



Indiana State University

Board of Trustees Agenda Meeting

Friday, February 18, 2022

State Room, Tirey Hall, Terre Haute, IN



## Board of Trustees Agenda Meeting, February 18, 2022

### MEETING AGENDA

#### 1. Call Meeting to Order

Call Meeting to Order 5

#### 2. Remarks

Faculty Senate Chairperson  
Dr. Yousif

Staff Council Chairperson  
Ms. Leek

Student Government Association President  
Mr. Nettrouer

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  
Mrs. Cabello

#### 3. New Business Items

3a Minutes of the December 10, 2021 Meeting and  
Certification of Executive Session Approval 6  
Mrs. Cabello

3b Finance Committee Report Approval  
Mrs. Smith

3b1 Proposed Changes in Academic Program  
and Laboratory-Course Specific Fees Approval 7  
Mrs. McKee & Dr. Olsen

3b2 ISU Housing and Dining Rates for 2022-23 Approval 9  
Mrs. McKee

3c Policies

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| 3c1 Policy 550 University Retirement<br>Mrs. McKee                                   | Approval    | 12 |
| 3c2 Policy 810 Acceptable Use of Information<br>Technology<br>Dr. Olsen              | Information | 16 |
| 3c3 Policy 820 Computer Software<br>Dr. Olsen  | Information | 21 |
| 3c4 Policy 830 Data Security and Management<br>Dr. Olsen                             | Information | 24 |
| 3c5 Policy 840 Use of Electronic Mail<br>Dr. Olsen                                   | Information | 29 |
| 3d New Academic Program B.S. Leadership and<br>Professional Development<br>Dr. Olsen | Approval    | 33 |
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| 3f New Academic Program Certificate in Civic<br>Leadership<br>Dr. Olsen              | Information | 35 |
| 3g New Academic Programs Communication Minors<br>Dr. Olsen                           | Information | 36 |
| 3h New Academic Program Certificate in Nonprofit<br>Leadership<br>Dr. Olsen          | Information | 37 |
| 3i Naming of the Quentin P. Smith, Sr. Observation<br>Deck<br>Mrs. Angel             | Approval    | 38 |
| 3j Conflict of Interest Disclosure Statements<br>Ms. Butwin                          | Approval    | 39 |
| 3k Resolution Honoring Teresa D. Exline<br>Mrs. Cabello                              | Approval    | 40 |

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

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| 4a University Investments |  | 42 |
| 4b Financial Report       |  | 48 |
| 4c Purchasing Report      |  | 51 |
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| 4e Faculty Personnel                         | 53 |
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| 4h Agreements                                | 66 |
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| 4j In Memoriam                               | 69 |

**5. Old Business**

**6. Adjournment**

**Call Meeting to Order – Kathy Cabello**

## 3a Minutes of the December 10, 2021 Meeting and Certification of Executive Session

The Indiana State University Board of Trustees met in Executive Session at 1:00 p.m. on Friday, December 10, 2021.

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 10, 2021 at 2:30 p.m.

Trustees present: Mrs. Cabello, Mr. Casey, Ms. Collins, Mr. Minas, Mrs. Powers, Mr. Pratt, Mrs. Smith and Mr. Woodruff.

Trustees absent: Mrs. McKinzie.

**Recommendation:** Approve the Board Minutes of the December 10, 2021 Meeting and Certification of Executive Session.

## 3b1 Proposed Changes in Academic Program and Laboratory/Course Specific Fees<sup>1</sup>

Effective for the Fall Semester 2022 unless otherwise stated

### Course Specific Fees

#### Eliminate Course Fees (Effective Fall 2022)

| College | Department | Course(s)            | Amount |   |
|---------|------------|----------------------|--------|---|
| CHHS    | AHS        | AHS 391              | \$69   |   |
|         | SOWK       | SOWK 605<br>SOWK 610 | \$150  | Eliminate only if program fee is approved |
|         |            | SOWK 615             | \$75   | Eliminate only if program fee is approved |

#### Change in Course Fees (Effective Fall 2022)

| College               | Department          | Course(s)  | Amount                                  | Purpose  |
|-----------------------|---------------------|--|---|--|
| CAS                   | Art and Design      | ARTS 101<br>ARTS 215   | \$30/course to<br>\$120/course          | Provide all necessary art supplies for students to ensure appropriate quality and utilize bulk purchasing and educational discounts.   |
|                       |                     | ARTS 400G  | \$10/credit hour to<br>\$43/credit hour | Provide all necessary art supplies for students to ensure appropriate quality and utilize bulk purchasing and educational discounts.   |
|                       | Chemistry & Physics | CHEM 100L;<br>103L; 104L;<br>105L; 106L;<br>321L; 330L;<br>340; 351L;<br>352L; 355;<br>421L; 431L;<br>461L; 462L | \$43/course to<br>\$60/course           | The \$43/course was instituted in 2004 and not increased since. The increase in fees for the lab courses is necessary to cover increased costs of chemicals and other supplies used in labs.         |
|                       | Theater             | THTR 275   | \$60/course to<br>\$75/course           | To cover the increased cost of art supplies since fee was initiated.   |
|                       |                     | THTR 278   | \$55/course to<br>\$100/course          | To cover increased cost of theater make-up since fee was created, and the need to purchase specialty makeups not previously covered.   |
| Educator Prep Courses |                     | CIMT 200<br>ELED 200<br>EDLR 650<br>EDLR 751<br>MUS 201<br>SPED 590<br>SPED 622                                  | \$100/course to<br>\$150/course         | Increased subscription cost of TK20 (software used for assessment and accreditation for educator preparation). Assessed in all initial courses and subsequently used throughout a student's program. |

|  |  |
|--|--|
|  |  |
|--|--|

**New Course Fees (Effective Fall 2022)**

| College | Department | Course(s) | Amount      | Purpose  |
|---------|------------|-----------|-------------|--|
| CAS     | Theater    | THTR 102  | \$50/course | Purchase at bulk/reduced cost the necessary drafting supplies students need to be successful.                                |
|         |            | THTR 171  | \$15/course | Purchase at bulk/reduced cost the sewing materials for costuming at the quantity and quality students need to be successful. |
|         |            | THTR 374  | \$50/course | Purchase at bulk/reduced cost the sewing materials for costuming at the quantity and quality students need to be successful. |
| COT     | Aviation   | UMS 181   | \$87/course | To cover software, liability, lab, and related costs of the unmanned vehicles used in the course.                            |

**Recommendation:** Approval of the proposed Academic Laboratory/Course Specific Fees, effective for the fall semester of 2022 unless otherwise stated.

**New Program Fee (Effective Fall 2022).** Program fee will compensate part-time faculty, clinical fieldwork and internships, MSW licensure preparation, and program development. **If approved, then the course fees presented above can be eliminated.**

|     |   |   |
|-----|---|---|
| HHS | Master of Social Work (Advanced Standing Program) | \$250/semester (estimated 3 term program – estimated \$750 total) |
|     | Master of Social Work (Traditional Program)       | \$150/semester (estimated 5 term program - estimated \$750 total) |

**New Program Fee (Effective Fall 2022).** Program fee will compensate part-time faculty, administrative support costs, and student research support.

|     |                             |                |
|-----|-----------------------------|----------------|
| COT | Ph.D. Technology Management | \$200/semester |
|-----|-----------------------------|----------------|

**Change in Program Fee (Effective Fall 2022).** Program fee will compensate preceptors, clinics/practices, hospitals, and health systems.

|     |                            |                                      |
|-----|----------------------------|--------------------------------------|
| HHS | Doctor of Physical Therapy | \$1,000/Semester to \$1,800/Semester |
|-----|----------------------------|--------------------------------------|

**Recommendation:** Approval of the proposed Program Fees, effective for the fall semester of 2022.

<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.



## 3b2 ISU Housing and Dining Rates for 2022-23

The proposed rate increase for a Traditional residence hall room with a Standard meal plan, representing the majority of on-campus rooms, reflects an overall 1.5% increase for 2022-23. Freshman students are housed in residence halls assigned the Traditional room category. The Premium room rate is \$500 per year more than the Traditional room rate and is assigned to select rooms within Reeve Hall with private baths. A limited number of single rooms will also be identified and offered to students in 2022-23. The housing rate for students selecting single rooms is \$1,500 more per year than the double room rate based on room type.

### Housing Rates

The proposed 2022-23 rates for on-campus housing are listed below and include additional room accommodation options and summer housing rates. The 2021-22 housing rates are included below for comparative purposes.

| Housing Rates |  |  |
|---------------|--|--|
|---------------|--|--|

| Room Type                  | 2021-22 Rate | 2022-23 Proposed Rate |
|----------------------------|--------------|-----------------------|
| Traditional                | \$7,346.00   | \$7,450.00            |
| Traditional - Single       | \$8,846.00   | \$8,950.00            |
| Traditional - Break Access | \$8,146.00   | \$8,250.00            |
| Premium - Double           | \$7,846.00   | \$7,950.00            |
| Premium - Single           | \$9,346.00   | \$9,450.00            |

| Room Type                  | Fall 2022 Hall Location   |
|----------------------------|---|
| Traditional                | Mills, Cromwell, Blumberg, Burford, Erickson, Pickerl, Hines, Jones, Sandison, and select rooms within Reeve (double room with shared bath) |
| Traditional - Single       | Select rooms within Reeve (single room with shared bath), and other select rooms in traditional halls designated for single occupancy.      |
| Traditional - Break Access | Rhoads and possibly a second hall depending on occupancy levels   |
| Premium - Double           | Select rooms within Reeve (double room with private bath)   |
| Premium - Single           | Select rooms within Reeve (single room with private bath)   |

| Additional Accommodation Options         | 2021-22 Rate | 2022-23 Proposed Rate |
|--|--------------|-----------------------|
| Single Room Buyout of Double Room        | \$1,500.00   | \$1,500.00            |
| Break Access Contract Add-On             | \$800.00     | \$800.00              |
| Early Arrival/Break Housing - Daily Rate | \$20.00      | \$20.00               |

| Summer Housing Rates           | 2021-22 Rate | 2022-23 Proposed Rate |
|--------------------------------|--------------|-----------------------|
| Traditional Room - Weekly Rate | \$216.06     | \$219.12              |
| Traditional Room - Daily Rate  | \$30.87      | \$31.30               |
| Premium Room - Weekly Rate     | \$230.76     | \$233.82              |
| Premium Room - Daily Rate      | \$32.97      | \$33.40               |
| Single Room - Daily Rate       | \$6.30       | \$6.30                |

## 500 Wabash & University Apartments

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

For 2022-23, new room types in University Apartments are being proposed to compensate for the size differential of bedrooms within the two bedroom units. This adjustment will allow the two bedroom units to be categorized similar to that of the three bedroom units.

The proposed 2022-23 rates for University Apartments and 500 Wabash are listed below and include an additional room accommodation option. The 2021-22 housing rates are included below for comparative purposes.

|                        |
|------------------------|
| University Apartments* |
|------------------------|

### Family Apartments (Unfurnished)

| Room Type     | 2021-22 Academic Year Rate | 2021-22 Full Year Rate | 2022-23 Academic Year Proposed Rate | 2022-23 Full Year Proposed Rate |
|---------------|----------------------------|------------------------|-------------------------------------|---------------------------------|
| One Bedroom   | \$7,350.00                 | \$8,820.00             | \$7,450.00                          | \$8,940.00                      |
| Two Bedroom   | \$8,480.00                 | \$10,176.00            | \$8,600.00                          | \$10,320.00                     |
| Three Bedroom | \$9,330.00                 | \$11,196.00            | \$9,460.00                          | \$11,352.00                     |

### Single Apartments (Furnished)

| Room Type                     | 2021-22 Academic Year Rate | 2021-22 Full Year Rate | 2022-23 Academic Year Proposed Rate | 2022-23 Full Year Proposed Rate |
|-------------------------------|----------------------------|------------------------|-------------------------------------|---------------------------------|
| Shared One Bedroom            | \$6,780.00                 | n/a                    | \$6,870.00                          | \$8,244.00                      |
| Single One Bedroom            | \$8,480.00                 | \$10,176.00            | \$8,600.00                          | \$10,320.00                     |
| Shared Two Bedroom (Medium)** |                            |                        | \$8,020.00                          | \$9,624.00                      |
| Shared Two Bedroom (Large)**  |                            |                        | \$8,600.00                          | \$10,320.00                     |
| Single Two Bedroom**          |                            |                        | \$10,030.00                         | \$12,036.00                     |
| Single Three Bedroom (Large)  | \$7,910.00                 | \$9,492.00             | \$8,020.00                          | \$9,624.00                      |
| Single Three Bedroom (Medium) | \$5,660.00                 | \$6,792.00             | \$5,740.00                          | \$6,888.00                      |
| Single Three Bedroom (Small)  | \$4,530.00                 | \$5,436.00             | \$4,590.00                          | \$5,508.00                      |

|             |
|-------------|
| 500 Wabash* |
|-------------|

| Room Type                      | 2021-22 Rate | 2022-23 Proposed Rate |
|--------------------------------|--------------|-----------------------|
| One Bedroom - 9 Month Contract | \$9,162.00   | \$9,288.00            |
| One Bedroom - 3 Month Summer   | \$3,054.00   | \$3,096.00            |

| Additional Accommodation Option          | 2021-22 Rate | 2022-23 Proposed Rate |
|--|--------------|-----------------------|
| Early Arrival/Break Housing - Daily Rate | \$20.00      | \$20.00               |

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

\*\* New room types for 2022-23

### Dining Rates

Three new meal plan options are being proposed for 2022-23 to better compliment current plan offerings based on feedback from student focus groups and a campus-wide committee. The proposed meal plans provide students with a wider range of meal plan options designed to allow students to more closely align their selection of a plan to their individual needs. The new meal plans include an All Access plan designed to provide students with the maximum number of meals offered in the in the Dining Hall, an Upper-Level Student plan designed to offer a reduced meal plan for upper-class students who live on campus but require less than the standard number of meals, and a Best Flex plan that assists in rounding out the selection of plans.

Commuter meal plans are also offered to students. Effective with the Fall 2022 semester, students can elect to have a commuter meal plan added to their ISU student account. For 2022-23, these charges range from \$335 per semester to \$775 per semester depending on the number of meals selected. Sodexo sets these rates annually.

The proposed 2022-23 rates for meal plans are listed below. Dining rates include a specific number of credits or meals per week and additional commons cash depending on what plan is selected. A dining plan is required for all students living in on-campus residence halls. The 2021-22 dining rates are included below for comparative purposes.

| Dining Rates                              |              |                       |
|---|--------------|-----------------------|
| Meal Plan Option                          | 2021-22 Rate | 2022-23 Proposed Rate |
| Flex - 1360 credits/\$102 (Standard Plan) | \$3,836.00   | \$3,900.30            |
| Flex - 1360 credits/\$204                 | \$4,040.00   | \$4,104.30            |
| Best Flex - 1802 credits/\$204*           |              | \$4,308.64            |
| All Access - 19 meals/\$102*              |              | \$4,534.06            |
| Upper-Level Student - 7 meals/\$204*      |              | \$2,479.20            |
| Off-Campus Meal Plan - 5 meals/\$102      | \$1,706.00   | \$1,733.92            |

\* New meal plans for 2022-23

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

**Recommendation:** Approval of the proposed 2022-23 Housing and Dining rates as listed above.

## **3c1 Proposed Modifications to Policy 550 University Retirement**

**Rationale:** As part of a regular policy review, the administration has identified the need to update the policy. Specifically, the policy modifications a) removes outdated language and terminology, b) reduces the age for early retirement from 62 to 60, c) establishes a rule of 85 combining age and years of service for early retirement eligibility, and d) creates an early retirement health benefit bridge to age 65 for those hired prior to March 1, 2022 at age 60 with no eligibility for subsidized post-retirement health coverage.

