	6.92	3.32	2.81	2.46	2.72
Blmbg:Intmtd Gov/Credit	0.37	6.80	3.24	2.57	2.15	2.51
<b>ISU-Tier 3</b>	<b>0.27</b>	<b>8.53</b>	<b>4.45</b>	<b>3.45</b>	<b>3.24</b>	<b>4.16</b>
ISU-Reams Asset Mgmt.	(0.06)	8.12	4.31	3.26	2.83	3.57
Reams:Core Comp	(0.02)	8.11	4.35	3.36	2.81	3.60
Blmbg:Aggregate	0.18	8.72	4.03	3.05	2.72	3.20
ISU-Loomis Sayles	0.49	9.43	4.92	3.83	3.74	4.87
Loomis:Core Plus Comp	0.51	9.66	4.93	3.79	3.65	4.83
Blmbg:Aggregate	0.18	8.72	4.03	3.05	2.72	3.20
<b>ISU-Total Fund</b>	<b>0.34</b>	<b>7.11</b>	<b>3.85</b>	<b>3.01</b>	<b>2.72</b>	<b>3.25</b>
<b>ISU-Total Fund-Net</b>	<b>0.26</b>	<b>6.76</b>	<b>3.51</b>	<b>2.68</b>	<b>2.40</b>	<b>2.94</b>
<b>Total Fund Target*</b>	<b>0.31</b>	<b>6.58</b>	<b>3.22</b>	<b>2.42</b>	<b>2.10</b>	<b>2.36</b>

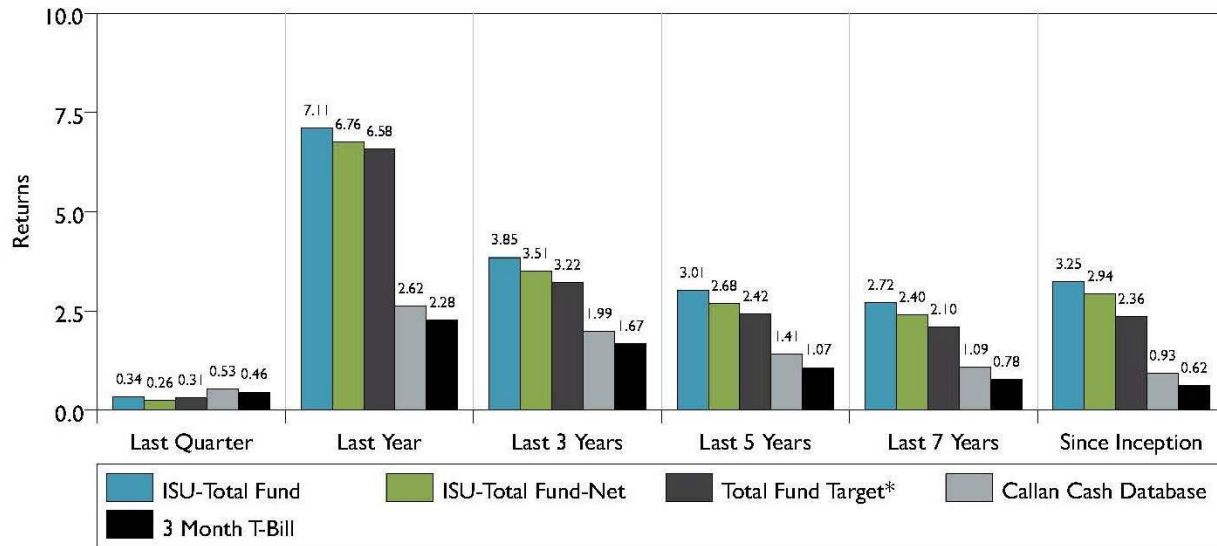
Total Fund Target\* = 19% 90 Day T-Bill, 19% Barclays Govt/Credit 1-3 Year Index, 62% Barclays Aggregate Index

