

2022

## Board of Trustees Minutes, Jul. 29 2022

Indiana State University Board of Trustees

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# Indiana State University

## Board of Trustees Agenda Meeting Minutes

July 29, 2022

State Room, Tirey Hall



Board of Trustees Agenda Meeting July 29, 2022 - Minutes

1. Call Meeting to Order

Call Meeting to Order  
Mrs. Cabello

2. New Business Items

2a Finance

2a1 2022-23 State Repair and Rehabilitation Request  
Mrs. McKee

Approved

2a2 Biennial State Capitol Project Request, 2023-25  
Mrs. McKee

Approved

2b Policies

2b1 Policy 145 Constitution of the Faculty of Indiana State University  
Dr. Olsen

Approved

2b2 Policy 146 Bylaws of the Faculty Senate  
Dr. Olsen

Approved

2b3 Policy 225 Pass/Fail Grade Option  
Dr. Olsen

Approved

2b4 Policy 315 Graduate Faculty Membership  
Dr. Olsen

Approved

2b5 Policy 505 Compensation  
Dr. Olsen

Approved

2b6 Policy 510 Staff Benefit Programs.pdf  
Mrs. McKee

Approved

2b7 Policy 535 Retirement Benefits  
Mrs. McKee

Approved

2c New Program, Certificate in History.docx  
Dr. Olsen

Approved

2d New Program Certificate in Evaluation and Assessment  
Dr. Olsen

Information

2e New Program Non-degree Licensure Program Elementary Education Transition to Teaching  
Dr. Olsen

Information

2f Naming of Rich and Robin Porter Nursing Skills  
Lab  
Mrs. Angel

Approved

3. Old Business

Old Business

4. Adjournment

Adjournment

## **1 Call Meeting to Order – Kathy Cabello**

**With a quorum being met Chair Trustee Kathy Cabello called the meeting to order at 3:15 p.m.**

## 2b1 2022-23 State Repair and Rehabilitation Request

The 2021 Indiana General Assembly appropriated \$1,504,289 for Repair and Rehabilitation projects at Indiana State University for the 2022-23 fiscal year.

**Recommendation:** Approval to request the Indiana Commission for Higher Education, the State Budget Committee, the State Budget Agency, and the Governor of the State of Indiana to authorize the following projects totaling \$1,504,289 from Repair and Rehabilitation appropriation as shown below:

### General Repair and Rehabilitation

Science Building Fire Alarm Replacement	\$1,000,000
Fairbanks Hall Reroof	\$300,000
Mechanical/HVAC Repairs/Replacement	\$204,289
Total	\$1,504,289

**Motion made by: Kim Smith**

**Motion seconded by: Bob Casey**

**The recommendation was approved.**

## 2a2 Biennial State Capitol Project Request, 2023-25

The Capital Project for the 2023-25 biennium is to be submitted to the Indiana Commission for Higher Education and the State Budget Agency on or before August 15, 2022. State funding is requested for renovation of the Technology Annex building as a Center for Technology, Engineering & Design facility. The project includes the addition of new space and demolition of existing space as well as renovation work to the adjacent Myers Technology building to provide for specialized laboratories unique to engineering and technology programs of the College of Technology:

### Special Repair and Rehabilitation/New Construction

Center for Technology, Engineering & Design	\$66,000,000
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**Recommendation:** Approval of the Biennial State Capital Project Request for 2023-25 as outlined above.

**Motion made by: Kimmie Collins**

**Motion seconded by: Cynthia Powers**

**The recommendation was approved.**

## **2b1 Proposed Modifications to Policy 145 Constitution of the Faculty of Indiana State University**

**Rationale:** The policy modification to Policy 145.3.3 addresses the faculty's concern that faculty in colleges with a lower number of voting faculty have adequate nomination and representation opportunities. The modification was approved by the Senate Executive Committee on November 2, 2021, approved by the Faculty Senate on December 2, 2022 and approved by a full faculty vote on March 29, 2022. The administration supports this proposed modification.

### **Proposed Modification:**

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

### **145.3 Structure of the University Faculty Senate**

#### **145.3.1 Membership.**

**145.3.1.1 Faculty Representatives.** There shall be 34 elected faculty members. They shall be apportioned among the colleges of the University in this fashion: the total number of voting faculty in the University shall be divided by 34; this number, rounded off to the next higher whole number, shall be the "election unit." Each college shall have as many representatives as it has complete election units of voting faculty provided that every such college is to have at least one (1) representative. The remaining seats, up to the total of 34, shall be apportioned to the colleges with the largest fractional remainders of voting faculty, lot being resorted to if equal fractional remainders make this necessary. This calculation shall be made before each annual election.