**Proposed Modifications:** The current Policy 550 University Retirement can be found at [Policy 550 University Retirement](#) . Proposed revised Policy 550 University Retirement is shown below.

### **550.1 Applicability**

Indiana State University offers an early retirement incentive plan to faculty and staff that meet certain age and years of service criteria. The provisions contained in previous policies are no longer available nor retroactive. Provisions for previously retired faculty and staff members remain in effect.

### **550.2 General Provisions**

**550.2.1 Notification** Employees must complete an election form for the Retirement Severance Plan or the Ten-Year Retirement Plan prior to their retirement date. Faculty are eligible to retire under either plan as of May 31 or December 31 upon completion of their duties for the applicable semester.

**550.2.2 Ineligibility of Grant, Temporary and One-Year Employees.** Grants, temporary and one-year employees are not eligible.

**550.2.3 Right to Amend, Modify, Terminate, or Eliminate.** The University reserves the right to amend, modify, terminate or eliminate the University Retirement Severance Plan or Ten-Year Retirement Plan without notice.

### **550.3 Retirement Severance Plan**

**550.3.1 Eligible Employees.** All of the conditions set forth below must be met for an employee to be eligible for retirement under this section.

**550.3.1.1 Applicability.** This Section applies to all Regular Faculty, Exempt Staff, Non-Exempt Professional Staff, and Regular Non-Exempt Staff.

**550.3.1.2 Age at Retirement.** An employee must be age 60 or older by the retirement date to be eligible for the Retirement Severance Plan set forth in this Section with the exception of 550.3.1.4.

**550.3.1.3 Consecutive Service Requirement.** An employee must have at least 20 consecutive years of full-time benefits-eligible service at ISU as of their retirement date.

**550.3.1.4 Rule of 85.** Effective March 1, 2022, a retirement option is available to eligible faculty and staff who are at least 55 but less than 60 years of age in which years of service and age at retirement equal 85 or more. The years of service must be consecutive years of service at Indiana State University.

**550.3.1.5 Required Retirement Date.** The Required Retirement date is open.

**550.3.1.6 Required Election Date.** The Required Election Date is open.

## **550.3.2 Benefits.**

The following benefits are available to eligible employees who retire under the University's retirement programs and meet certain eligibility criteria.

**550.3.2.1 Incentive Payment.** Based on hire date and years of service, eligible employees will receive a retirement incentive lump sum payment (minus applicable taxes) as follows:

1. Employees with 15 or more years of continuous service as of December 31, 2010 will receive 60% of base salary.
2. Eligible employees with less than 15 years of continuous service on December 31, 2010 will receive 40% of base salary.
3. Employees hired after December 1, 2010 receive 25% of base salary.

## **550.3.2.2 Post-Retirement Health Coverage.**

**550.3.3.2.1 Subsidized by Indiana State University.** Post-retirement health coverage will be subsidized by the University if the eligible employee was enrolled on the University Health Plan prior to January 1, 2005, is enrolled at the time of retirement, and has been enrolled on the University Health Plan for a minimum of 20 consecutive years. The spouse of the eligible employee can be covered if the spouse has also been enrolled on the University Health Plan for a minimum of 20 consecutive years.

**550.3.3.2.2. Health Benefits "Bridge".** A health benefits "bridge" is available to employees at the age of 60 or older with at least 20 years of consecutive service and enrolled for a minimum of 20 consecutive years in the University Health Plan who are not eligible for the post-retirement subsidized health coverage (see 550.3.3.2.1). The spouse of the eligible employee can be covered if the spouse has also been enrolled on the University Health Plan for a minimum of 20 consecutive years. Employee must be hired prior to March 1, 2022. Eligible employees for the bridge program can remain on the University Health Plan by paying the employee share of the premium until age 65.

**550.3.3.2.3 No Subsidy by Indiana State University.** Employees not eligible to retain the University's post-retirement health coverage under the retirement severance plan (see 550.3.3.2.1) but are enrolled in the University Health Plan and retire on or after age 65 may buy into the post-retirement coverage by paying the entire premium. A spouse may

also buy into the post-retirement health coverage if, at the time the retirement is effective, the spouse is age 65 or older. There are no dental benefits with this buy-in plan.

**550.3.3.3 Life Insurance.** Reduced Life Insurance (\$5,000 to \$20,000 of coverage dependent upon plan chosen) will be paid in full by Indiana State University if hired prior to January 1, 2005. Remaining life insurance coverage discontinued at retirement may be converted within 31 days of retirement (retiree pays entire premium).

**550.3.3.3.1 Retention of Voluntary Life Insurance.** Voluntary life insurance is eligible to be retained by the retiree contacting the vendor and paying the entire premium within 31 days of retirement date.

#### **550.3.4 Other Benefits.**

- Continued use of the Student Recreation Center at no cost (spouses must pay regular usage rates unless covered under the post-retirement health coverage).
- Campus surface lot parking at no charge (does not include parking garage).
- Continued use of University Library as a retiree.

### **550.4 Ten-Year Retirement Plan**

**550.4.1 Eligible Employees.** A ten-year retirement plan option is available to benefit eligible employees, who are at least age 60 at retirement and have ten (10) or more consecutive years of service.

#### **550.4.2. Benefits**

**550.4.2.1** Continued use of the Student Recreation Center free of charge (spouses must pay regular usage).

**550.4.2.2** Lifetime hangtag for campus surface lot parking at no charge (does not include garage tag).

**550.4.2.3** Continued use of the University Library as a retiree.

**550.4.2.4** Opportunity to Convert life insurance or Port/Convert Voluntary Life Insurance if done within 31 days of the retirement date. The employee must be enrolled in these plans at the time of retirement to participate.

**550.4.2.5** COBRA coverage will be made available at a rate of 102% of the total health coverage rate. Indiana State University will not subsidize this rate; it shall be borne entirely by the retiring employee.

**550.4.2.6** The retiring employee may buy into the post-retirement health coverage by paying the entire premium at age 65. The retiring employee must:

1. At the time of retirement be enrolled in the University Health Plan.
2. Be 63 ½ or older and use COBRA to age 65 to enroll in the post-retirement health coverage.
3. No dental benefits are available with this plan.

**Recommendation:** Approval of the proposed modifications to Policy 550 University Retirement.

## 3c2 Proposed Modifications to Policy 810 Acceptable Use of Information Technology

**Rationale:** As part of the three-year policy review cycle, the administration has identified a need to update Policy 810 Acceptable Use of Information Technology. The policy modifications clarify user responsibilities, including the obligation to follow published security guidance, to ensure devices are adequately protected, and promptly report information security incidents.

### **Proposed Modifications:**

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

#### **810.1 ~~Overview~~/Purpose**

Indiana State University provides a variety of computing resources to its campus and public constituents. Those who use University information resources are to take reasonable and necessary measures to safeguard the operating integrity of institutional systems and data. This policy covers aspects of legitimate use, information security, and privacy that arise in the use of computers, software, and electronic information. This policy strives to balance the individual's ability to benefit fully from these resources and the University's responsibility to maintain the accessibility, integrity, utility, and security of the electronic information environment.

The University's responsibilities in this area can generally be described as the delivery of information technology resources that are stable, reliable, and secure, and the delivery of support for those resources. In the information technology environment today, individuals and the institution play a role in meeting those responsibilities. As context for the requirements of acceptable use by individuals, it is helpful to understand in more detail some of the institutional duties in providing and supporting information technology. These include:

- a) Ensuring efficient and reliable performance of University computer systems and networks.
- b) Establishing and supporting reasonable standards of security for electronic information that University community members produce, use, or distribute.
- c) Protecting University computers, networks and information from destruction, tampering, unauthorized inspection and use.
- d) Ensuring that information technology resources are used in a manner consistent with the University's mission.
- e) Defining the limits of privacy that can be expected in the use of networked computer resources and preserving freedom of expression over this medium without countenancing unlawful activities.
- f) Ensuring that University computer systems do not lose important information due to hardware, software, or administrative failures or breakdowns.
- g) Communicating University policies and individuals' responsibilities systematically and regularly in a variety of formats, to all parts of the University community.
- h) Monitoring policies and proposing changes in policy as events or technology warrant.
- i) Managing computing resources so that members of the University community benefit equitably from their use.
- j) Enforcing policies by restricting access in case of serious violations (see section on "Sanctions").



## 810.2 Scope

This policy applies to the use of all computing devices owned by Indiana State University, and to all computing devices owned by others that are attached to the institutional network or used in the processing of institutional business or the creation, receipt, transmission, processing, use, storage, printing, or dissemination of institutional data.

## 810.3 Individual User Responsibilities

Indiana State University supports networked information resources to further its mission and to foster a community of shared inquiry. All members of the University community must be cognizant of the rules and conventions that make these resources secure and efficient. It is the responsibility of each member of the University community to comply with all applicable University Information Technology policies and standards, including the following standard practices.

**810.3.1 Respect the Rights of Others.** Users are expected to (i) Respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communications media and (ii) respect the privacy of other community members, regardless of whether their accounts are securely protected. Consequently, although each user has the right to freedom of speech, unlawful or harassing material may not be sent or displayed to others.

**810.3.2 Respect Intellectual Property Rights.** Users are expected to Respect copyright and other intellectual property rights. Unauthorized copying of files or passwords belonging to others or to the University may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or other malware, or damaging files) is unethical and may be illegal.

**810.3.3 Maintain Secure Passwords.** Users must establish appropriate passwords in the first instance, and should use different passwords for University accounts than are used for non-University accounts. Passwords must not be shared with others. This means that, except in emergency situations, University employees must not give someone else their password, and they must not accept a request, offer, or direction to use someone else's password. If an emergency situation arises where a user's password must be shared to perform a specific function, that password must be changed immediately. For accounts used in University operations, and for applications or services where University data is stored, users must change their password every six months, at a minimum. If a password is compromised, or if it is suspected or known that another individual has learned a user's password, the user must change their password immediately. Passwords should not be stored or transmitted through electronic communications, but if they must be, they must be encrypted.

**810.3.4 Identify Oneself Accurately.** Users are expected to Identify oneself accurately and appropriately in electronic communications.

**810.3.5 Use Resources Efficiently.** Users should Accept limitations or restrictions on computing resources such as storage space, time limits, or amount of resources consumed when asked to do so by authorized personnel. University resources are to be

used in a manner consistent with the University's mission. Use of University resources for personal activities should in no way interfere with or take precedence over institutional uses. Indiana State University computing resources may not be used for commercial purposes.

**810.3.6 Recognize Limitations on Privacy.** ~~Users should R~~recognize the limitations to privacy afforded by electronic services. Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable – most people respect the security and privacy protocols, but a determined, technically-well-informed person may be able to breach them. Users must also note that, as part of their responsibilities, systems or technical managers may occasionally need to diagnose or solve problems by examining the contents of system files. Furthermore, when a personal device is used in the conduct of University business, there should be no expectation of privacy related to University data stored on or transmitted by that personal device.

**810.3.7 Recognize University's Maintenance of Network.** An individual's right to privacy may be superseded by the University's responsibility to maintain the network's integrity. Should the security of the network or a computer system be threatened, a person's files may be examined by an OIT administrator with approval from the Provost and Vice President for Academic Affairs or Associate Vice President for OIT ~~or or~~ General Counsel ~~designee~~. By law, instances can arise when material created or received via electronic means must be divulged (i.e., pursuant to a validly issued subpoena in connection with legal action).

**810.3.8 Abide by Security Restrictions.** ~~Users must A~~abide by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or "crack" passwords or other security provisions.

**810.3.9 ~~Abide by~~Comply with All Applicable Local, State and Federal-Laws and Regulations and Policies of the University.** ~~Users must A~~abide by all applicable local, state and federal ~~and state~~-laws. Indiana State University extends these principles and guidelines to systems outside the University that are accessed via the University's facilities (i.e., electronic mail or remote logins using the University's Internet connections). Network or computing providers outside Indiana State University may also impose their own conditions of appropriate use for which users at this University are responsible. For violations of the above, see the "Sanctions" section of this policy.

**810.3.10. Abide by Export Controls.** Indiana State University and its faculty, staff, and students must comply with all United State export control laws and regulations. Export control laws cover assets of the institution when they are taken or shipped to locations outside the United States, and in some cases when foreign nationals have access to certain kinds of equipment within the United States. Faculty, staff, and students are responsible for understanding whether equipment they are working with or responsible for is covered by export regulations in cases where they are traveling outside the United States, or working with foreign nationals inside the United States. ~~The Office of the Provost can advise on the requirements for specific data.~~Please see the Export Control webpage for more information.

**810.3.11 Abide by Security Restrictions and Best Practices When Using Personal Devices for Institutional Business.** ~~Users should M~~maintain awareness of,

understand, and follow policies and recommended best practices for security when using personal mobile or other devices to access institutional resources such as Internet-based services and electronic mail accounts. When specific standards are identified by the institution, abide by those standards. Personal devices used to create, access, store, transmit, use, or process institutional data or perform institutional business must adhere to institutional standards for data and information security (See [Policy 830 Data Security and Management](#)). In particular, a personal device used for institutional business, including electronic mail, or to store institutional data must be password protected.

**810.3.12 Protect the University's Information Technology Resources.** The University employs numerous measures to protect the security and integrity of its information resources and networks but cannot solely prevent unauthorized access or compromised accounts. Users are responsible for following published security guidance to ensure that all their devices that access ISU's resources are adequately protected. All users with ISU information technology resources must promptly report all information security incidents to the Office of Information Technology using the published incident reporting procedure available on the OIT website.

#### **810.4 Department and Individual Responsibilities with Servers**

**810.4.1 Approval Required.** Servers that are not maintained by OIT must be registered with and approved by OIT prior to their connection to the institutional network. Unregistered servers that are detected on the network may be disconnected and removed without notice by OIT.

**810.4.2. Security.** Servers and applications that are run on those servers that are not supported by OIT must be maintained at all times to a current level of upgrade for security. OIT may audit such servers at any time.

#### **810.5 Sanctions**

Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use or who take actions which have legal implications are subject to appropriate sanctions.

**810.5.1 Suspension or Revocation of Privileges.** Indiana State University reserves the right, at all times, to suspend or revoke the privilege of access to University electronic services. Violations of information technology policies will be dealt with in the same manner as violations of other University policies and may result in disciplinary review.

**810.5.2 Role of Office of Information Technology.** As a first step, such matters will be addressed by the appropriate Office of Information Technology (OIT) administrator. Whenever it becomes necessary to enforce University rules or policies, the University may take the following steps, and any other steps it deems appropriate to address the use or misuse of University electronic services. An authorized OIT administrator may:

- a. Disallow network connections by certain computers (departmental or personal).
- b. Require adequate identification of computers and users on the network.

- c. Undertake audits of software or information on shared systems where there is sufficient reason to suspect policy violations.
- d. Take steps to secure compromised computers that are connected to the network.
- e. Restrict or deny access to computers, the network, and institutional software and databases.
- f. Refer the matter for disciplinary action.

**810.5.3 Cooperation in Investigation.** Users are expected to cooperate with authorized investigations either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines; failure to do so may be additional grounds for suspension or termination of resource access privileges.