## RETURN SUMMARY PERIOD ENDED DECEMBER 31, 2019

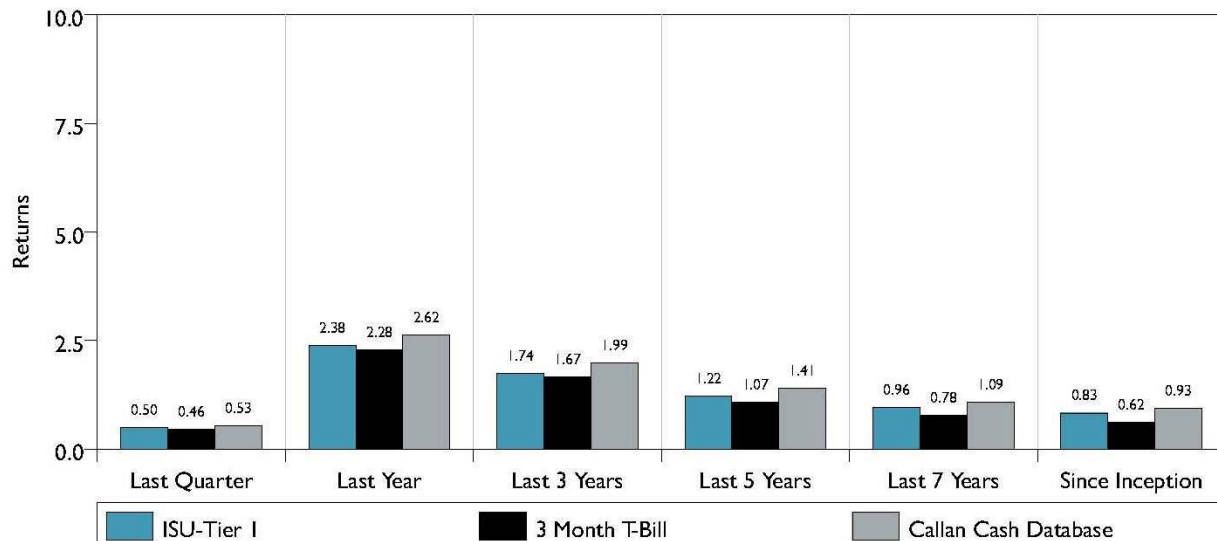
### Total Fund Performance

The charts below show the Fund's performance by tier over various time periods versus the appropriate benchmark and peer group.

ISU Total Fund Returns  
for Various Time Periods  
Current Quarter Ending December 31, 2019  
Inception Date: October 1, 2010



ISU Tier I Returns  
for Various Time Periods  
Current Quarter Ending December 31, 2019  
Inception Date: October 1, 2010

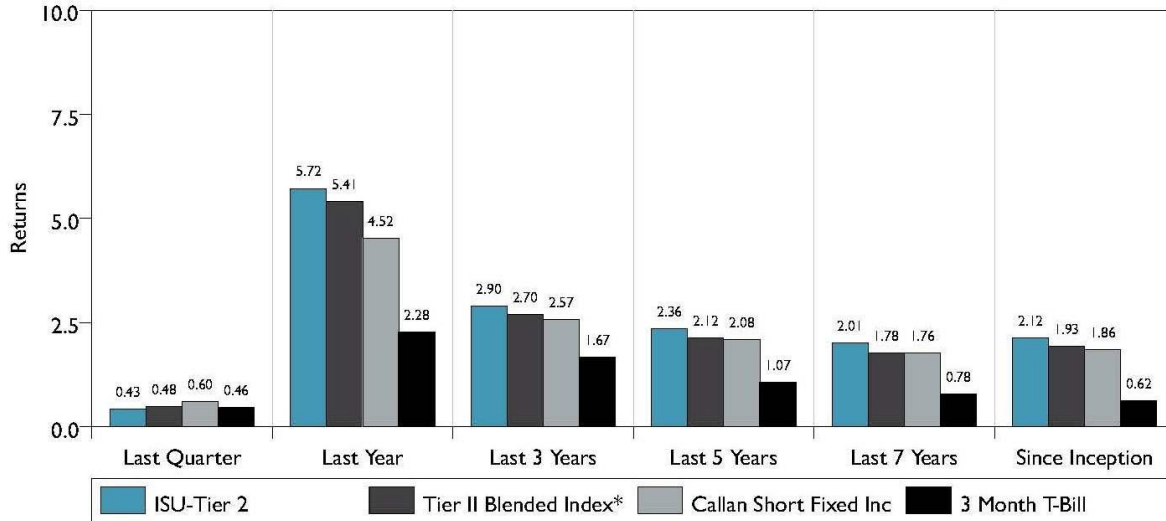


**RETURN SUMMARY**  
**PERIOD ENDED DECEMBER 31, 2019**

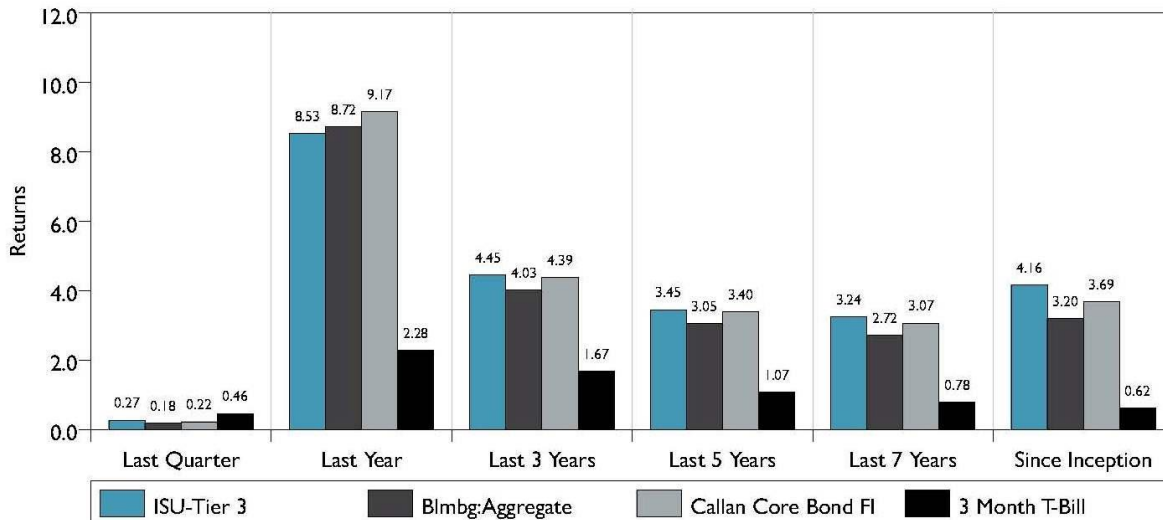
**Total Fund Performance**

The charts below show the Fund's performance by tier over various time periods versus the appropriate benchmark and peer group.