**145.3.1.1.1 Transition Period.** In the transition from 40 to 34 members, there shall be an intermediate year with 37 members and 37 as the unity of election.

**145.3.1.1.2 University Library.** In this Constitution the word "college" shall be understood to include the University Library as a coordinate academic subdivision.

**145.3.1.1.3 College of Graduate and Professional Studies.** The College of Graduate and Professional Studies is not a coordinate academic subdivision in this sense and is not entitled to separate representation in the University Faculty Senate.

**145.3.1.1.4 University College.** The University College is not a coordinate academic subdivision in this sense and is not entitled to separate representation in the University Faculty Senate.

**145.3.1.2 Administration Representatives.** Five (5) administrators shall hold speaking seats in the University Faculty Senate. They shall comprise the University President, the Provost and Vice President for Academic Affairs, and three (3) other administrators appointed by the University President.



**145.3.1.3 Student Representatives.** Five (5) students shall hold speaking seats in the University Faculty Senate. They shall comprise the President of the Student Government Association, three (3) students elected by the Student Government Association Senate, and the President of the Graduate Student Association.

**145.3.1.4 Other Representatives.** Other persons with speaking seats on the University Faculty Senate shall include the Temporary Faculty Advocate and the Chair of Support Staff Council.

**145.3.2 Eligibility and Terms of Membership.** All persons who at the time of election are voting members of the University Faculty, as defined above, shall be eligible for election to the University Faculty Senate, except as provided in the following paragraph and except as provided below for re-election.

**145.3.2.1 Ineligible Administrators.** No voting member of the University Faculty who occupies the position of Assistant Dean, or who occupies a position determined by the University Faculty Senate to have administrative status equal or superior to that of Assistant Dean shall be eligible for election to the University Faculty Senate.

**145.3.2.2 Term.** The term of office of elected faculty members shall be two (2) years. Of the initial group of 34, 17 shall serve for one (1) year, 17 for two (2) years; the distinction shall be made by lot, and in such fashion that approximately half of the members from each college or school shall serve for one (1) year, half for two (2) years.

**145.3.2.3 Term Limitation for Faculty.** No elected faculty member may serve more than two (2) consecutive two-year terms.

**145.3.2.4 Term Limitation for Administrative Members.** The appointed administrative members shall serve one-year terms, but may be reappointed without limitation.

**145.3.2.5 Term Limitation for Student Representatives.** The elected student representatives shall serve one-year terms, but may be re-elected once.

### **145.3.3 Manner of Election of University Faculty Representatives.**

**145.3.3.1 Nomination.** A candidate for election to a faculty seat is nominated by a petition signed by 33% or ten (10) voting faculty of his/her their college, whichever is less and addressed to the Secretary of the University Faculty Senate.

**145.3.3.2 Election.** The names of the nominees of each college shall be placed upon a ballot which the University Faculty Senate shall cause to be distributed to the voting members of that college. The seats apportioned to that academic unit shall be filled by the nominees receiving the largest number of votes; if two (2) or more nominees have an equal number of votes for the last seat or seats to be filled, the ties shall be resolved by lot.

**145.3.3.3 Timing of Nomination and Election.** Nominations will normally close the Friday after the return from Spring Break. The Faculty Senate Chairperson may extend this deadline by one (1) week if there are fewer nominees from a

college than there are open seats for that college. The election shall commence within one (1) week after the close of nominations and faculty will be given one (1) week to vote.

**145.3.3.4 Attendance Policy.** Senators on leave who will not be attending the Senate meetings for a semester are expected to notify the Senate Chair so that temporary alternates can be appointed. Other senators who miss two meetings in a semester will be reminded by the Senate Chair of their obligation to attend. If the senator misses an additional meeting during the remainder of the academic year, the senator may lose his/her seat upon a majority vote of the Executive Committee. If so, an alternate will be appointed if one is available, and the college the senator had represented will be notified of the change of status.

**145.3.3.5 Vacancies.** Should a Senate seat become vacant before the end of the term of office because of death, resignation, leave of absence, or other cause, it shall be filled for the period of vacancy by using the results from the most recent Senate election and offered to the nominee (not currently a member of the University Faculty Senate) of the affected college who had the largest vote, and so on successively until the seat is filled. Should a replacement not be identified in this manner, the college shall select a nominee using a process defined in its Constitution. No faculty member (without regard to the process used to make the selection) will be eligible to fill a vacancy if they were not eligible in the most recent election on which a vote has been held. For the period of time when a Senate seat is unoccupied, the seat shall not count to the total number of seats when determining whether a quorum has been met.