**810.5.4 Appeal.** If a matter is not resolved in discussion with the OIT administrator within 24 hours, the OIT administrator's action may be appealed to the administrator's direct supervisor or referred to the appropriate University administrator for resolution in a timely manner. Any revocation of privileges is subject to the normal due process available to all members of the faculty, staff and student body.

**810.5.4.1 Civil/Criminal Concerns.** In addition, certain kinds of abuse (such as copyright violation, fraud, violation of software licenses, or harassment) may entail initiation of civil or criminal investigation and/or prosecution.

**810.5.5 Additional Questions.** Additional questions relating to this policy should be directed to the Chief Information Officer in the Office of Information Technology.

**Recommendation:** The proposed policy is provided to the Board of Trustees for information only. The administration plans to request approval of the policy at the May 2022 meeting of the ISU Board of Trustees.

## 3c3 Proposed Modifications to Policy 820 Computer Software (Rename: Computer Software Procurement and Licensing Compliance)

**Rationale:** As part of the three-year policy review cycle, the administration has identified a need to update Policy 820 Computer Software, which is proposed to be re-named Policy 820 Computer Software Procurement and Licensing Compliance. Because of the proliferation of software licensing use, Policy 820 has been updated to provide more information to ISU employees and students about the expectations and requirements of software procurement and licensing compliance. The proposed policy removes reference to copyrighted video programs because copyright compliance generally is included in other policies. The proposed policy specifies the obligations of users and departments and adds information on potential sanctions for violation of licensing agreements, ISU policies, or legal requirements.

### Proposed Modifications:

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

Proposed New Name: Computer Software Procurement and Licensing Compliance.

### 820.1 ~~Use of Computer Software~~ — Overview and Scope

~~Indiana State University is committed to the appropriate use of software. Computer software is a form of intellectual property and generally covered under the same provisions of copyright law for the protection against unauthorized copying, sharing or distribution.~~ With few exceptions, most software is copyrighted. Any software used on a University-owned computer must have a valid license. ~~Software delivered through the network is properly licensed. When the University licenses access to software for use by its students, staff, and faculty, it does not own the software and must still abide by any agreement that governs the software's use. If software is installed or upgraded on a University computer, it~~ is the individual's responsibility to ensure licensing requirements have been met when accessing software. Suspected violations of copyright and other applicable laws will be reported to appropriate University authorities.

This policy applies to:

- (a) All software used for University administrative, academic, teaching, learning, clinical, and research activities, including software obtained through Canvas or other school, university or department software procurement;
- (b) All software that is purchased and licensed from third-party vendors, developers, or companies irrespective of the University entity or individual that makes the purchase;
- (c) The acquisition of software installed on local computers or servers by faculty, staff, departments, vendors and affiliates.

Authority to bind the University to contracts and agreements for software purchases or licensing is governed by Policy 630 Purchasing. Only limited delegation of authority is granted to

department end users to commit funds for the purchase of software as provided for in this policy.

## **820.2 Copyrighted Video Programs**

~~Most programs from commercial or public television broadcasts are protected by copyright. Use of such programs in the University, whether for classes or for other purposes, could constitute violation of the copyright laws.~~

~~**820.2.1 Taping and Public Showings.** The taping and public showing without explicit permission of programs carried on cable or pay television is may be a violation of the law. The taping and public showing of copyrighted dramatic works from broadcast television is also amay also be a violation of law.~~

~~**820.2.1.1 Fair Use.** However, some allowances are made for showing in the educational setting. Such activity is termed "Fair Use" and is defined in copyright laws. In a non-profit university, non-dramatic literary or musical works recorded off the air may be shown in places normally devoted to instruction if the work is directly related to instruction. The institution may not profit financially from the showing.~~

## **820.2 User or Department Requirements.**

It is the obligation of ISU employees and students to acquire and use software in a way that strictly follows all applicable University policies and licensing contract requirements, including installations, use, copying, virtualization, maintenance, service, restrictions on the permitted use and/or the number of users, and other terms of the license agreement.

**820.2.1 Due Diligence and Compliance.** Departments and employees should review the software procurement guidelines found on the Procurement Services website prior to finalizing any software purchase. Purchasers of proprietary and open source software are frequently presented with an electronic license agreement or click-through agreement that establishes the purchaser's rights and responsibilities to use the software after having agreed to the vendors terms and conditions. Departments must comply with all terms and conditions of licensed software.

## **820.3 Software Disposal.**

All non-transferable licensed software should be permanently deleted before any electronic device or media is disposed of or transferred within ISU. Departments and users are obligated to follow the terms and conditions relating to the disposal or return of the software. Special consideration should be given to software purchased with funds from research, commercial, or government contracts or grants.

**820.2.4 Sanctions Violation of Software Licenses and Enforcement.** It is the policy of the University to uphold the letter and spirit of the law in copyright and other issues. Members of the University community are responsible for any violation of the terms and conditions of software licenses on ISU-owned devices or other copyright infringement that may occur. They will be subject to Violations of this policy may result in appropriate sanction or disciplinary action consistent with applicable University procedures up to and including the suspension, revocation or curtailment of privileges within the institution and or accounts or disciplinary action consistent

~~with ISU policy. Individuals who commit copyright infringement may be subject to personal and to civil or criminal~~ with ISU policy. Individuals who commit copyright infringement may be subject to personal and to civil or criminal fines, sanctions or prosecution from without under the U.S. Copyright Act.

**Recommendation:** This proposed policy is provided to the Board of Trustees for information only. The administration plans to request approval of the policy at the May 2022 meeting of the ISU Board of Trustees.

## 3c4 Proposed Modifications to Policy 830 Data Security and Management

**Rationale:** As part of the three-year policy review cycle, the administration has identified a need to update Policy 830 Data Security and Management. The proposed policy modifications are general clarifications and updates based on current data security practices.

### Proposed Modifications:

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

#### 830.1 Institutional Data and Obligations

Institutional data are a valuable resource and asset to Indiana State University. The environment for data security is complex and constantly changing. A variety of international, federal and, state laws, and industry regulations establish both personal and institutional responsibility for data security. In addition to these, ethical and professional considerations create an obligation for all members of the ISU community to care for institutional data with the highest levels of awareness and best practices.

**830.1.1 Scope.** Institutional Data are considered to be University resources and as such, policies controlling the creation, receipt, transmission, processing, use, storage, printing, or dissemination of data are set by the University. These policies will be augmented as needed by specific standards and procedures that will apply at the institutional level. Nothing in this policy shall negate the provisions of the Policy Library Policy 370 Intellectual Property.

**830.1.2 Definition of Institutional Data.** Indiana State University institutional data are data that are a data element which satisfies one or more of the following criteria:

- Created, received, processed, maintained, transmitted, or stored as a result of educational, clinical, research, patient-care, or service activities;
- Used directly or indirectly for~~Substantive, reliable, and relevant to~~ the planning, managing, operating, documenting, staffing, or auditing of one or more major administrative functions of the University;
- Used to derive any data element that fits the above criteria;
- Included in an official University administrative report; -or
- Generated by a University employee or agent using any of the above data.

This definition applies regardless of the form or medium on which the data are created, received, processed, transmitted, or stored.

#### 830.2 Types of Data



~~In order to communicate clearly about data management practices, it is necessary to~~ISU recognizes ~~that there are different~~ the following categories and classifications of institutional data

**830.2.1 Categories of Data.** Data categories are defined based on the function and/or use of institutional data. General institutional data categories include:

- Alumni data
- Contracts and grants data
- Research data
- Employee and benefits data
- Facilities data
- Faculty data
- Financial and budget data
- Health data
- International programs data
- Library data
- Purchasing and travel data
- Student and applicant data
- Instruction-related data

**830.2.2 Classifications of Data.** Data classifications are defined based on the need to ensure the security and privacy of institutional data. Data classifications are:

**830.2.2.1 Public Data.** Information and data that are intended for public view.

**830.2.2.2 University-Internal Data.** Data used internally to University operations or with selected University appointees or partners for ISU business purposes. Access to University Internal Data should be determined based on the job responsibilities of the employee, appointee, or partner.

**830.2.2.3 Restricted Data.** Data that are sensitive or confidential and, as a result, require specific authorization for access.

**830.2.2.4. Highly-Restricted Data.** Highly confidential data that, if released, could result in criminal or civil penalties, identity theft, personal financial loss, or invasion of privacy. Type of sensitive data and refers to information that is created, collected, maintained or transferred electronically that was created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, and it pertains to provisions of health care to an individual; or the past, present, or future payment for the provisions of health care to an individual.

**830.2.2.5 Sensitive data.** Is data whose unauthorized disclosures may have damaging adverse effect on the University's reputation, resources, services or individuals. Data protected under federal or state regulations or due to

proprietary, ethical, or privacy considerations will typically be classified as sensitive.

### **830.3 Access to and Handling of Data**

All ISU employees are responsible for handling institutional data properly based on its classification. Data handling includes all activities associated with the creation, storage, transmission, printing, backup, retention, disposal and publication of ISU data.

#### **830.3.1 Control of Data Access.**

**830.3.1.1 Access.** Access to data other than public data shall be accomplished through the use of usernames (ID) and passwords. Elements used to control access to data (like IDs and passwords) are not to be shared with other employees. As noted above, data dissemination is driven by 1) the classification of the data, and 2) the need to know.

**830.3.1.2 Supervision of Students.** Students who access ISU data other than public data will be supervised by full-time ISU personnel; student and student employee access to data other than public data shall be the responsibility of the full-time employee responsible for supervision of the student or student employee. Students and student employees are required to complete appropriate training in order to have access to non-public University Data.

**830.3.2 Data Handling and Use.** Users of institutional data must:

- Access data only related to their conduct of University business, and in ways consistent with furthering the University's mission of education, research, and public service.
- Respect the confidentiality and privacy of individuals whose records they may access.
- Observe any ethical or legal restrictions that apply to the data to which they have access.
- Abide by applicable laws, regulations, standards, and policies with respect to access, use, disclosure, retention, and/or disposal of information.

Users of institutional data must not:

- Disclose data to others except as required by their job responsibilities
- Use data for their own or others' personal gain or profit, except as ~~set forth in the Policy Library Policy 370 Intellectual Property, allowed elsewhere in the University Policy Library~~ by ISU Policy, including Policy 370 Intellectual Property.;
- Access data to satisfy personal curiosity.

University standards and procedures for data handling are provided in the Indiana State University Data Storage Policy Matrix, documented as part of Office of Information Technology standards.

### **830.4 Export Control for University Data**

~~Indiana State University and its faculty, staff, and students must comply with all United States export control laws and regulations. Export control laws cover data as well as equipment and~~

~~other assets. Faculty, staff, and students are responsible for understanding whether data they are working with are covered by export regulations, when there is a need to share data with or expose data to individuals outside the United States. The Office of the Provost can advise on the requirements for specific data.~~

## **830.45 Data Security Incidents**

**830.45.1 Definition of a Data Security Incident.** A data security incident is an occurrence, threat, or possible compromise involving institutional data that are not Public Data. Such a threat may be associated with a hardware component (e.g. a laptop, a smartphone) or an account. Quite often, such incidents occur when a virus or malware infects an institutional computer or when social engineering techniques are used to steal user credentials and gain access to university systems, and the data on or accessible to that device or the accounts that are used on that device are subject to compromise as a result. In other cases, an action taken by an employee or student, such as theft, loss, or exposure of printed materials containing institutional data that are not Public Data, may constitute a compromise.

**830.45.2 Discovery of a Data Security Incident.** Discovery of a possible data security incident may occur in a variety of ways. The following are examples:

- ISU security or other software or network protocols ~~may demonstrates~~ that a possible compromise has occurred
- External security agencies ~~may~~ notify ISUus that a possible compromise has occurred
- A computer user ~~may notices~~ unexpected behavior and ~~request~~s assistance from OIT support resources, who discover that a possible compromise has occurred
- Transactional or procedural activity ~~may reveals~~ that data has been compromised or released.

In some cases, discovery is made by information technology and/or security professionals; in others, discovery may be made by an individual employee and/or that employee's management.

**830.45.3 Reporting of a Data Security Incident.** All users with ISU information technology resources must promptly report all information or data security incidents to the Office of Information Technology using the published incident reporting procedure available on the OIT website. In all cases, when a possible data security incident is suspected or identified, institutional employees must report the incident immediately upon discovery to the employee supervisor or department head who in turn must report to the University Chief Information Security Officer. An individual employee should also report to his or her~~their~~ supervisor any incident that appears to relate to a data security breach.

University procedures for reporting data security incidents can be found **HERE**

**Recommendation:** The proposed policy is provided to the Board of Trustees for information only. The administration plans to request approval of the policy at the May 2022 meeting of the ISU Board of Trustees.

## 3c5 Proposed Modifications to Policy 840 Use of Electronic Mail

**Rationale:** As part of the three-year policy review cycle, the administration has identified a need to update Policy 840 Use of Electronic Mail. The policy modifications clarify email user responsibilities and provide further information to users on prohibited conduct and data security restrictions, such as forwarding email to personal email accounts. Much of the redline in the policy comes from renumbering of sections.

### Proposed Modifications:

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

#### 840.1 Purpose

The University provides electronic mail resources to support the educational and administrative activities of the University and serve as a means of official communication by and between users and the University in its work of teaching, scholarly research, and public service. This administrative policy statement sets forth the University's policy with regard to use of, access to, and disclosure of electronic mail to assist in ensuring that the University's resources serve those purposes. This policy applies to all faculty, staff, ~~and~~ students, and other affiliated classes of individuals, including alumni and official visitors, who have been granted access to use the Indiana State University network and systems, including electronic mail.

#### ~~840.2 Statement of Policy~~

##### ~~840.2.1~~

#### 840.2 Privacy, Confidentiality and Public Records Considerations.

Indiana State University will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that these systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, ISU can assure neither the privacy of an individual user's use of the University's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored. ~~on these.~~

840.2.1.1 ~~840.2.1~~ **Public Records.** In addition, Indiana law provides that communications of University personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the Access to Public Records Act (IC 5-14-3-3).

#### ~~840.32.2~~ Permissible-Acceptable Use of Electronic Mail.

840.3.12.2.1 **Authorized Users.** Only ISU faculty, staff, and students and other persons who have received permission from the appropriate University authority are authorized users of the University's electronic mail systems and resources.

**840.3.22.2.2 Purpose of Use.** The use of any University resources for electronic mail must be related to University business, including academic pursuit. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the University. Any such incidental and occasional use of University electronic mail resources for personal purposes is subject to the provisions of this policy.

**840.3.4. Acceptable Use.** All uses of ISU email are subject to the provisions of Policy 810 Acceptable Use of Information Technology, and email users are required to be familiar with this policy.

**840.42.3 Prohibited Use of Electronic Mail.** Use of Electronic Mail is prohibited as follows:

- (a) Personal use that creates a direct cost for the University; ~~is prohibited.~~
- (b) ~~The University's electronic mail resources shall not be used~~ Use for personal gain or for a commercial purposes that ~~is~~are not directly related to University business; ~~;~~
- (c) Use for political or lobbying activities;
- (d) Use to create or maintain a false alias email address to impersonate someone or send fraudulent or harmful communications.