ISU Tier 2 Returns  
 for Various Time Periods  
 Current Quarter Ending December 31, 2019  
 Inception Date: October 1, 2010



ISU Tier 3 Returns  
 for Various Time Periods  
 Current Quarter Ending December 31, 2019  
 Inception Date: October 1, 2010



Tier II Blended Index\* = 50% Barclays Govt/Credit 1-3 Year Index, 50% Barclays Govt/Credit Intermediate Index

## 4b Financial Report

### Revenues

#### Student Tuition

Fall semester tuition of \$43.4 million is below budget by \$2.5 million. This shortfall will also be reflected in the Spring semester. The University has budgeted \$4.0 million as a reserve to offset this shortfall. Summer school tuition totals \$4.05 million which reflects only the second half of summer as this crosses the fiscal year. Through December 31, 2019, \$4.8 million of Spring tuition has been recognized. This compares to \$5.2 million that had been recognized at December 31, 2018.

#### Other Fees and Charges

Other Fees and Charges are above last year's amount by \$193,237. This is due to an additional amount of distance delivery fees of \$256,403 and a reduction in late registration, change of course and deferment fees.

#### Other Income and Transfers

Other Income and Transfers are above last year's totals by \$283,363 which reflects increased utility reimbursement by Residential Life and increased interest income allocated to the general fund.

#### Program Fees

Program Fees increased by \$196,656 due to new NHHS nursing fees.

#### Reimbursements and Income Reappropriated from Other Sources

Income from these sources are down \$664,296 due to timing of the transfer of the new student orientation fee and reduced course fees from lower enrollment.

### Expenses

#### Compensation

Compensation expense is below last year's total by \$1.5 million. Salaries and Wages are down \$1.6 million to reflect reduced administrative, instructional, support, overtime, and student wages. Fringe benefits increased by \$0.1 million due to reduced medical, retirement, and FICA costs that were offset by timing of retirement incentive payouts.

#### Departmental Expenses

Total Departmental Expenses decreased \$1,226,371. Supplies and Related Expenses decreased by \$1,468,819 due to reduced searches, travel, printing, marketing, and student media purchases. Repairs and Maintenance expenses are up \$334,194 on increased encumbrances in Facilities Management. Other Committed Expenses are down \$91,746 from the previous year.

#### Utilities and Related Expenses

Utilities and Related Expenses are below last year's total by \$412,126 reflecting lower sewage, natural gas, and water costs.

#### Equipment and Other Capital

Equipment and Other Capital expenditures are down \$864,129. Library Acquisitions are below last year's expenditures by \$558,492 due to timing of purchase orders on library subscription services. Operating Equipment expenses are down \$812,631 as the result of reduced technology and student media purchases. Capital Improvement costs are up \$506,994 due to timing of transfers.

#### Student Scholarship and Fee Remissions

Student Scholarship and Fee Remissions are above last year's total by \$458,557. The growth in scholarships reflects a change that started in FY18 in eligibility criteria for merit based aid and the addition of the Illinois scholarship and Midwest Achievement scholarship programs. Based on Fall and Spring scholarship data a projected \$3.5 million budget deficit is anticipated. The Laptop scholarship program will produce a \$432,200 reversion and was netted against the scholarship shortfall.

#### Academic Debt Service

Academic Debt Service is at \$9.7 million for 2020 and shows a decrease of \$.15 million over 2019. This reflects the fee-replaced and non-fee-replaced debt service for the Human Center project. The non-fee replaced portion of debt service is funded by interest income and is reflected in the Other Income and Transfers listed above.

#### Budgeted Reserve

For FY20 a budgeted reserve of \$4.0 million was established to be used to offset tuition revenue shortfalls and student scholarship and fee remission overages.

#### Transfers Out and Program Fees

Transfers Out decreased \$819,783 due to the reduction in course fee transfers and the timing of the RHIC transfer.