**145.3.3.6 Election Committee.** Superintendence of all aspects of the election process shall be the charge of the Committee. Physical ballots shall be secured in the Faculty Senate office. Electronic Ballots shall be cast and stored in a manner consistent with maintaining the integrity of such ballots. The Faculty Affairs Committee of the Faculty Senate shall conduct an annual audit of elections to verify that the elections were conducted properly and that the votes were counted accurately.

#### **145.3.4 Officers of the University Faculty Senate.**

**145.3.4.1 Composition.** The officers of the University Faculty Senate shall be a Chairperson, a Vice Chairperson, a Secretary, and a Parliamentarian. Only elected faculty members may serve as officers.

**145.3.4.2 Term.** The officers shall serve for one (1) year but may be re-elected.

**145.3.4.3 Timing.** The Chairperson, Vice Chairperson, and the Secretary of the newly constituted University Faculty Senate shall be elected at the first organizational meeting. The Parliamentarian shall be nominated by the Executive Committee of the Faculty Senate at its first meeting. This nomination shall be presented for confirmation by the members of the Faculty Senate at the first meeting of the Senate each fall.

**145.3.4.3.1 Officer Vacancies.** When events prevent the Chair of the Faculty Senate from completing his/her term, the title and duties of Chair of the Senate shall be assumed by the Vice- Chair. When a vacancy exists in the position of Vice-Chair or Secretary of the Faculty Senate, the

Chair shall call for nominations from members of the Senate at the next scheduled Faculty Senate meeting; the election shall be held immediately after the close of nominations (by secret ballot if there is more than one nominee). All members of the Senate, including sitting members of the Senate Executive Committee may stand for election to a vacant officer position; if a member of the Executive Committee is elected to an officer seat, the newly vacated executive committee seat shall then be filled in accordance with other provisions in this constitution (e.g., Policy 145, Section 3.5.5).

**145.3.4.4 Presiding Officers.** The University President, or in his/her absence the Provost and Vice President for Academic Affairs, shall preside at the organizational meeting of the newly constituted University Faculty Senate meeting until the officers are elected.

### **145.3.5 The Executive Committee of the University Faculty Senate.**

**145.3.5.1 Composition.** The Executive Committee of the University Faculty Senate shall include nine (9) voting members of the University Faculty Senate: the Chairperson, Vice Chairperson, and Secretary of the University Faculty Senate, and six (6) members elected by the University Faculty Senate. The University President and the Provost and Vice President for Academic Affairs shall have speaking seats on the Executive Committee.

**145.3.5.2 Officers.** The Chairperson, the Vice Chairperson, and Secretary of the University Faculty Senate shall be the officers of the Executive Committee.

**145.3.5.3 Nomination and Election.** The six (6) elected members of the Executive Committee shall be nominated at the April meeting of the newly constituted University Faculty Senate, their election to be supervised by the officers of the University Faculty Senate as soon as those officers have themselves been elected.

**145.3.5.4 Term of Service.** The Executive Committee of the Faculty Senate shall serve from June 1 of the upcoming academic year to May 31 of the following year.

**145.3.5.5 Vacancies.** When death, resignation, or other events create a vacancy on the Executive Committee, the seat shall be filled by offering it to members of the Senate who were nominated and included on the ballot in the most recent Executive Committee election, in order of votes received. Ties will be resolved by lot. If the list of previous nominees is exhausted and the seat remains unfilled, the Chair shall call for nominations at the next scheduled Senate meeting; the election shall be held immediately after the close of nominations (by secret ballot if there is more than one nominee).

**Recommendation:** Approval of the proposed modification to Policy 145 Constitution of the Faculty of Indiana State University.

**Motion made by: John Pratt**

**Motion seconded by: Troy Woodruff**

**The recommendation was approved.**

## **2b2 Proposed Modifications to Policy 146 Bylaws of the Faculty Senate, Section 146.2 Administrative Affairs Committee**

**Rationale:** The proposed policy modification to Policy 146.2 Administrative Affairs Committee addresses faculty concerns about consistency in the process for faculty representation on search committees for administrative officers. The proposed modification also includes university service as a consideration for faculty nominations to search committees. The proposed modification was approved by the Senate Executive Committee on November 9, 2021 and at the Faculty Senate on December 2, 2021. The administration supports this proposed modification.