**840.52.4 Other Prohibited Uses.** Other prohibited uses of electronic mail include, but are not limited to:

- (a) ~~Sending copies of documents in~~ Use of email in violation of copyright laws.
- ~~(b) Inclusion of the work of others in electronic mail communications in violation of copyright laws.~~
- ~~(be)~~ Capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.
- ~~(ce)~~ Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct University business.
- ~~(de)~~ Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
- ~~(ef)~~ "Spoofing"; which is defined as constructing an electronic mail communication so it appears to be from someone else.
- ~~(fg)~~ "Spam", which is defined as: a mass sending of unsolicited electronic mail.
- ~~(gh)~~ Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

**840.62.5 University Access and Disclosure.**

**840.2.5.1 General Provisions.**

**840.6.12.5.1.4 Access and Disclosure.** To the extent permitted by law, the University reserves the right to access, inspect, and disclose the contents of faculty, staff, student, and other users' electronic mail or related equipment or files without the consent of the user. The University will do so when it believes it has a legitimate business interest need

~~including, but not limited to, those listed in paragraph 3.D.3 (below), and only after explicit~~ authorization is obtained from the appropriate University authority.

**840.6.22-5.1.2 Faculty, Staff and Non-student Email.** Faculty, staff, and other non-student users are advised that the University's electronic mail systems should be treated like a shared filing system, with the expectation that communications sent or received on University business or with the use of University resources may be made available for review by any authorized University official for purposes related to University business. Email services are provided only to staff and faculty while the user is employed by the University or otherwise retains an affiliation with the University in which ISU email access is necessary. When a user's electronic services and computing privileges are terminated, the former employees may no longer access the contents of their mailboxes and are prohibited from exporting their mailbox to a personal account before departure.

**840.6.32-5.1.3 Student Email.** Electronic mail of students may constitute "education records" subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The University may access, inspect, and disclose such records under conditions that are set forth in the statute. Email services are provided only while a student is enrolled in the University and once a student's electronic services and computing privileges are terminated, students may no longer access the contents of their email boxes.

**840.6.42-5.1.4 Use of Encryption Devices.** Any user of the University's electronic mail resources who makes use of an encryption device to restrict or inhibit access to their electronic mail must provide access to such encrypted communications when requested to do so under appropriate University authority.

**840.6.52-5.2 Monitoring of Communications.** The University will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the University deems necessary for purposes of maintaining the integrity and effective operation of the University's electronic mail systems.

**840.6.62-5.3 Inspection and Disclosure of Communications.** The University reserves the right to inspect and disclose the contents of electronic mail:

- (a) in the course of an investigation triggered by indications of misconduct or misuse,
- (b) as needed to protect health and safety,
- (c) as needed to prevent interference with the academic mission, or
- (d) as needed to locate substantive information required for University business that is not more readily available by some other means.

(e) in accordance with 840.2.5.1.

~~**840.2.5.3.1 No Other Means.** The University will may inspect and disclose the contents of electronic mail when such action is not more readily available by some other means.~~

**840.6.72-5.4 Limitations on Disclosure and Use of Information Obtained by Means of Access or Monitoring.** The contents of electronic mail communications, properly obtained for University purposes, may be disclosed without permission of the user. The University will attempt to refrain from disclosure of particular communications if

disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.

**840.6.82-5.5 Special Procedures to Approve Access to, Disclosure of, or Use of Electronic Mail.** Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from either the Chief Information Officer, the Provost or the President.

#### **840.72-6**

**Disciplinary Action.** Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of the University's electronic mail resources.

#### **840.82-7 Public Inspection, Retention, and Archiving of Electronic Mail.**

**840.8.12-7.1 Public Inspection of Electronic Mail.** Communications of University employees in the form of electronic mail may constitute "correspondence" and therefore may be a public record subject to public inspection under the Indiana Access to Public Records Act (IC 5-14-3-3).

**840.8.22-7.2 Retention and Archiving of Electronic Mail.** Electronic mail messages produced or stored using University resources will be subject to such retention and archiving requirements as may be established by appropriate University authorities.

#### **840.9 Forwarding Email.**

Employees shall not forward ISU email to a personal account. Use of a non-ISU email account for ISU business, including interactions with current students as a part of academic correspondence, is a violation of this policy.

~~There are no exceptions to this policy.~~

**Recommendation:** The proposed policy is provided to the Board of Trustees for information only. The administration plans to request approval of the policy at the May 2022 meeting of the ISU Board of Trustees.



### 3d New Academic Program B.S. Leadership and Professional Development

This proposed program serves to fill a niche for adult, degree completion students. The Bachelor of Science in Leadership and Professional Development is designed for working adults with documented work, military, educational, and/or life experience. This degree-completion program is ideally designed for adult learners with between 75-90 credits of undergraduate course work, prior learning, and/or an associates (AA/AS) degree. The admission requirements are consistent with University guidelines (2.0 cumulative GPA on a 4.0 scale in all college-level studies). Applicants are encouraged to apply for prior learning credit that may not be formalized education.

Because this degree program utilizes a currently approved CIP code, approval is not required by the Indiana Commission of Higher Education

**Recommendation:** Approval of the B.S. in Leadership and Professional Development, effective Fall 2022.

### 3e New Academic Program B.S. in Data Science

The Department of Math and Computer Science has created this program to provide students a new major that meets student and employer demand for and dovetails nicely with existing programs in mathematics, computer science, geographic information systems, business analytics, and biology. The proposal has been approved by faculty governance and administration. The degree will require approval from the Indiana Commission of Higher Education.

**Recommendation:** The proposed program of the new B.S. in Data Science is provided to the Board of Trustees for information only. The administration plans to request approval of the program at the May 2022 meeting of the ISU Board of Trustees.

### 3f New Program Certificate in Civic Leadership

As a certificate program, this program can be completed by degree seeking students, or non-degree students. This undergraduate certificate was developed to also support the proposed Leadership and Professional Development degree program. A certificate program requires approval by the Indiana Commission of Higher Education.

**Recommendation:** The proposed program of the new Certificate in Civic Leadership is provided to the Board of Trustees for information only. The administration plans to request approval of the program at the May 2022 meeting of the ISU Board of Trustees.

### 3g New Academic Programs Communication Minors

The Department of Communication has created 5 new minors. These topical areas currently exist as concentration the Communication Minor. These new minors will stand-alone. The minors are:

- Digital and Interactive Media Minor
- Health Communication Minor
- Journalism Minor
- Public Relation Minor
- Cultural Communication Minor

These proposals have been approved by faculty governance and administration.

**Recommendation:** The proposed programs of the New Academic Programs Communication Minors is provided to the Board of Trustees for information only. The administration plans to request approval of the programs at the May 2022 meeting of the ISU Board of Trustees.

### 3h New Program Certificate in Nonprofit Leadership

As a certificate program, this program can be completed by degree seeking students, or non-degree students. This undergraduate certificate was developed to also support the proposed Leadership and Professional Development degree program. A certificate program requires approval by the Indiana Commission of Higher Education.

**Recommendation:** ; The proposed program of the new Certificate in Nonprofit Leadership is provided to the Board of Trustees for information only. The administration plans to request approval of the program at the May 2022 meeting of the ISU Board of Trustees.

### 3i Naming of the Quentin P. Smith, Sr. Observation Deck

This item requests Board of Trustees approval for the naming of the Quentin P. Smith, Sr. Observation Deck at the ISU Flight Academy in the College of Technology, in recognition of a gift from Trustee Cynthia Powers and Mr. Mamon Powers, Jr., to establish a scholarship supporting students in the College of Technology.

Smith graduated from Indiana State (then Indiana State Teachers College) in 1940 and went on to a life and career of great influence as an aviator, educator, advocate and mentor before his death in 2013. Smith's historic contributions to our state and nation spanned his service during World War II as an officer with the Tuskegee Airmen, his five-decade career in administration in the Gary Community School Corporation, and his service on the Gary City Council, and as President of the Gary/Chicago International Airport Authority Board.

Trustee Powers earned a bachelor's degree in English and a master's degree in College Student Personnel from Indiana State University. After graduation, she began her career at Indiana University Northwest and worked with Smith in her career as an educator, administrator, and leader in civic, charitable, educational and cultural organizations in Northwest Indiana. Trustee Powers is serving her second term on the Indiana State University Board of Trustees. Mr. Powers is President and Chairman of the Board of Powers & Sons Construction and served four terms on the Board of Trustees at Purdue University, where he is an alum. They are longtime champions of Indiana State.

The creation of the Quentin P. Smith, Sr. Endowed Aviation Scholarship is a visionary gift by the donors that will continue Smith's legacy by helping Indiana State recruit, retain, and graduate students from diverse backgrounds and support them in launching their aviation careers. The gift will celebrate Smith as a pioneer in aviation and lift up his story to inspire generations of students to follow in his footsteps as an educator, civic leader, and mentor. The scholarship criteria will give preference to minority students majoring in professional aviation flight technology, aviation management, or unmanned systems.

**Recommendation:** As the total amount of the gift received to support this naming opportunity is consistent with the Indiana State University Naming Policy requirements, we respectfully recommend the naming of the Quentin P. Smith, Sr. Observation Deck.

## **3j Conflict of Interest Disclosure Statements**

## 3k Resolution Honoring Teresa D. Exline

**WHEREAS**, Teresa D. Exline has given exemplary service to Indiana State University for 34 years; and

**WHEREAS**, Teresa began her career at Indiana State University in 1987 as Coordinator of Public Affairs; and

**WHEREAS**, Teresa has ably served the University through positions including Director of Promotion and Special Events, Executive Director of Public Affairs, Assistant Vice President of Communications and Marketing, Special Assistant to the President for Strategic Communication, and Chief of Staff; and

**WHEREAS**, Teresa has worked with five (5) of Indiana State University's twelve (12) presidents; and

**WHEREAS**, Teresa has competently served as Chief of Staff for two (2) Indiana State University presidents; and

**WHEREAS**, Teresa has performed various duties as a member of the President's Cabinet and as liaison to the Board of Trustees including the management of meeting agendas and schedules; and

**WHEREAS**, Teresa provided outstanding leadership of significant University developments including the University's first integrated marketing campaign, the creation of Student Media, bringing NPR to local radio, facilitating the most recent presidential search, serving on the presidential transition team, overseeing the development and implementation of the current strategic plan; and

**WHEREAS**, Teresa managed both the University's 125th and 150th anniversary celebrations and has been involved in special event management for scores of events including the Larry Bird Statue Dedication and Fundraising Dinner, the unveiling of the Normal Hall dome as the kickoff to the Sesquicentennial, presidential inaugurations and retirements, and many groundbreaking and dedications; and

**WHEREAS**, Teresa has received internal and external recognition for her work and has been an unwavering advocate for this University in the community; and

**WHEREAS**, Teresa Exline plans to retire from Indiana State University on February 28, 2022;

**THEREFORE BE IT RESOLVED**, that the Indiana State University President and Board of Trustees express grateful recognition, high commendation and sincere best wishes to Teresa Exline for her many years of distinguished service to Indiana State University; and



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

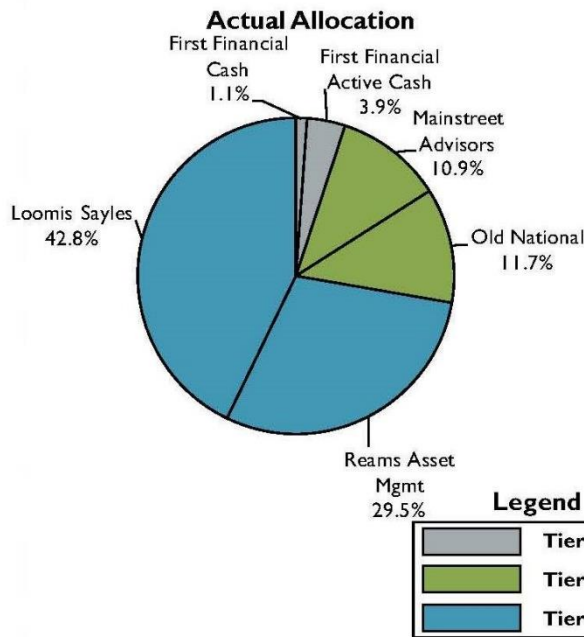
ADOPTED BY THE INDIANA STATE UNIVERSITY BOARD OF TRUSTEES THIS EIGHTEENTH DAY OF FEBRUARY, TWO THOUSAND TWENTY-TWO.

**Recommendation:** Acceptance of the Resolution in recognition of service to Indiana State University and the Board of Trustees by Teresa D. Exline.

## 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, 2021.

### Indiana State University Operating Funds Plan Summary Period Ended December 31, 2021



| Manager                      | Market Value         |
|------------------------------|----------------------|
| ISU-First Financial Cash     | \$1,615,233          |
| ISU-First Fincl. Active Cash | \$5,603,000          |
| ISU-Mainstreet Adv.          | \$15,696,904         |
| ISU-Old National             | \$16,848,431         |
| ISU-Reams Asset Mgmt.        | \$42,251,077         |
| ISU-Loomis Sayles            | \$61,430,836         |
| <b>ISU-Total Fund</b>        | <b>\$143,445,481</b> |

| December 31, 2021           |                      |                   |                   |
|-----------------------------|----------------------|-------------------|-------------------|
|                             | Market Value         | % of Total Assets | Target Allocation |
| <b>Tier I</b>               |                      |                   |                   |
| First Financial Cash        | \$1,615,233          | 1.1%              | \$10mm - \$25mm   |
| First Financial Active Cash | \$5,603,000          | 3.9%              |                   |
|                             | <b>\$7,218,233</b>   | <b>5.0%</b>       |                   |
| <b>Tier II</b>              |                      |                   |                   |
| Mainstreet Advisors         | \$15,696,904         | 10.9%             | \$25mm - \$30mm   |
| Old National Intermediate   | \$16,848,431         | 11.7%             |                   |
|                             | <b>\$32,545,335</b>  | <b>22.7%</b>      |                   |
| <b>Tier III</b>             |                      |                   |                   |
| Reams Asset Management Core | \$42,251,077         | 29.5%             | Remaining Balance |
| Loomis Sayles Core Plus     | \$61,430,836         | 42.8%             |                   |
|                             | <b>\$103,681,913</b> | <b>72.3%</b>      |                   |
|                             | <b>\$143,445,481</b> | <b>100.0%</b>     |                   |

**QUARTERLY CHANGE IN MARKET VALUE BY INVESTMENT MANAGER**

**CURRENT QUARTER ENDED DECEMBER 31, 2021**

|                              | <b>Beginning Market Value</b> | <b>Deposits/ Withdrawals</b> | <b>Investment Gain/ Loss</b> | <b>Ending Market Value</b> |
|------------------------------|-------------------------------|------------------------------|------------------------------|----------------------------|
| ISU-First Financial Cash     | \$7,615,974                   | (\$6,003,116)                | \$2,374                      | \$1,615,233                |
| ISU-First Fincl. Active Cash | \$7,606,929                   | (\$2,003,138)                | (\$791)                      | \$5,603,000                |
| ISU-Mainstreet Adv.          | \$15,778,670                  | (\$6,518)                    | (\$75,248)                   | \$15,696,904               |
| ISU-Old National             | \$16,933,149                  | (\$9,480)                    | (\$75,238)                   | \$16,848,431               |
| ISU-Reams Asset Mgmt.        | \$42,144,314                  | (\$35,993)                   | \$142,757                    | \$42,251,077               |
| ISU-Loomis Sayles            | \$61,597,965                  | (\$59,946)                   | (\$107,184)                  | \$61,430,836               |
| <b>ISU-Total Fund</b>        | <b>\$151,677,001</b>          | <b>(\$8,118,190)</b>         | <b>(\$113,329)</b>           | <b>\$143,445,481</b>       |