**INDIANA STATE UNIVERSITY**  
**GENERAL FUND OPERATING REVENUE AND EXPENSE SUMMARY**  
For the Period Ending December 31, 2019

	2019-20 Base Budget	2019-20 Adjusted Budget	YTD through 12/31/19*	Percent of Adjusted Budget	2018-19 Adjusted Budget	YTD through 12/31/18*	Percent of Adjusted Budget
<b>Revenues</b>							
State Appropriations							
Operational	\$ 71,009,278	\$ 71,009,278	\$ 35,504,639	50.0%	\$ 67,923,788	\$ 33,961,890	50.0%
Debt Service Appropriation	11,574,682	11,574,682	9,266,026	80.1%	11,649,230	9,488,025	81.4%
Sub-Total State Appropriations	82,583,960	82,583,960	44,770,665		79,573,018	43,449,915	
Student Tuition	97,808,697	97,808,697	52,263,160	53.4%	107,639,086	56,320,964	52.3%
Other Fees and Charges	2,287,903	1,387,903	935,558	67.4%	1,131,500	742,321	65.6%
Other Income and Transfers	7,165,440	7,165,468	5,248,633	73.2%	7,025,141	4,965,270	70.7%
Program Fees	900,000	938,276	938,276	100.0%	900,000	741,620	82.4%
<b>Total Budgeted Revenue</b>	<b>\$ 190,746,000</b>	<b>\$ 189,884,304</b>	<b>\$ 104,156,292</b>		<b>\$ 196,268,745</b>	<b>\$ 106,220,090</b>	
Encumbrances and Carryforward		9,881,336	9,881,336		10,070,397	10,070,397	
Reimbursements and Income Reappropriated From Other Sources		2,121,806	2,121,806		2,786,102	2,786,102	
<b>Total Revenues</b>	<b>\$ 190,746,000</b>	<b>\$ 201,887,446</b>	<b>\$ 116,159,434</b>	<b>57.5%</b>	<b>\$ 209,125,244</b>	<b>\$ 119,076,589</b>	<b>56.9%</b>
<b>Expenditures</b>							
Compensation							
Salaries and Wages	\$ 90,731,336	\$ 91,993,498	\$ 43,820,106	47.6%	\$ 92,004,003	\$ 45,397,732	49.3%
Fringe Benefits	27,013,475	27,130,142	12,767,977	47.1%	27,884,054	12,693,384	45.5%
Sub-Total Compensation	117,744,811	119,123,640	56,588,083	47.5%	119,888,057	58,091,116	48.5%
Departmental Expenses							
Supplies and Related Expenses	14,785,240	20,038,898	8,421,453	42.0%	21,816,191	9,890,272	45.3%
Repairs and Maintenance	4,829,828	5,487,895	6,282,534	114.5%	5,413,834	5,948,340	109.9%
Other Committed Expenses	1,360,348	1,360,348	712,447	52.4%	1,285,683	804,193	62.5%
Sub-Total Departmental Expenses	20,975,416	26,887,141	15,416,434	57.3%	28,515,708	16,642,805	58.4%
Utilities and Related Expenses	11,130,954	11,219,745	5,804,892	51.7%	11,229,953	6,217,018	55.4%
Equipment and Other Capital							
Library Acquisitions	1,534,974	1,581,206	725,527	45.9%	1,613,169	1,284,019	79.6%
Operating Equipment	1,171,486	2,487,983	555,019	22.3%	3,069,560	1,367,650	44.6%
Capital Improvements	4,600,000	4,600,000	1,215,335	26.4%	4,608,823	708,341	15.4%
Sub-Total Equipment & Other Capital	7,306,460	8,669,189	2,495,881	28.8%	9,291,552	3,360,010	36.2%
Student Scholarship and Fee Remissions	14,190,677	14,502,701	16,513,642	113.9%	14,494,007	16,055,085	110.8%
Laptop Scholarship Program	1,415,000	1,415,000	978,900	69.2%	1,415,000	1,207,168	85.3%
Academic Debt Service	12,182,682	12,182,682	9,704,035	79.7%	12,257,230	9,848,676	80.3%
Reserve for Strategic Initiatives	-	-	-	0.0%	1,059,574	-	0.0%
Reserve for Student Success	-	-	-	0.0%	1,219,007	-	0.0%
Budgeted Reserve	4,000,000	4,000,000	-	0.0%	5,374,000	-	0.0%
Transfers Out and Program Fees	900,000	3,887,348	3,040,429	78.2%	4,381,156	3,860,212	88.1%
<b>Total Expenditures</b>	<b>\$ 189,846,000</b>	<b>\$ 201,887,446</b>	<b>\$ 110,542,296</b>	<b>54.8%</b>	<b>\$ 209,125,244</b>	<b>\$ 115,282,090</b>	<b>55.1%</b>
*Includes encumbrances and open commitments							

## 4c Purchasing Report

Purchase Order Activity for Period November 20, 2019 to January 29, 2020

**Purchases Over \$50,000**

**Sole Source, Standardized With Existing  
Equipment**

Delta Cooling Towers Inc	P00868	Cooling tower, Delta	\$366,990.
	51	Model	34

## 4d Vendor Report

The following vendors have accumulated purchases from the University for the time period November 1, 2019-December 31, 2019 (Fiscal Year 2020) in excess of \$250,000:

Indiana-American Water Company	\$ 258,188	Water Utility Payments
Pacesetter Sports	\$ 277,221	Athletic Gear & Equipment
Ebsco Subscription Services	\$ 373,626	Library Electronic Database Subscriptions
EDF Energy Services LLC	\$ 540,925	Natural Gas Purchases
Network Solutions Inc	\$ 556,109	Networking Equipment and Software Maintenance & Licenses; Residential Life Networking Upgrades; Networking Equipment for Fine Arts & Commerce Building and Hulman Center Renovations
Previously Reported Vendors with Purchases Exceeding \$250,000 in FY20		
National Environmental Services Corp	\$ 280,092	Hulman Center Asbestos Abatement
Otis Elevator	\$ 318,181	Maintenance Agreement for Campus Elevators; Elevator Repairs
Barnes & Noble Booksellers	\$ 323,514	Textbook Scholarships
Ellucian Company LP	\$ 335,865	Banner Software Maintenance
Blackboard Inc	\$ 359,539	Blackboard Software Maintenance & Storage
Key Government Finance Inc	\$ 380,500	Networking Software Maintenance Agreement
Bob McCloskey Insurance	\$ 403,461	Student Athlete Medical Insurance
RJE Interiors Inc	\$ 424,104	Fine Arts & Commerce Building Case Goods; Sycamore Dining Case Goods; Miscellaneous Furniture Purchases
Delta Dental Plan of Indiana	\$ 431,577	Dental Claims Reimbursements
EAB Global Inc	\$ 465,490	Global Research Partnership Fees; Student Marketing Programs
Unum Life Insurance Company of America	\$ 497,268	Life and Long Term Disability Insurance
M S I Construction Inc	\$ 501,049	University Apartments Window Replacement; Science Building Southwest Entrance Improvements
Ratio Architects Inc	\$ 557,922	Architectural Services for CHHS Renovation, Hulman Center Renovation, Sycamore Dining Renovation
City of Terre Haute	\$ 588,419	Sewage Utility Payments; Campus Fire Protection
Evan and Ryan Electrical Contractors Inc	\$ 763,658	Root Hall Restroom Renovation; Holmstedt South Lobby Renovation; Sycamore Towers Emergency Generator; Root Hall Lower Level Classroom Renovation; Career Center Renovation; Starbucks Build-Out; CML Mentoring Center; Myers Technology Classroom Renovations; Science Lab Renovations
500 Wabash Housing LLC	\$ 767,670	500 Wabash Lease Payments
AmWins/NEBCO Group Benefits	\$ 844,087	Retiree Insurance Coverage
Associated Roofing Professionals Inc	\$ 1,036,871	College of Technology Roof Replacement; New Theater Roof Replacement; Wellness Center Roof Replacement
Weddle Bros Building Group LLC	\$ 2,034,224	Fine Arts Renovation
CVS Pharmacy Inc	\$ 2,320,959	Prescription Drug Coverage
Duke Energy	\$ 3,773,009	Electricity Utility Payments
Sodexo Inc and Affiliates	\$ 4,932,711	Dining and Catering Services
TIAA CREF	\$ 5,021,796	Retirement Contributions
Anthem Life Insurance Company	\$ 7,236,070	Health Care Benefits and Reimbursements of Medical Claims
Pepper Construction Co of Indiana LLC	\$ 11,633,468	Sycamore Dining Renovation
Hannig Construction Inc	\$ 22,787,651	Hulman Center Renovation; CHHS Renovation

## 4e Faculty Personnel

### FACULTY

#### **Instructor Appointments of 2-5 years – 2019-2020 Academic Year**

(Effective August 1, 2019 unless otherwise noted)

Amy McCalister; Instructor, Department of Baccalaureate Nursing; M.S., Indiana State University; salary \$50,000 per academic year, prorated from the effective date of January 1, 2020.

#### **Full-Time Lecturer, 1-year Appointment – 2019-2020 Academic Year**

(Effective August 1, 2019 unless otherwise noted)

Tim Koba; Full-Time Lecturer, Department of Kinesiology, Recreation, and Sport; M.S., State University of New York at Cortland; salary \$55,000 per academic year, prorated for the appointment period of January 1, 2020 through May 31, 2020.

Heather Pfrank; Full-time Lecturer, Department of Applied Health Sciences; M.S., Indiana State University; salary \$51,204 per academic year, prorated for the appointment period of January 1, 2020 through May 31, 2020.

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

Kuntal Bhattacharyya; from Interim Chairperson and Associate Professor, Department of Marketing and Operations, to Chairperson and Associate Professor, Department of Marketing and Operations; effective January 1, 2020; no change in salary.

Farman Amin Moayed; from Associate Professor and Coordinator of Under Graduate Programs, to Associate Professor and Chairperson, Department of Built Environment; surrenders \$3,000 stipend; salary \$76,781 per academic year and chairperson supplement of \$15,000 per academic year; effective January 1, 2020.

Aruna Chandrasekaran; from Interim Chairperson and Professor, Department of Management, Information Systems and Business Education, to Chairperson and Professor, Department of Management, Information Systems and Business Education; effective January 1, 2020; No change in salary.

Kym Pfrank; from Full-Time Lecturer, Department of Management, Information Systems and Business Education, to Part-Time Lecturer, Department of Management, Information Systems and Business Education; effective January 1, 2020.

#### **Retirements**

Ann Chirhart; Professor, Department of History; effective December 31, 2019.