**CHANGE IN MARKET VALUE BY INVESTMENT MANAGER**

**FISCAL YEAR TO DATE ENDED DECEMBER 31, 2021**

|                              | <b>Beginning Market Value</b> | <b>Deposits/ Withdrawals</b> | <b>Investment Gain/ Loss</b> | <b>Ending Market Value</b> |
|------------------------------|-------------------------------|------------------------------|------------------------------|----------------------------|
| ISU-First Financial Cash     | \$7,617,409                   | (\$6,006,493)                | \$4,316                      | \$1,615,233                |
| ISU-First Fincl. Active Cash | \$7,607,875                   | (\$2,006,276)                | \$1,401                      | \$5,603,000                |
| ISU-Mainstreet Adv.          | \$15,769,815                  | (\$13,069)                   | (\$59,841)                   | \$15,696,904               |
| ISU-Old National             | \$16,953,553                  | (\$19,657)                   | (\$85,465)                   | \$16,848,431               |
| ISU-Reams Asset Mgmt.        | \$42,205,998                  | (\$71,755)                   | \$116,834                    | \$42,251,077               |
| ISU-Loomis Sayles            | \$61,557,592                  | (\$120,213)                  | (\$6,543)                    | \$61,430,836               |
| <b>ISU-Total Fund</b>        | <b>\$151,713,243</b>          | <b>(\$8,237,464)</b>         | <b>(\$30,298)</b>            | <b>\$143,445,481</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, 2021 Inception Date: October 1, 2010

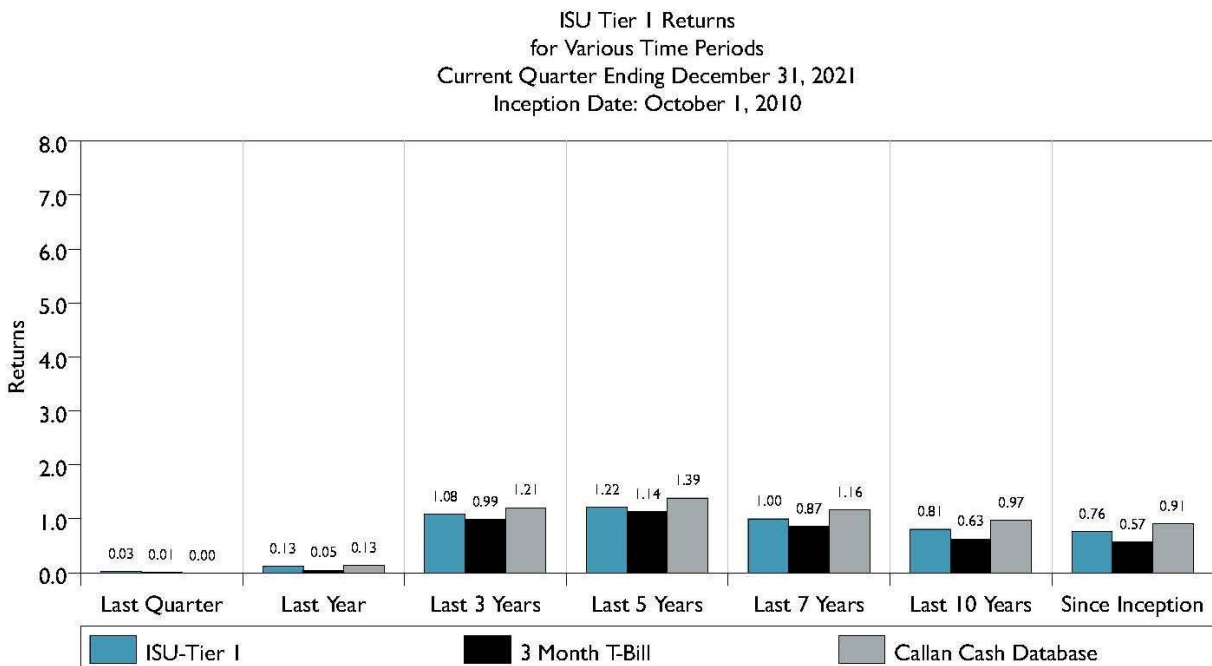
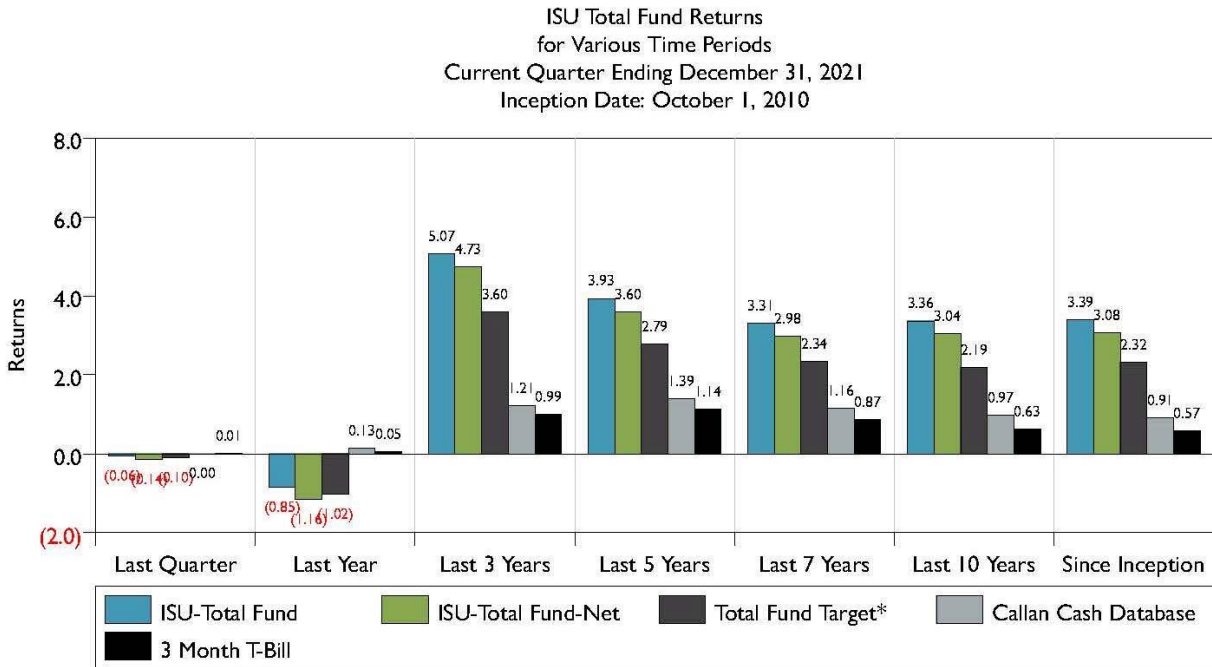
|                              | Last<br>Quarter | Last Year     | Last 3<br>Years | Last 5<br>Years | Last 7<br>Years | Last 10<br>Years | Since<br>Inception |
|------------------------------|-----------------|---------------|-----------------|-----------------|-----------------|------------------|--------------------|
| <b>ISU-Tier 1</b>            | <b>0.03</b>     | <b>0.13</b>   | <b>1.08</b>     | <b>1.22</b>     | <b>1.00</b>     | <b>0.81</b>      | <b>0.76</b>        |
| ISU-First Financial Cash     | 0.07            | 0.23          | 0.97            | 1.13            | 0.94            | 0.74             | 0.68               |
| 3 Month T-Bill               | 0.01            | 0.05          | 0.99            | 1.14            | 0.87            | 0.63             | 0.57               |
| ISU-First Fincl. Active Cash | 0.00            | 0.06          | 1.31            | 1.33            | 1.09            | 0.92             | 0.89               |
| FTSE:Treas BM OTR 1 Yr       | (0.17)          | (0.06)        | 1.57            | 1.44            | 1.16            | 0.89             | 0.85               |
| <b>ISU-Tier 2</b>            | <b>(0.46)</b>   | <b>(0.94)</b> | <b>3.29</b>     | <b>2.58</b>     | <b>2.28</b>     | <b>2.11</b>      | <b>2.12</b>        |
| ISU-Mainstreet Adv.          | (0.48)          | (0.32)        | 2.59            | 2.18            | 1.92            | 1.67             | 1.64               |
| MainStreet:1-3 Yr G/C Comp   | (0.48)          | (0.37)        | 2.58            | 2.15            | 1.87            | 1.68             | 1.64               |
| Blmbg:Gov/Cred 1-3 Yr        | (0.56)          | (0.47)        | 2.28            | 1.85            | 1.60            | 1.39             | 1.37               |
| ISU-Old National             | (0.44)          | (1.51)        | 3.96            | 2.95            | 2.63            | 2.52             | 2.58               |
| Old Nat'l: Interm Comp       | (0.50)          | (1.51)        | 3.94            | 2.98            | 2.71            | 2.65             | 2.68               |
| Blmbg:Intmdt Gov/Credit      | (0.57)          | (1.44)        | 3.86            | 2.91            | 2.53            | 2.38             | 2.49               |
| <b>ISU-Tier 3</b>            | <b>0.05</b>     | <b>(0.98)</b> | <b>6.48</b>     | <b>4.86</b>     | <b>4.02</b>     | <b>4.23</b>      | <b>4.39</b>        |
| ISU-Reams Asset Mgmt.        | 0.28            | (1.32)        | 6.81            | 5.05            | 4.08            | 3.89             | 4.03               |
| Reams:Core Comp              | 0.34            | (1.55)        | 7.41            | 5.43            | 4.40            | 4.06             | 4.21               |
| Blmbg:Aggregate              | 0.01            | (1.54)        | 4.79            | 3.57            | 3.00            | 2.90             | 3.14               |
| ISU-Loomis Sayles            | (0.11)          | (0.75)        | 6.45            | 4.95            | 4.16            | 4.71             | 4.89               |
| Loomis:Core Plus Comp        | (0.10)          | (0.85)        | 6.63            | 5.01            | 4.18            | 4.72             | 4.88               |
| Blmbg:Aggregate              | 0.01            | (1.54)        | 4.79            | 3.57            | 3.00            | 2.90             | 3.14               |
| <b>ISU-Total Fund</b>        | <b>(0.06)</b>   | <b>(0.85)</b> | <b>5.07</b>     | <b>3.93</b>     | <b>3.31</b>     | <b>3.36</b>      | <b>3.39</b>        |
| <b>ISU-Total Fund-Net</b>    | <b>(0.14)</b>   | <b>(1.16)</b> | <b>4.73</b>     | <b>3.60</b>     | <b>2.98</b>     | <b>3.04</b>      | <b>3.08</b>        |
| <b>Total Fund Target*</b>    | <b>(0.10)</b>   | <b>(1.02)</b> | <b>3.60</b>     | <b>2.79</b>     | <b>2.34</b>     | <b>2.19</b>      | <b>2.32</b>        |

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

## RETURN SUMMARY PERIOD ENDED DECEMBER 31, 2021

### Total Fund Performance

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

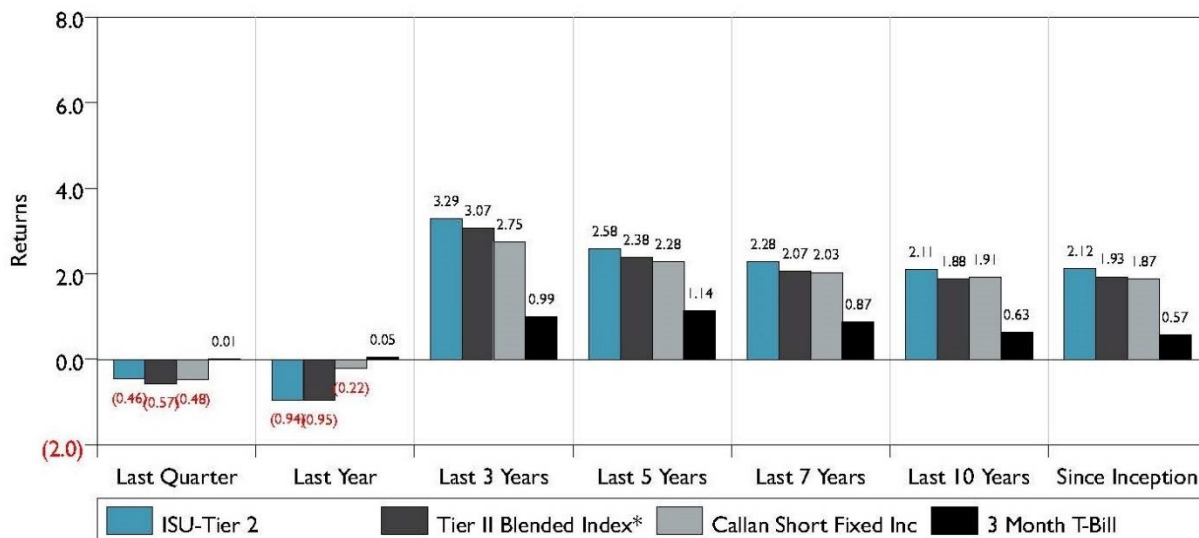


## RETURN SUMMARY PERIOD ENDED DECEMBER 31, 2021

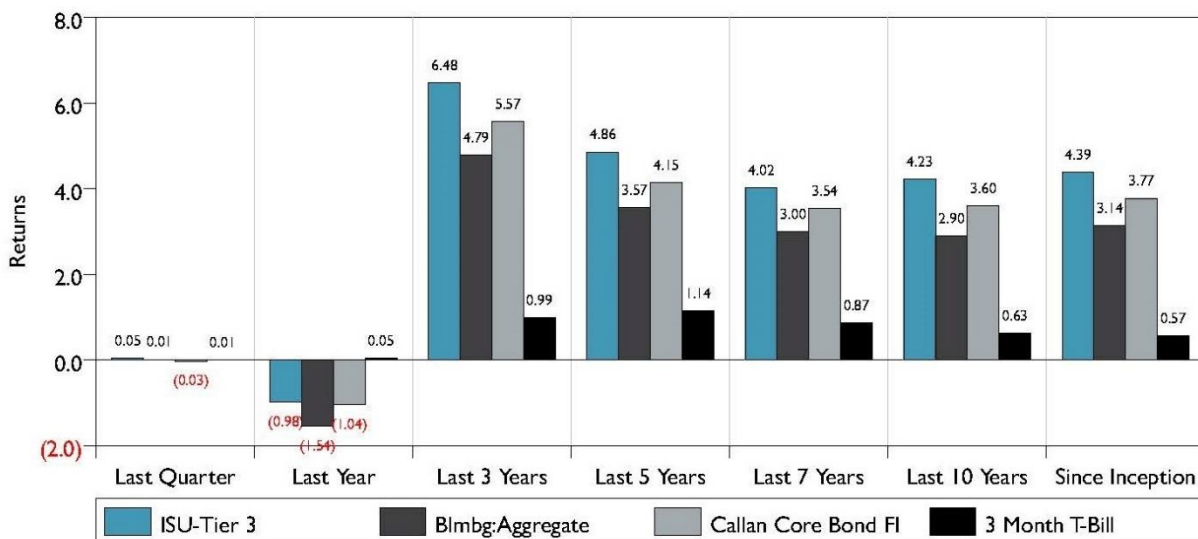
### Total Fund Performance

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, 2021  
Inception Date: October 1, 2010



ISU Tier 3 Returns  
for Various Time Periods  
Current Quarter Ending December 31, 2021  
Inception Date: October 1, 2010