Susan Kray, Associate Professor, Department of Communication; effective December 31, 2019.

#### **Emeriti**

Ann Chirhart; Professor Emerita, Department of History; effective January 1, 2020.

Susan Kray, Associate Professor Emerita, Department of Communication; effective January 1, 2020.

### **Separations**

Braden Cole; Senior Instructor, Department of Kinesiology, Recreation and Sport; effective December 31, 2019.

Yasenska Peterson; Professor, Department of Applied Health Sciences; effective December 31, 2019.

## 4f Other Personnel

### NON-EXEMPT

#### Appointments

Zachary Gibbens; Police Officer, Public Safety Department; \$18.49 per hour; effective January 6, 2020.

Cameron Paul; Police Officer, Public Safety Department; \$18.30 per hour; effective November 18, 2019.

Troy Randolph; Lead Events Setup Technician, HMSU-Operations; \$12.81 per hour; effective January 15, 2020.

Adam Richmond; Police Officer, Public Safety Department; \$18.30 per hour; effective November 18, 2019.

Reilly Teal; Police Officer, Public Safety Department; \$18.30 per hour; effective November 18, 2019.

#### Promotions

Yvonne Russell; from Administrative Assistant II, VP and Provost Office to Dean's Assistant, College of Grad & Professional Stds; \$19.96 per hour, effective January 13, 2020.

#### Skills

Kelli Brian; Communications Officer, Public Safety Department; \$16.43 per hour; effective November 12, 2019.

#### Retirements

Von Bridgewater; Custodian I, Custodians; effective January 10, 2020.

Thomas McCallister; Electrician, Electrical; effective January 3, 2020.

Terri Pippins; Human Resources Assistant III, Employee Benefits; effective December 13, 2019.

Christopher Scott; Lead Events Setup Technician, HMSU-Operations; effective January 7, 2020.

Kenneth Smith; Sr Maintenance Mechanic - HMSU, HMSU-Operations; effective December 20, 2019.

#### Separations

Jacob Harrison; Police Officer, Public Safety Department; effective December 27, 2019.

Lori Markle; Stu Fin Aid Client Serv Spec, Student Financial Aid; effective January 3, 2020.

Donna Pitts; Computer Operator I, Office of Information Technology; effective November 29, 2019.

Frank Tousley; Research Technician-Bats-RR, Biology; effective December 20, 2019.

### **Transfers**

John Pusich; from SR Maintenance Mechanic, Mechanical Trades to Sr Maintenance Mechanic - HMSU, HMSU-Operations; \$19.98 per hour; effective January 2, 2020.

## **NON-EXEMPT PROFESSIONAL**

### **Promotions**

Amanda Eyre; from Admin Assistant II PT w/Ben, Extended Learning Office to Data Analyst and Budget Specialist, Online; salary \$35,685.00 per fiscal year; effective December 2, 2019.

### **Separations**

Jessica Hales; Veterans Services Coordinator, Admissions and High School Relations; effective December 13, 2019.

## **EXEMPT**

### **Appointments**

Christopher Carpenter; Safety Director/Flight Instruc, Aviation Technology; BS, Indiana State University; salary \$46,089.00 per fiscal year; effective November 25, 2019.

Anne Kruse; Victim Advocate Req Reapt, VP for Student Affairs; BA, University of Denver; salary \$40,000.00 per fiscal year; effective December 16, 2019.

Sarah Larrison; IEPRC Project Coordinator, Blumberg Center; BS, Indiana University; salary \$62,000.00 per fiscal year; effective December 6, 2019.

Daniel Plasencia; Sycamore Ath Fund Devel Dir, Advancement; JD, New York Law School; salary \$75,000.00 per fiscal year; effective December 2, 2019.

Cary Stewart; Clinical Simulation Specialist, Dean, College Health & Human Svcs; CER, Ivy Tech Comm Clg-Terre Haute; salary \$67,000.00 per fiscal year; effective January 27, 2020.

## **Promotions**

Christina Cantrell; from Graduation Specialist to COT Student Services Director, Dean, College of Technology; salary \$53,487.00 per fiscal year; effective December 2, 2019.

Kenneth Menefee; from Planned Giving Director, Advancement to Planned/Principal Gifts Ex Dir, VP for Development; salary \$110,000.00 per fiscal year; effective December 2, 2019.

Yanli Newport; from Accounting and Auditing Assc, Assoc VP University Controller to Assistant Director of Finance, Foundation Financial Services; salary \$44,900.00 per fiscal year; effective January 11, 2020.

## **Retirements**

Donna Patterson; Compensation and Records Dir, Human Resources; effective January 31, 2020.

## **Separations**

Jerry Caskey; Systems Integrator, Office of Information Technology; effective January 3, 2020.

Anthony Certain; Info Tech Security Analyst, Office of Information Technology; effective January 17, 2020.

Elizabeth Roerig; Sr Content Strat & Mag Editor, University Communications; effective January 3, 2020.

Brandi Sharp; Clinical Simulation Specialist, Dean, College Health & Human Svcs; effective January 24, 2020.

Andrew Shepard-Smith; Sponsored Programs Director, Office of Sponsored Programs; effective January 15, 2020.

Anthony Simonton; Staff Attorney, Office of Legal Counsel; effective January 24, 2020.

## **Supplements/Stipends**

Michele Barrett; PT Admin -Stipend, Public Safety Department; stipend of \$9,000.00 for additional duties; effective January 3, 2020 through June 30, 2020.

Christina Cantrell; Sti Additional Duties, Dean, College of Technology; stipend of \$2,500.00 for additional duties; effective August 1, 2019 through December 31, 2019.

Stephanie Jeffers; Sti Additional Duties, Dean, College of Technology; stipend of \$1,250.00 for additional duties; effective August 1, 2019 through December 31, 2019.

Ashley Layman; Sti Intrm Dir Graduate Program, MBA Program; stipend of \$6,000.00 for additional duties; effective January 1, 2020 through June 30, 2020.



Robert Morgan; Sti Intrm VP Student Affairs, VP for Student Affairs; stipend of \$36,000.00 for additional duties; effective July 1, 2020 through June 30, 2021.

## **ATHLETICS**

### **Appointments**

Ryan Stokes; Asst Coach, Football, Athletics-Football; BS, Grand Valley State University; salary \$36,000.00 per fiscal year; effective December 5, 2019 through December 31, 2020.

### **Separations**

Joseph Hastings; Asst Coach, Football, Athletics-Football; effective January 24, 2020.

Kyle Hoke; Asst Coach, Football, Athletics-Football; effective January 21, 2020.

Samantha McCloud; Asst Coach, Volleyball, Athletics-Volleyball; effective January 31, 2020.

## 4g Grants and Contracts

1. Independent Colleges of Indiana, Fund No. 549344, Proposal 20-045  
An agreement in the amount of \$1,884,143.00 has been received from Independent Colleges of Indiana for the project entitled, “STEM Teach IV,” under the direction of Christopher Fischer, Dean’s Office-College of Arts and Sciences, for the period November 1, 2019 through August 31, 2021.
2. Indiana Humanities Council, Fund No. 549341, Proposal 20-012  
An agreement in the amount of \$14,927.00 has been received from Indiana Humanities Council for the project entitled, “America at a Crossroads: The Wabash Valley, 1919-1920,” under the direction of Christopher Fischer, Dean’s Office-College of Arts and Sciences, for the period October 1, 2019 through December 31, 2020.
3. Lilly Endowment Inc., Fund No. 549346, Proposal No. 20-043  
An agreement in the amount of \$108,549.00 has been received from Lilly Endowment Inc. for the project entitled, “Extending Teacher Creativity 2020: 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 December 1, 2019 through September 30, 2020.
4. The Bernard Osher Foundation, Fund No. 549345, Proposal No. 20-034  
An agreement in the amount of \$25,000.00 has been received from The Bernard Osher Foundation for the project entitled, “Osher Lifelong Learning Institute at Indiana State University,” under the direction of Michelle Bennett, Extended Learning, for the period May 1, 2020 through June 30, 2021.
5. Indiana University, Fund No. 549317, Proposal No. 19-049  
A sub agreement under the Indiana State Department of Health in the amount of \$219,169.00 has been received from Indiana University for the project entitled, “FY 2020-21 Area Health Education Centers Operating Support,” under the direction of Caroline Mallory, College of Health and Human Services, for the period July 1, 2019 through June 30, 2020.
6. Ball State University, Fund No. 549343, Proposal No. 20-005  
A sub agreement under the Indiana Department of Education in the amount of \$12,000.00 has been received from Ball State University for the project entitled, “Professional Development for Career and Technical Teachers with Workplace Specialist I Certification,” under the direction of James Smallwood, Department of Applied Engineering and Technology Management, for the period July 1, 2019 through June 30, 2020.
7. Indiana Campus Compact, Fund No. 549339, Proposal No. 20-018

An agreement in the amount of \$2,500.00 has been received from Indiana Campus Compact for the project entitled, "Campus-Community Collaboration to Stop Suicide," under the direction of Diane VanCleave, Department of Social Work, for the period October 1, 2019 through May 31, 2020.

8. Indiana University, Fund No. 549337, Proposal No. 20-025

A sub agreement under the Department of Health and Human Services Health Resources and Services Administration (HRSA) in the amount of \$92,500.00 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, College of Health and Human Services, for the period September 1, 2019 through August 31, 2020.