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



## 4b Financial Report

| INDIANA STATE UNIVERSITY                                       |                           |                               |                             |                                     |                               |                             |                                     |
|--|---------------------------|-------------------------------|-----------------------------|-------------------------------------|-------------------------------|-----------------------------|-------------------------------------|
| GENERAL FUND OPERATING REVENUE AND EXPENSE SUMMARY             |                           |                               |                             |                                     |                               |                             |                                     |
| For the Period Ending December 31, 2021                        |                           |                               |                             |                                     |                               |                             |                                     |
|  | 2021-22<br>Base<br>Budget | 2021-22<br>Adjusted<br>Budget | YTD<br>through<br>12/31/21* | Percent<br>of<br>Adjusted<br>Budget | 2020-21<br>Adjusted<br>Budget | YTD<br>through<br>12/31/20* | Percent<br>of<br>Adjusted<br>Budget |
| <b>Revenues</b>  |                           |                               |                             |                                     |                               |                             |                                     |
| State Appropriations   |                           |                               |                             |                                     |                               |                             |                                     |
| Operational  | \$ 72,063,968             | \$ 72,063,968                 | \$ 36,031,986               | 50.0%                               | \$ 72,063,968                 | \$ 33,509,745               | 46.5%                               |
| Debt Service Appropriation                                     | 11,044,480                | 11,044,480                    | 8,757,520                   | 79.3%                               | 13,934,387                    | 12,850,672                  | 92.2%                               |
| Sub-Total State Appropriations                                 | 83,108,448                | 83,108,448                    | 44,789,506                  |                                     | 85,998,355                    | 46,360,417                  |                                     |
| Student Tuition  | 83,030,362                | 83,030,363                    | 41,772,912                  | 50.3%                               | 91,271,096                    | 48,807,693                  | 53.5%                               |
| Other Fees and Charges   | 1,398,903                 | 1,398,903                     | 642,853                     | 46.0%                               | 1,387,903                     | 712,063                     | 51.3%                               |
| Other Income and Transfers                                     | 6,618,287                 | 6,618,286                     | 4,834,523                   | 73.0%                               | 6,765,686                     | 4,850,470                   | 71.7%                               |
| Program Fees   | 900,000                   | 900,000                       | 992,947                     | 110.3%                              | 921,200                       | 921,200                     | 100.0%                              |
| <b>Total Budgeted Revenue</b>                                  | <b>\$ 175,056,000</b>     | <b>\$ 175,056,000</b>         | <b>\$ 93,032,741</b>        |                                     | <b>\$ 186,344,240</b>         | <b>\$ 101,651,843</b>       |                                     |
| Encumbrances and Carryforward                                  |                           | 13,687,010                    | 13,687,010                  |                                     | 12,195,145                    | 12,195,145                  |                                     |
| Reimbursements and Income Reappropriated<br>From Other Sources |                           | 1,544,483                     | 1,544,483                   |                                     | 2,160,431                     | 2,160,431                   |                                     |
| <b>Total Revenues</b>  | <b>\$ 175,056,000</b>     | <b>\$ 190,287,493</b>         | <b>\$ 108,264,234</b>       | <b>56.9%</b>                        | <b>\$ 200,699,816</b>         | <b>\$ 116,007,419</b>       | <b>57.8%</b>                        |
| <b>Expenditures</b>  |                           |                               |                             |                                     |                               |                             |                                     |
| Compensation   |                           |                               |                             |                                     |                               |                             |                                     |
| Salaries and Wages   | \$ 81,719,271             | \$ 81,723,543                 | \$ 39,142,687               | 47.9%                               | \$ 87,734,463                 | \$ 42,102,706               | 48.0%                               |
| Fringe Benefits  | 24,479,924                | 24,503,615                    | 11,503,916                  | 46.9%                               | 25,720,360                    | 12,333,997                  | 48.0%                               |
| Sub-Total Compensation   | 106,199,195               | 106,227,158                   | 50,646,603                  | 47.7%                               | 113,454,823                   | 54,436,703                  | 48.0%                               |
| Departmental Expenses  |                           |                               |                             |                                     |                               |                             |                                     |
| Supplies and Related Expenses                                  | 14,178,138                | 18,441,613                    | 8,385,400                   | 45.5%                               | 20,283,440                    | 6,665,683                   | 32.9%                               |
| Repairs and Maintenance  | 4,893,661                 | 6,526,264                     | 6,705,072                   | 102.7%                              | 5,435,338                     | 5,901,292                   | 108.6%                              |
| Other Committed Expenses                                       | 1,558,372                 | 1,558,372                     | 1,157,270                   | 74.3%                               | 1,408,372                     | 989,356                     | 70.2%                               |
| Sub-Total Departmental Expenses                                | 20,630,171                | 26,526,249                    | 16,247,742                  | 61.3%                               | 27,127,150                    | 13,556,331                  | 50.0%                               |
| Utilities and Related Expenses                                 | 10,064,556                | 10,321,045                    | 6,029,886                   | 58.4%                               | 11,095,299                    | 5,336,157                   | 48.1%                               |
| Equipment and Other Capital                                    |                           |                               |                             |                                     |                               |                             |                                     |
| Operating Equipment  | 993,329                   | 2,478,223                     | 586,260                     | 23.7%                               | 2,644,944                     | 330,665                     | 12.5%                               |
| Capital Improvements   | 3,000,000                 | 3,000,000                     | 52,598                      | 1.8%                                | 4,604,411                     | 241,562                     | 5.2%                                |
| Sub-Total Equipment & Other Capital                            | 3,993,329                 | 5,478,223                     | 638,858                     | 11.7%                               | 7,249,355                     | 572,227                     | 7.9%                                |
| Student Scholarship and Fee Remissions                         | 16,178,839                | 16,271,013                    | 10,523,743                  | 64.7%                               | 16,290,021                    | 16,878,144                  | 103.6%                              |
| Academic Debt Service  | 11,652,480                | 11,652,480                    | 10,167,528                  | 87.3%                               | 14,542,387                    | 13,309,972                  | 91.5%                               |
| Budgeted Reserve   | 4,000,000                 | 4,000,000                     | -                           | 0.0%                                | 4,000,000                     | -                           | 0.0%                                |
| Transfers Out and Program Fees                                 | 2,337,430                 | 3,511,888                     | 2,672,934                   | 76.1%                               | 3,954,386                     | 3,077,676                   | 77.8%                               |
| Reserve for Revenue Shortfall                                  | -                         | 6,299,437                     | -                           |                                     | 2,986,395                     | -                           | 0.0%                                |
| <b>Total Expenditures</b>                                      | <b>\$ 175,056,000</b>     | <b>\$ 190,287,493</b>         | <b>\$ 96,927,294</b>        | <b>50.9%</b>                        | <b>\$ 200,699,816</b>         | <b>\$ 107,167,210</b>       | <b>53.4%</b>                        |
| *Includes encumbrances and open commitments                    |                           |                               |                             |                                     |                               |                             |                                     |

### Revenues

#### Student Tuition

Fall semester of \$34.8 is below budget by \$3.9 million. The University has budgeted \$4.0 million as a reserve to offset this shortfall. Summer school tuition totals \$3.0 million which reflects only the second half of summer as this crosses the fiscal year. Through December 31, 2021, \$3.9 million of Spring tuition has been recognized. This compares to \$4.2 million that had been recognized at December 31, 2020.

#### Other Fees and Charges



Other Fees and Charges are below last year's amount by \$69,210. This is due to reduced college challenge, change of course fees, deferment fees, collection fees and Admission application fees.

#### Other Income and Transfers

Other Income and Transfers are down from the prior year by \$15,947 due to reduced transcript fees and other miscellaneous income.

#### Program Fees

Program fees are up \$71,747 due to NHHS program fees increases.

#### Encumbrances and Carryforward

Encumbrances and Carryforward increased by \$1.4 million due to an increase of \$1.1 million of open commitments in 2021 and \$0.3 million increase in carryforward. The University has reserved \$6.3 million to cover revenue shortfall for 2022 including \$5.0 million from the 2021 carryforward with the remaining \$1.3 million left from the 2020 carryforward.

#### Reimbursements and Income Reappropriated from Other Sources

Reimbursements and Income Reappropriated from Other Sources is down \$615,948 due to lower lab fees and RHIC salary reimbursement recorded in a designated fund.

### **Expenses**

#### Compensation

Compensation expense is below last year's total by \$3,790,100. Salaries and Wages are down \$2,960,019 which is the result of reduced administrative, support staff, and instructional employee headcount/FTE while student, graduate assistant and overtime wages increased. Benefit expense is below last year's amount \$830,081 due to reduced medical insurance, retirement, and FICA charges.

#### Departmental Expenses

Total Departmental Expenses increased by \$2,691,411. Supplies and Related Expenses grew by \$1,719,717 as the result of increased travel, recruiting, and accreditation activities. Repairs and Maintenance increased \$803,780 due to increased software maintenance and general building repairs. Other Committed Expenses increased by \$167,914.

#### Utilities and Related Expenses

Utilities and Related Expenses increased by \$693,729 due to increased electricity and sewage costs while natural gas costs reduced.

#### Equipment and Other Capital

Equipment and Other Capital expenditures are up by \$66,631. Operating Equipment increased by \$255,595 related to OIT infrastructure, while Capital Improvements decreased by \$188,964 due to timing of transfers.

#### Student Scholarship and Fee Remissions

Student Scholarship and Fee Remissions decreased by \$6,354,401. This due to a timing difference as student aid was processed in January 2022, while Spring aid last year was processed in December 2020. The expected overall scholarship shortfall is projected to be at \$1,492,542.

#### Academic Debt Service

Academic Debt Service includes fee replacement for academic facilities that are funded by the State of Indiana and the non-fee replaced debt service that is funded by interest income. The decrease of \$3,142,444 reflects the balloon payment for Series P made in 2021.

Budgeted Reserve

The Budgeted Reserve of \$4,000,000 will be used to cover tuition revenue shortfalls.

Transfers Out and Program Fees

Transfers Out and Program Fees decreased by \$404,742 to reflect reduced lab fees.

Reserve for Revenue Shortfall

Reserve for Revenue Shortfall reflects \$6,299,437 set aside to help offset lost revenues.

## 4c Purchasing Report

| Purchase Order Activity for Period November 17, 2021 to January 25, 2022 |          |   |                |
|--|----------|---|----------------|
| <b>Purchases over \$50,000</b>   |          |   |                |
| <b>Sole Source-Compatibility with Existing Equipment</b>                 |          |   |                |
| Trace 3  | P0089923 |   | \$62,028.50    |
| <b>State Contract # 1291, EDS # D20-3-12921</b>                          |          |   |                |
| Network Solutions Inc  | P0090009 | State Contract # 1291, EDS # D20-3-12921<br>Quote #: 079978 | \$63,525.66    |
| <b>Sole Source-Standardized Vendor for Search</b>                        |          |   |                |
| Witt Kieffer Inc   | P0089968 | Estimated professional fee                                  | \$65,000.00    |
| <b>Sole Source-Standardized Vendor for Search</b>                        |          |   |                |
| Insight Global LLC   | P0089957 | Staffing Services   | \$150,000.00   |
| <b>Sole Source-Standardized Vendor for Brand Strategy</b>                |          |   |                |
| Borshoff Inc   | P0089961 | SOW for ISU Brand Strategy                                  | \$250,000.00   |
| <b>Lowest Bid to Meet Specifications</b>                                 |          |   |                |
| Instructure Inc  | P0089966 | Invoice #: INV375309  | \$252,788.80   |
| <b>Lowest Bid to Meet Specifications</b>                                 |          |   |                |
| Civitas Learning Inc   | P0089851 | Civitas Learning Student Impact                             | \$292,800.00   |
| <b>Lowest Bid to Meet Specifications</b>                                 |          |   |                |
| One To One Health LLC  | P0089850 | Implementation Fee-Covid 19 S                               | \$2,000,000.00 |

## 4d Vendor Report

The following vendors have accumulated purchases from the University for the time period November 1, 2021-December 31, 2021 (Fiscal Year 2022) in excess of \$250,000:

|                                |              |  |
|--------------------------------|--------------|--|
| Lyrasis                        | \$ 230,907   | Library Electronic Database Subscriptions  |
| Bell Techlogix Inc             | \$ 275,396   | Microsoft Maintenance Licenses and Software  |
| Indiana-American Water Company | \$ 291,294   | Water Utility Payments   |
| McGuire Excavating and Truck   | \$ 296,797   | Lincoln Quad Demolition and Site Restoration   |
| Williams Aviation LLC          | \$ 299,361   | Maintenance & Repairs of Airplanes for Flight Academy  |
| Epic Insurance Midwest         | \$ 1,269,338 | Commercial Property, Flight Academy Liability and Workman's Comp Coverage Insurance Policies |

Previously Reported Vendors with Purchases Exceeding \$250,000 in Fiscal Year 2022:

|                                     |              |   |
|-------------------------------------|--------------|---|
| Blackboard Inc                      | \$ 269,651   | Blackboard Software Maintenance & Storage   |
| Strode Construction LLC             | \$ 304,984   | Community Engagement Renovation; University Apartments Window Replacement                 |
| Otis Elevator                       | \$ 370,821   | Maintenance Agreement for Campus Elevators; Elevator Repairs                              |
| Delta Dental Plan of Indiana        | \$ 393,147   | Dental Claims Reimbursements  |
| Freitag Weinhardt Inc               | \$ 406,467   | Gillum Hall HVAC; IU School of Medicine Cage Washer Installation                          |
| Key Government Finance Inc          | \$ 407,000   | Networking Software Maintenance Agreement   |
| Ellucian Company LP                 | \$ 420,010   | Banner Software Maintenance   |
| NRK Inc                             | \$ 432,092   | High Voltage Replacement  |
| EDF Energy Services LLC             | \$ 480,906   | Natural Gas Purchases   |
| Lincoln Life Assurance Co of Boston | \$ 486,085   | Life and Long Term Disability Insurance   |
| AmWins/NEBCO Group Benefits         | \$ 552,355   | Retiree Insurance Coverage  |
| M S I Construction Inc              | \$ 624,561   | Science Plaza Restoration   |
| Borshoff Inc                        | \$ 704,998   | University Advertising Media Buy & Management   |
| CIM Audio Visual Inc                | \$ 750,588   | Audio/Visual Classroom Equipment/Upgrades   |
| 500 Wabash Housing LLC              | \$ 767,670   | 500 Wabash Lease Payments   |
| Dell Inc                            | \$ 842,976   | Laptop Scholarships; General Campus Computer Equipment                                    |
| City of Terre Haute                 | \$ 927,901   | Sewage Utility Payments; Campus Fire Protection; Campus Bus Services                      |
| CVS Pharmacy Inc                    | \$ 2,344,729 | Prescription Drug Coverage  |
| Network Solutions Inc               | \$ 2,681,350 | Networking Equipment and Software Maintenance & Licenses; Network Infrastructure Upgrades |
| Duke Energy                         | \$ 3,679,112 | Electricity Utility Payments  |
| Sodexo Inc and Affiliates           | \$ 4,298,662 | Dining and Catering Services  |
| TIAA CREF                           | \$ 4,759,586 | Retirement Contributions  |
| Anthem Life Insurance Company       | \$ 6,473,259 | Health Care Benefits and Reimbursements of Medical Claims                                 |
| Hannig Construction Inc             | \$ 6,703,075 | Hulman Center Renovation; Dreiser Hall Renovation   |

## 4e Faculty Personnel

### FACULTY

#### **Instructor Appointments of 2-5 years – 2021-2022 Academic Year**

Michael Walls; Instructor, Department of Applied Medicine & Rehabilitation; M.S., University of Cincinnati; salary \$90,000 per fiscal year, prorated from the effective date of January 1, 2022.

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

Carrie Ball; from Professor & Faculty Ombudsperson, Department of Applied Clinical and Educational Sciences, to Professor, Acting Chairperson & Faculty Ombudsperson, Department of Applied Clinical and Educational Sciences, stipend of \$7,500 for the spring semester of the 2021-2022 academic year.

Kevin Bolinger; from Professor, Department of Teaching and Learning, to Professor and Interim Chairperson; Department of Teaching and Learning, stipend of \$9,000 for the spring semester of the 2021-2022 academic year.

Ryan Donlan, from Professor & Chairperson, Department of Teaching and Learning, to Professor and IRB Vice Chairperson, Department of Teaching and Learning, stipend of \$7,551.60 for the spring semester of the 2021-2022 academic year.

JoEllen Henson; from Instructor, to Instructor and Field Program Director, Department of Social Work, 9 credit hour release for the spring semester of the 2021-2022 academic year.

Alicia Jay; from Instructor, Department of Theater, to Assistant Professor, Department of Theater; salary \$53,354 per academic year, prorated from the effective date of January 1, 2022.

Charmaine Mullins-Jaime; from Instructor, Department of Manufacturing and Construction Technology, to Assistant Professor, Department of Manufacturing and Construction Technology; salary \$70,000 per academic year, prorated from the effective date of January 1, 2022.

Charmaine Mullins-Jaime; from Assistant Professor, Department of Manufacturing and Construction Technology, to Assistant Professor & Master's Program Coordinator, Department of Manufacturing and Construction Technology; stipend of \$1,500 for the spring semester of the 2021-2022 academic year.

Melissa Nail; from Professor, Department of Teaching and Learning, to Professor & Master Teacher Coordinator, Department of Teaching and Learning; stipend of \$3,000 per semester for the spring semester of the 2021-2022 academic year.

Courtney Rieman; from Part-Time Lecturer, Department of Applied Health Sciences, to Instructor, Department of Applied Health Sciences; salary \$55,000 per academic year, prorated from the effective date of January 1, 2022.

Jennifer Schriver; from Professor, Department of Psychology, to Professor and Acting Chair, Department of Psychology; stipend of \$7,500 for the spring semester of the 2021-2022 academic year.

Ali Shahhosseini; from Professor and Director of the Ph.D. Program, Department of Applied Engineer & Tech Management, to Professor, Department of Applied Engineer & Tech Management; effective January 1, 2022.

Catherine Spicer; from Lecturer, Department of English, to Lecturer, Department of English and Faculty Senate Temporary Advocate; stipend of \$1,000 per academic year; for the 2021-2022 academic year.

Jennifer Todd; from Assistant Professor, Department of Social Work, to Assistant Professor and Master of Social Work Program Director, Department of Social Work; 2 credit hour release time for the spring semester of the 2021-2022 academic year.

### **Change in Sabbatical**

Randall Peters; Professor, Department of Applied Engineering and Technology Management; change in sabbatical from the spring semester 2022 to the spring semester 2023.

### **Retirement**

Alma Anderson; Professor, Department of Art & Design; effective May 31, 2022.

William Flurkey III; Professor, Department of Chemistry and Physics; effective May 31, 2022.

Randall Mitchell; Professor, School of Music; effective May 31, 2022.

William Mitchell; Interim Chairperson & Associate Professor, Department of Biology; effective May 31, 2022.

Samory Rashid; Professor, Department of Political Science; effective January 20, 2022.

David Robinson; Associate Professor, Department of Management, Information Systems, and Business Education; effective December 31, 2021.

Robert Van Sickel; Associate Professor, Department of Political Science; effective December 31, 2021.

### **Emeriti**

Tad Foster; Professor Emeritus, Department of Human Resource Development and Performance Technologies; effective December 31, 2022.

Alma Anderson; Professor Emerita, Department of Art & Design; effective 5/31/2022.

William Flurkey III; Professor Emeritus, Department of Chemistry and Physics; effective May 31, 2022.

Randall Mitchell; Professor Emeritus, School of Music; effective May 31, 2022.

William Mitchell; Associate Professor Emeritus, Department of Biology; effective May 31, 2022.

Samory Rashid; Professor Emeritus, Department of Political Science; effective January 20, 2022.

David Robinson; Associate Professor Emeritus, Department of Management, Information Systems, and Business Education; effective December 31, 2021.

Robert Van Sickel; Associate Professor Emeritus, Department of Political Science; effective December 31, 2021.

### **Separations**

Kristina Lawyer; Associate Professor, Department of Applied Engineering and Technology Management; effective May 31, 2022.

Brent MacDonald; Instructor, Department of Construction Management; effective January 3, 2022.

Jamie Metzinger; Associate Professor, Department of Architectural Engineering Technology; effective December 31, 2021.

## 4f Other Personnel

### **NON-EXEMPT Appointments**

Kelli Brian; Communications Officer, Public Safety Department; \$16.50 per hour; effective December 13, 2021.

Layne Carson; Police Officer, Public Safety Department; \$19.24 per hour; effective December 13, 2021.

Nikolis Couthen; Custodian I, Custodians; \$12.00 per hour; effective January 18, 2022.

Ardenia Davis; Custodian I, Custodians; \$12.00 per hour; effective January 10, 2022.

Meredith Ditz; Technical Services Assistant, Hulman Center; \$18.11 per hour; effective December 10, 2021.

Marvin Elmore; Administrative Assistant II, Kinesiology Recre & Sport; \$15.00 per hour; effective December 6, 2021.

Derek Griffin; Police Officer, Public Safety Department; \$19.24 per hour; effective December 13, 2021.

Angela Hakman; Custodian I, Sycamore Housing; \$12.00 per hour; effective January 4, 2022.

Shari Manning; Custodian I, Burford Housing; \$11.40 per hour; effective November 29, 2021.

Sierra Neill; Administrative Assistant I, Air Force ROTC; \$13.95 per hour; effective January 3, 2021.

Cameron Parvin; Administrative Assistant II, Mathematics & Computer Science; \$15.00 per hour; effective January 3, 2022.

Christopher Pruiett; Custodian I, Custodians; \$12.00 per hour; effective January 3, 2022.

Stormy Romanelly; Early Childhood Asst Teacher, Early Childhood Education Center; \$13.00 per hour; effective January 3, 2022.

Mary Rowe; Custodian I, Sycamore Housing; \$12.00 per hour; effective January 3, 2022.

Charles Siebenmorgen; Police Officer, Public Safety Department; \$19.24 per hour; effective December 13, 2021.

Kristen Sparks; Administrative Assistant I, Residential Life Programming; \$13.95 per hour; effective January 3, 2022.



Matthew Trout; Stu Fin Aid Client Serv Spec, Student Financial Aid; \$13.95 per hour; effective November 29, 2021.

Alexis Tyler; Administrative Assistant II, School of Nursing; \$15.00 per hour; effective December 6, 2021.

### **Temporary Appointments**

Jadie Napier; Administrative Assistant I, Dean University College; \$13.95 per hour; effective January 10, 2022 through June 30, 2022.

### **Promotions/Transfers**

Julia Bruce; from Administrative Assistant I to Administrative Assistant III, African American Cultural Center; \$22.82 per hour; effective December 11, 2021.

Jeffrey Bucklin; from Police Sergeant to Detective Sergeant, Public Safety Department; \$26.27 per hour; effective January 10, 2022.

Lois Ellis; from Administrative Assistant I to Administrative Assistant III, Dean, College of Technology; \$17.39 per hour; effective January 3, 2022.

Judy Johnson; from Administrative Assistant I to Administrative Assistant II, Built Environment; \$19.07 per hour; effective December 13, 2021.

Kim Julian; from Administrative Assistant I to Administrative Assistant II, Psychology; \$19.29 per hour; effective January 3, 2022.

Ricardo Mata; from Student Services Assistant II Student Services Assistant III, Dean, Bayh College of Education; \$18.00 per hour; effective December 6, 2021.

Stacey McCallister; from Administrative Assistant III, Student Publications to Administrative Assistant III, HMSU-Operations; \$20.61 per hour; effective January 17, 2022.

Joseph Milner; from Parking Services Assistant to Public Safety Records Coord, Public Safety Department; \$15.00 per hour; effective December 1, 2021.

Matthew Murray; from Custodian I to Custodian II, Custodians; \$12.61 per hour; effective January 10, 2022.

Brian Pierce; from Police Corporal to Police Officer, Public Safety Department; \$24.51 per hour; effective January 8, 2022.

Darrick Shields; from Groundskeeper to Grounds Technician, Grounds; \$13.40 per hour; effective December 20, 2021.

Lana Tolbert; from Human Resources Assistant II to Human Resources Assistant III, Human Resources; \$20.59 per hour; effective December 13, 2021.

### **Retirements**

Leora Mitchell; Administrative Assistant I, Electronic & Computer Engin Tech; effective January 4, 2021.

### **Separations**

Alexia Clements; Custodian I, Custodians; effective November 24, 2021.

Susan Crist; Student Services Assistant III, Dept of Applied Health Sciences; effective January 21, 2022.

Tamara McCollough; Clery Compliance Lieutenant, Public Safety Department; effective January 14, 2022.

Dustin Norris; Custodian I, Custodians; effective November 18, 2021.

Andrea Stanley; Lead Custodian, Reeve Hall Housing; effective January 5, 2022.

Sarah Strole; Administrative Assistant II, Center for Community Engagement; effective January 3, 2022.

Wanda Wilkey; Administrative Assistant I, Dept of Art & Design; effective January 7, 2022.

Chloe Woodrow; Early Childhood Ed Ctr Teacher, Early Childhood Education Center; effective November 23, 2021.

Paulina Young; Administrative Assistant I, School of Criminology & Security St; effective December 10, 2021.

### **NON-EXEMPT PROFESSIONAL**

#### **Appointments**

Harley Owen; Simulation Technologist, Dean, College Health & Human Svcs; A.S., Ivy Tech Comm Clg – TH; \$19.50 per hour; effective January 24, 2022.

Courtney Zellars; Asst Devel Officer Syc Ath Fu, Advancement; B.S., Ball State University; \$23.07 per hour; effective January 3, 2022.

#### **Change in Status and/or Pay Rate Promotion/Transfers**

Joseph Haney; from Developme Math Educator 10 Mon, Remedial Math to Reg & Rec Information Analyst, Office of Registration & Records; \$25.34 per hour; effective January 3, 2022.

Hether Messmer; from Student Services Assistant III, School of Nursing to Simulation Coordinator, Dean, College of Health and Human Services; \$20.60 per hour; effective January 4, 2022.

Megan Moats; from ISBDC Specialist to ION Program Coordinator, ISU/Wabash Vally Small Bus Devel Ct; \$23.08 per hour; effective January 8, 2022.

Erica Myers, from Human Resources Generalist to Sr HR Business Partner, Human Resources; \$25.65 per hour; effective December 6, 2021.

### **Separations**

Amy Demchak; Employee Wellness Coordinator, Human Resources; effective January 7, 2022.

Daniel Moore; Simulation Technologist, Dean, College of Health and Human Services; effective December 3, 2021.

Daniel Palmer; Asst to VP/Constit Srvs Board, VP for Development; effective January 14, 2022.

Tyler Ratliff; IT Systems Technician, Office of Information Technology; effective December 10, 2021.

### **ATHLETICS**

#### **Appointments**

Kieran Intemann; Media Relations Coord Athletic, Athletics-Sports Information; B.A., Marshall University; \$18.89 per hour; effective December 3, 2021.

### **EXEMPT**

#### **Appointments**

Luke Lakstins; Business Systems Analyst, Budget, Payroll & Risk Mgt; B.S., Indiana University Bloomington; salary \$48,000 per fiscal year; effective January 4, 2022.

Shonta-Lee Sellers; Exec Dir Inst Marketing, University Marketing; M.B.A., Capella University; salary \$105,000 per fiscal year; effective February 1, 2022.

#### **Temporary Appointments**

Cortney Cross; Univ College Adviser Proj Succ, Dean University College; M.S., Indiana State University; salary \$36,500 per fiscal year; effective January 10, 2022 through June 30, 2022.

#### **Promotion/Transfers**

Caroline Blower; from Staff Psychologist - 10 Month to Couns and Psych Svcs Asst Dir, Student Counseling Center; salary \$56,500 per fiscal year; effective January 1, 2022.

Kailee Burdick; from Asst Professor, School of Nursing to Clinical Simulation Specialist, School of Nursing; salary \$71,000 per fiscal year; effective January 1, 2022.

Emily Gruenert; from University College Adviser, Dean University College to Degree Completion Specialist, Dean, College of Arts & Sciences; salary \$45,942 per fiscal year; effective November 30, 2021.

Carrie Lutz; from Client Services Director, University Marketing to Business Engagement Director, Business Engagement Center; salary \$73,500 per fiscal year; effective January 4, 2022.

Ellen Malito-Green; from Asst to VP for Student Affairs to Dir Str Initiatives and HMSU, VP for Student Affairs; salary \$69,100 per fiscal year; effective December 1, 2021.

Jennifer Mesanovic; Blumberg Center Project Coord to Blumberg Center Project Dir, Blumberg Center; salary \$66,550 per fiscal year; effective February 1, 2022.

Beatrice Momanyi; from Human Resources Generalist to Human Resources Manager, Human Resources; salary \$60,000 per fiscal year; effective December 6, 2021.

Robert Morgan; from Dean of Students, Asst & Assoc Dean Students to Assc VP Student Affairs, VP for Student Affairs; salary \$120,547 per fiscal year; effective December 1, 2021.

Christopher Olsen; Dean, Arts and Sciences to VP Academic Affairs & Provost, VP and Provost Office; salary \$260,000 per fiscal year; effective January 3, 2022.

Lisa Poff; Blumberg Center Project Coord to Blumberg Center Project Dir, Blumberg Center; salary \$74,449 per fiscal year; effective February 1, 2022.

Tiffany Reed; from CEB Afri Amer Culture Ctr Dir to Asst VP Stud Affairs Inclusion, African American Cultural Center; salary \$100,000 per fiscal year; effective December 1, 2021.

Michelle Stodden; from Athletic Studies Director, Dean University College to Academic Advisor - Nursing, School of Nursing; salary \$38,216 per fiscal year; effective December 7, 2021.

Katherine Uttich; from Res Life Asst Dir – Res Educ to Residential Education Director, Residential Life Programming; salary \$70,000 per fiscal year; effective December 1, 2021.

### **Title Change**

Stephannie Gambill; from Title IX Coordinator to Dir Eq Opp and Title IX Coord, ISU Equity Diversity Inclusion; effective January 1, 2022.

Susan Goode; from Scholarship & Partnership Coor to Licensing and Outreach Coord, Dean, Bayh College of Education; effective January 1, 2022.

### **Retirements**

Steven Culp; Construction Project Inspector, Facilities Management; effective May 1, 2022.

James Gregg; Steam Plant Manager, Power Plant; effective January 14, 2022.

Andrew Kellett; Intrm Dir Purch & Ctl Rec, Purchasing; effective January 22, 2022.

Tamara Morris; Student Union Operations Mgr, HMSU-Operations; effective January 10, 2022.

Yancy Phillips; Academic Services Director, Office of Information Technology; effective January 3, 2022.