## 4h Agreements

Signature Date	Name	State
3/4/2019	Indiana University Health Inc.	Indiana
1/31/2020	Sensory Solutions (Sarasota, FL)	Florida
1/31/2020	Wilson Pediatric Therapy	Kentucky
1/30/2020	Cheshire Medical Center	New Hampshire
1/29/2020	SIHF Healthcare	Illinois
1/29/2020	Hinsdale Orthopaedic Associates S.C.	Illinois
1/29/2020	Christus Health	Texas
1/29/2020	Hawaii Family Health	Hawaii
1/29/2020	Ascension Michigan	Michigan
1/29/2020	St. Luke's University Health Network	Pennsylvania
1/29/2020	Capital Medical Center	Washington
1/29/2020	Trinity Health	North Dakota
1/29/2020	Steilacoom Historical School District	Washington
1/29/2020	Kaiser Permanente Georgia	Georgia
1/29/2020	Northeast Ohio VA	Ohio
1/29/2020	Petersburg Hospital Company (Southside Regional)	Virginia
1/29/2020	River Oaks Hospital	Mississippi
1/29/2020	Naval Hospital Jacksonville	Florida
1/29/2020	Park Center	Indiana
1/29/2020	Floyd Medical Center	Georgia
1/21/2020	Greater Lafayette Area Special Services	
1/24/2020	Clinical Affiliation Agreement with Indiana State University Student Counseling Center	Indiana
1/24/2020	Rose Hulman Institute of Technology Student Counseling Center	Indiana
1/24/2020	Tru Rehab	Indiana
1/23/2020	Munson Healthcare	Michigan
1/19/2020	Hardin Memorial Hospital	Kentucky
1/19/2020	Cornerstone Family Healthcare	New York
1/17/2020	Daviess Community Hospital	Indiana
1/17/2020	Indiana Department of Child Services (DCS)	Indiana
11/15/2019	Ascension Michigan	Michigan
1/17/2020	St. Catherine Hospital	Indiana
1/17/2020	Ferraro Behavior Service LLC	Indiana
1/17/2020	FSA Counseling Behavioral Health	Indiana
12/17/2019	Capital Medical Center	Washington
12/13/2019	Westfields Hospital and Clinic	Wisconsin
12/13/2019	Clara Maass Medical Center	New Jersey
12/13/2019	Brookwood Baptist Health (Tenet Health)	Texas
12/13/2019	Care Net Pregnancy Center	Texas
12/13/2019	MedStar Franklin Square Medical Center	Maryland
12/13/2019	Dupage Medical Group (Boncura)	Illinois

## 4i Board Representation at University Events

### Events Requiring Board Representation

May 8, 2020	Board of Trustees Meeting, State Room, Tirey Hall
May 9, 2020	Spring Commencement, Hulman Center

### Optional Events

February 24, 2020	ISU Day at the State House, North Atrium, State Capitol, Indianapolis, IN
February 24, 2020	Rocky Bleir, Speaker Series, Tilson Auditorium, Tirey Hall
March 5-8, 2020	Men's MVC Basketball Tournament, St. Louis, MO
March 11, 2020	Give to Blue
March 12-15, 2020	Women's MVC Basketball Tournament, Moline, IL
March 16, 2020	Steve Inskeep, The Jamal Khashoggi Speaker Series, Tilson Auditorium, Tirey Hall
April 19, 2020	President Scholars Brunch, Sycamore Banquet Center Sycamore Leadership Awards, Heritage Ballroom Honors Banquet, Sycamore Banquet Center

Please find a full listing of University events at the following link:

<http://www.indstate.edu/all-events>

**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. Steven E. Connelly**

WHEREAS, Dr. Steven E. Connelly, Professor Emeritus of English Department of Indiana State University, died on the 27th day of October two thousand and nineteen; and

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

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

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees.

### **IN MEMORIAM: Dr. Herbert Diekhans**

WHEREAS, Dr. Herbert Diekhans, Professor Emeritus of Mathematics and Computer Science Department of Indiana State University, died on the 23rd day of December two thousand and nineteen; and

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

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

WHEREAS, Ms. Marcella Blankenship, custodian in Sycamore housing, died on the sixteenth day of December two thousand and nineteen; and

WHEREAS, Ms. Blankenship had given loyal and devoted service to Indiana State University for almost twenty-one 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: Ms. Loretta Gray**

WHEREAS, Ms. Loretta Gray, custodian in housing, died on the thirtieth day of December two thousand and nineteen; and

WHEREAS, Ms. Gray had given loyal and devoted service to Indiana State University for almost sixteen 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.

**I  
N MEMORIAM: Ms. Ruth Miller**

WHEREAS, Ms. Ruth Miller, faculty member of Indiana State University, died on the eighth day of January two thousand and twenty;

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

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

BE IT FURTHER RESOLVED, that this Resolution be spread on the records of the minutes of the Indiana State University Board of Trustees.

**IN MEMORIAM: Mr. Harry Hoopingarner**

WHEREAS. Mr. Harry Hoopingarner, Carpenter in Facilities Management at Indiana State University, died on the twenty-fifth day of January two thousand and twenty; and

WHEREAS, Mr. Harry Hoopingarner had given loyal and devoted service to Indiana State University for over thirty-nine years and had gained the respect and affection of those who knew him as a co-worker and friend; and

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

WHEREAS, Dr. Donald Hansell, Professor Emeritus at Indiana State University, died on the 28th day of January two thousand and twenty; and

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

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

**IN MEMORIAM: Dr. Duane Sorensen**

WHEREAS, Dr. Duane Sorensen, Professor Emeritus of Economics at Indiana State University, died on the 6th day of February two thousand and twenty; and

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

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