James Pond; Extend Learning Adv/Recruit-RR, Extended Learning Office; effective January 3, 2022.

### **Separations**

Kourtney Barrett; Deputy Title IX Coord for Stu, ISU Equity Diversity Inclusion; effective January 4, 2022.

Jeffrey Burns; Lead Sr Flight Inst Req Reap, Aviation Technology; effective January 28, 2022.

Charles Hawkins; Ext Learning Adviser/Recruiter, Extended Learning Office; effective January 3, 2022.

Allison Hoag; University College Adviser Proj Suc, Dean University College; effective December 8, 2021.

Elise Maxwell; Program Coordinator, Indiana Area Health Ed Ctr; effective January 4, 2022.

Michelle Mentzer; Instructional Design Spec, Online; effective January 4, 2022.

Daniel O'Rourke; Asst Coach Sport Perform & Sci, Ctr for Sports Medicine & Perform; effective January 14, 2022.

Daniel Pigg; Business Engagement Director, Business Engagement Center; effective January 3, 2022.

Megan Tucker; Genetic Counseling Program Dir, Dean, College of Arts & Sciences; effective December 14, 2021.

Carol Wetherell; Blumberg Center Director, Blumberg Center; effective January 31, 2022.

Kelly Wilkinson; Associate Dean, Business, Dean, Scott College of Business; effective January 31, 2022.

### **Stipend**

Andrew Kellett; Intrm Dir Purch & Ctl Rec, Purchasing; early end of stipend; effective January 21, 2022.

Carrie Lutz; Sti Ex Dir/Chief Mkt Officer, University Marketing; stipend of \$2,000 per month; effective January 1, 2022 through January 3, 2022.

Micheal Moore; Int Dir Acad Tech Sup Svc, Office of Information Technology; stipend of \$1,500 per month for additional duties; effective January 3, 2022 through June 30, 2022.

Robert Morgan; Assc VP St Aff Int Dean Stdnt, VP for Student Affairs; stipend of \$1,000 per month for additional duties; effective December 1, 2021 through June 30, 2022.

Christopher Olsen; Sti Intrm Provost & VP for Aca, VP and Provost Office; early end of stipend; effective January 2, 2022.

Brooke Young; Sti Additional Duties, VP for Student Affairs; stipend of \$1,400 per month for additional duties; effective January 3, 2022 through February 28, 2022.

## **ATHLETICS**

### **Temporary Appointments**

Kathryn Adams; Asst Coach, Volleyball, Athletics-Volleyball; salary of \$37,997 per fiscal year; effective January 1, 2022 through December 31, 2022.

Lindsay Allman; Head Coach, Volleyball, Athletics-Volleyball; salary of \$80,424 per fiscal year; effective January 1, 2022 through December 31, 2022.

Collin Coffey; Asst Coach, Football, Athletics-Football; salary of \$47,113 per fiscal year; effective January 1, 2022 through December 31, 2022.

Tyler Funk; Asst Coach, Football, Athletics-Football; salary of \$52,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

Jeffrey Kastl; Asst Coach, Football, Athletics-Football; salary of \$79,610 per fiscal year; effective January 1, 2022 through December 31, 2022.

Adam Kleman; Asst Coach, Women's Soccer, Athletics-Womens Soccer; salary of \$42,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

Desmond Morgan; Asst Coach, Football, Athletics-Football; salary of \$40,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

Mark Smith; Asst Coach, Football, Athletics-Football; salary of \$74,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

David Stuckman; Asst Coach, Football, Athletics-Football; salary of \$40,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

Michael Switzer; Asst Coach, Football, Athletics-Football; salary of \$60,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

Bradley Wilson; Asst Coach, Football, Athletics-Football; salary of \$84,610 per fiscal year; effective January 1, 2022 through December 31, 2022.

Aaron Young; Asst Coach, Football, Athletics-Football; salary of \$40,500 per fiscal year; effective January 1, 2022 through December 31, 2022.

**Separations**

Desmond Morgan; Asst Coach, Football, Athletics-Football; effective January 14, 2022.

Ryan Stokes; Asst Coach, Football, Athletics-Football; effective December 31, 2021.

David Stuckman; Asst Coach, Football, Athletics-Football; effective January 18, 2022.

## 4g Grants & Contracts

1. U.S. Small Business Administration, Fund No. 549447, Proposal 22-003  
An agreement in the amount of \$1,000,000.00 has been received from U.S. Small Business Administration for the project entitled, "The Community Navigator Pilot Program (CNPP)," under the direction of Courtney Richey-Chipol, ISU/West Central Indiana Small Business Development Center, for the period December 1, 2021 through November 30, 2023.
2. Indiana University, Fund No. 549442, Proposal No. 22-015  
A sub agreement under the Department of Health and Human Services Health Resources and Services Administration (HRSA) in the amount of \$112,761.00 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, 2022.
3. Indiana Arts Commission, Fund No. 549446, Proposal 21-083  
An agreement in the amount of \$4,200.00 has been received from Indiana Arts Commission for the project entitled, "FY22 Arts Project Support – Rock Camp 2022," under the direction of Cynthia Phillips-Sabla, Community School of the Arts, for the period July 1, 2021 through June 30, 2022.
4. Purdue University, Fund No. 549441, Proposal No. 21-094  
A sub agreement under the Indiana Department of Transportation in the amount of \$172,715.00 has been received from Purdue University for the project entitled, "SPR-4642: Effectiveness of Contrast Markings on Roadways and Orange Markings in Work Zones," under the direction of Michael Williamson, Department of Applied Engineering and Technology Management, for the period July 1, 2021 through June 30, 2023.
5. Lilly Endowment Inc., Fund No. 549452, Proposal 22-019  
An agreement in the amount of \$111,370.00 has been received from Lilly Endowment Inc. for the project entitled, "Extending Teacher Creativity 2022: 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, 2021 through September 30, 2022.
6. Ball State University, Fund No. 549455, Proposal No. 22-010  
A sub agreement under the Governor's Workforce Cabinet in the amount of \$12,000.00 has been received from Ball State University for the project entitled, "Vocational Education – Basic Grants to States," under the direction of James Smallwood, Dean's Office – College of Technology, for the period July 1, 2021 through June 30, 2022.
7. Indiana Lions Speech and Hearing, Inc., Fund No. 549412, Proposal 22-026  
Additional appropriations in the amount of \$2,500 have been received from Indiana Lions Speech and Hearing, Inc. for the project entitled, "Clinic Materials," under the



direction of Vicki Hammen, Department of Applied Clinical and Educational Sciences, for the period January 1, 2021 through March 31, 2022.

8. Vigo County Prosecutor's Office, Fund No. 549456, Proposal No. 22-028  
A sub agreement under the Indiana Prosecuting Attorneys Council (IPAC) in the amount of \$231,847.00 has been received from Vigo County Prosecutor's Office for the project entitled, "The Vigo County High Tech Crime Unit (HTCU)," under the direction of Jason James, School of Criminology and Security Services, for the period January 1, 2022 through December 31, 2023.
9. Indiana Campus Compact, Fund No. 549454, Proposal 22-023  
An agreement in the amount of \$2,400.00 has been received from Indiana Campus Compact for the project entitled, "The Gift of Music: An Intergenerational Campus-Community Partnership," under the direction of Whitney Nesser, Dean's Office – College of Health and Human Services, for the period January 1, 2022 through May 31, 2022.
10. University of Indianapolis, Fund No. 549453, Proposal 22-025  
An agreement in the amount of \$183,542.00 has been received from University of Indianapolis for the project entitled, "Indiana Special Education Assisted Licensure (I-SEAL)," under the direction of Jennifer Mesanovic, Blumberg Center, for the period January 1, 2022 through December 31, 2024.
11. Indiana Department of Family and Social Services, Fund No. 549444, Proposal 22-031  
Additional appropriations in the amount of \$191,582.00 have been received from Indiana Department of Family and Social Services for the project entitled, "Build, Learn, Grow Stabilization Grant – Infant and Toddler," under the direction of Holly Curtsinger, Department of Early Childhood Education Center, for the period January 1, 2020 through September 30, 2023.
12. Indiana Department of Family and Social Services, Fund No. 549445, Proposal 22-032  
Additional appropriations in the amount of \$201,270.00 have been received from Indiana Department of Family and Social Services for the project entitled, "Build, Learn, Grow Stabilization Grant - Pre-School," under the direction of Holly Curtsinger, Department of Early Childhood Education Center, for the period January 1, 2020 through September 30, 2023.

## 4h Agreements

| Date       | Contract Type                         | Name  | State            |
|------------|---------------------------------------|---|------------------|
| 12/06/2021 | Performers, Speakers and Entertainers | ISU & Rohina Hasani, Speaker Agreement.                   | IL               |
| 12/01/2021 | Performers, Speakers and Entertainers | ISU & Nancy Dana, Speaker Agreement                       | IN               |
| 01/25/2022 | Clinical Affiliation Agreement        | ISU & Valley Health System                                | NV               |
| 01/24/2022 | Clinical Affiliation Agreement        | ISU & South Atlantic Division, Inc., HCA Hospitals        | SC               |
| 01/20/2022 | Clinical Affiliation Agreement        | ISU & Proliance Surgeons                                  | WA               |
| 01/19/2022 | Clinical Affiliation Agreement        | ISU & Memorial Hospital and Health Care Center            | IN               |
| 01/18/2022 | Clinical Affiliation Agreement        | ISU & UnityPoint Health Des Moines                        | IA               |
| 01/18/2022 | Clinical Affiliation Agreement        | ISU & Granger Medical Clinic                              | UT               |
| 01/18/2022 | Clinical Affiliation Agreement        | ISU & East Adams Rural Healthcare                         | WA               |
| 01/14/2022 | Clinical Affiliation Agreement        | ISU & Columbia Basin Hospital                             | WA               |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & Fort Hays State University                          | KS               |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & UOFL Health   | KY               |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & TriStar Division HCA Healthcare                     | TN,<br>KY,<br>GA |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & Shands Jacksonville Medical Center, Inc.            | FL               |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & Children's Health System of Texas                   | TX               |
| 01/12/2022 | Clinical Affiliation Agreement        | ISU & The Trustees of Indiana University                  | IN               |
| 01/11/2022 | Clinical Affiliation Agreement        | ISU & Inova Health Care Services                          | VA               |
| 01/11/2022 | Clinical Affiliation Agreement        | ISU & Sisters of Charity of Leavenworth Health System     | CO               |
| 01/11/2022 | Clinical Affiliation Agreement        | ISU & Preceptorship Agreement – Exeter Hospital           | NH               |
| 01/11/2022 | Clinical Affiliation Agreement        | ISU & Kosciusko Community Hospital                        | IN               |
| 01/07/2022 | Clinical Affiliation Agreement        | ISU & Mary Washington Healthcare                          | VA               |
| 01/03/2022 | Clinical Affiliation Agreement        | ISU & Baptist Health Floyd                                | IN               |
| 12/29/2021 | Clinical Affiliation Agreement        | ISU & MultiCare Health System                             | WA               |
| 12/20/2021 | Clinical Affiliation Agreement        | ISU & Cabinet Peaks Medical Center                        | MT               |
| 12/20/2021 | Clinical Affiliation Agreement        | ISU & Progress West and Barnes-Jewish St. Peters Hospital | MO               |
| 12/20/2021 | Clinical Affiliation Agreement        | ISU & Baptist Health Hardin                               | KY               |

|            |                                |   |    |
|------------|--------------------------------|---|----|
| 12/17/2021 | Clinical Affiliation Agreement | ISU & Kadlec Regional Medical Center                    | WA |
| 12/17/2021 | Clinical Affiliation Agreement | ISU & Willapa Harbor Hospital                           | WA |
| 12/16/2021 | Clinical Affiliation Agreement | ISU & Advent Health Orlando                             | FL |
| 12/14/2021 | Clinical Affiliation Agreement | ISU & Audwin B. Nelson, MD, PA                          | FL |
| 12/13/2021 | Clinical Affiliation Agreement | ISU & Walla Walla Clinic                                | WA |
| 12/13/2021 | Clinical Affiliation Agreement | ISU & Presence Mercy Medical Center-<br>Aurora Addendum | IL |
| 12/09/2021 | Clinical Affiliation Agreement | ISU & Lake Geneva Schools                               | WI |
| 12/08/2021 | Clinical Affiliation Agreement | ISU & Vibra Hospital of Denver                          | CO |
| 12/08/2021 | Clinical Affiliation Agreement | ISU & Conemaugh Memorial Medical<br>Center              | PA |
| 12/08/2021 | Clinical Affiliation Agreement | ISU & Indiana Department of Child Services<br>(DCS)     | IN |
| 12/07/2021 | Clinical Affiliation Agreement | ISU & Thrive West Central                               | IN |
| 12/07/2021 | Clinical Affiliation Agreement | ISU & Vanderbilt University Medical Center              | TN |
| 12/07/2021 | Clinical Affiliation Agreement | ISU & Hand in Hand Comprehensive<br>Therapy Specialists | IN |
| 12/07/2021 | Clinical Affiliation Agreement | ISU & Whitehall of Deerfield                            | IL |
| 12/06/2021 | Clinical Affiliation Agreement | ISU & FYZICAL Therapy & Balance<br>Centers              | IN |
| 12/02/2021 | Clinical Affiliation Agreement | ISU & Regional Hospital                                 | IN |
| 11/24/2021 | Clinical Affiliation Agreement | ISU & Lexington VA Health Care System                   | KY |

## 4i Board Representation at University Events

### Events Requiring Board Representation

|                |  |
|----------------|--|
| March 1, 2022  | Employee Recognition Brunch                |
| April 21, 2022 | Faculty Recognition Event                  |
| April 22, 2022 | President Scholars Reception               |
| May 6-7, 2022  | Board of Trustees Meeting and Commencement |

### Optional Events

|                 |  |
|-----------------|--|
| March 3-6, 2022 | Men's Basketball MVC Tournament, St. Louis, MO |
| March 3-6, 2022 | Women's Basketball MVC Tournament, Moline, IL  |

Additional information on University events is available 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: Ms. Wandell Gabey**

WHEREAS, Ms. Wandell Gabey, retired Administrative Assistant I in the Department of Curriculum Instructor & Media Tech, died on the nineteenth day of January, two thousand and twenty two; and

WHEREAS, Ms. Wandell Gabey had given loyal and devoted service to Indiana State University for 13 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 condolences, and further expresses gratitude and respect for the service which she gave to the University; and

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

### **IN MEMORIAM: Mr. Saul Rosenthal**

WHEREAS, Mr. Saul Rosenthal, retired Professor from English Department, died on the 17th day of November, two thousand and twenty one; and

WHEREAS, Mr. Saul Rosenthal had given loyal and devoted service to Indiana State University for 26 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 condolences 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. Eric Hampton**

WHEREAS, Dr. Eric Hampton, Professor from the Department of Applied Clinical and Educational Sciences, died on the 24th day of January, two thousand and twenty two; and

WHEREAS, Dr. Eric Hampton had given loyal and devoted service to Indiana State University for almost 20 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 condolences and further expresses gratitude and respect for the dedicated service which he gave to the University; and

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

**IN MEMORIAM: Mrs. Christina Lowe**

WHEREAS, Mrs. Christina Lowe, Retired Custodian in Sycamore Housing, died on the 19th of January, two thousand and twenty-two; and

WHEREAS, Mrs. Christina Lowe had given loyal and devoted service to Indiana State University for 27 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 condolences 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.