### **Proposed Modification:**

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

### **146.2 Administrative Affairs Committee**

#### **146.2.1 Membership.**

**146.2.1.1 Faculty Representation.** Seven (7).

**146.2.1.2 Administrative Representation.** University President and Provost and Vice President of Academic Affairs.

**146.2.1.3 Student Representation.** Two (2) undergraduates, at least one of whom shall be a voting member of the Student Government Association Senate.

**146.2.2 Duties.** The purpose of this committee shall be to keep apprised of administrative policies and procedures and to fulfill the advisory functions of the University Faculty on such matters as:

**146.2.2.1 Administrative Services.** The organization and reorganization of administrative services.

**146.2.2.2 Administrative Officers.** Selection and removal of principal administrative officers having university-wide responsibilities as well as the creation or abolition of such offices.

**146.2.2.2.1 Search Committee Membership Nominations.** Upon notification by the Chairperson of the University Faculty Senate, the Administrative Affairs Committee shall generate a pool of at least fifteen faculty that represent each College/Library, each rank of the regular faculty, and the ethnic and gender composition of the faculty. University service experience of a nominee should be considered, if appropriate. From that pool, the Administrative Affairs Committee shall nominate two slates (without overlap) of at least 6 persons each to serve on the presidential or academic vice presidential search committees. The pool and the two slates will be forwarded to the Executive Committee of the University Faculty Senate for approval by the University Faculty Senate.

**146.2.2.2.1.1 Role of the Executive Committee.** The Executive Committee of the Faculty Senate will review the two slates to ensure the search committee is broadly representative of the University faculty, and recommend one or both of the slates to the Faculty Senate. If the Executive Committee rejects both slates, it shall compose a third slate from the faculty pool generated by the Administrative Affairs Committee.

**146.2.2.2.1.2 Role of the Faculty Senate.** The Faculty Senate will act on the recommendation of the Executive Committee. If the Executive Committee has recommended more than one slate, an immediate single vote will be held between the two slates, with the one generating the higher number of votes to approve being adopted.

If the Executive Committee has recommended one of the original slates, but not the other, the Senate will vote to approve or reject this slate. If it is rejected, an immediate, single vote will be held between the two Administrative Affairs slates, with the slate generating the highest number of votes being the Senate's recommended slate.

If the Executive Committee has composed and recommended a third slate, an immediate, single vote will be held among the three slates, with the slate generating the highest number of votes being the Senate's recommended slate. If no slate receives a majority of the vote, a run-off vote will be held between the two slates receiving the highest number of votes, with the slate generating the higher number of votes being the Senate's recommended slate. The Chairperson of the Faculty Senate shall communicate the approved slate to the Chairperson of the Board of Trustees or the University President (or their designees).

**146.2.2.2.2 Number of Faculty Members on Search**

**Committee.** Faculty representatives shall constitute at least one-third of each such search committee.

**146.2.2.2.3 Reports.** Periodic progress reports by the chairperson (or designee) of the search committee shall be made to the University Faculty Senate without violating the confidentiality of the search. The members of the faculty elected to the search committee shall report to the Administrative Affairs Committee at the conclusion of the search.

**146.2.2.3** Campus Development and Physical Facilities.

**146.2.2.4** The Academic Calendar.

**146.2.2.5** Registration and Scheduling Procedures.

**146.2.2.6** Public Relations.

**146.2.2.7** University Publications.

**Recommendation:** Approval of the proposed modification to Policy 146 Bylaws of the Faculty Senate

**Motion made by: Cynthia Powers**

**Motion seconded by: Kimmie Collins**

**The recommendation was approved.**

## 2b3 Approval of Policy 225 Pass/Fail Grade Option

**Rationale:** The proposed adoption of Policy 225 Pass/Fail Grade Option will encourage intellectual exploration and provide assistance to students when academic performance may have suffered due to an unexpected disruption beyond their control. This pass/fail option allows students to focus more on the learning objectives of the course, without the worry of how it will impact their grade point average. The Faculty Senate, after input from students and campus units, approved this policy. The administration also supports approval of this policy.

Policy 225 Pass/Fail Grade Option is proposed as a new policy.

### 225.1 General Policy

Undergraduate students pursuing their first baccalaureate degree at Indiana State University may elect to switch a maximum of 16 credits from a standard letter grade (A-F) to a Pass/Fail grade.

#### 225.1.1 Grade Standards and Restrictions

- The Passing grade (Pass) is defined as an equivalent to the standard letter grade of D- or better; course credit is earned but the grade does not calculate in the GPA.
- The Failing grade (Fail) is defined as an equivalent to the standard letter grade of F; course credit is not earned and the grade does not calculate in the GPA.
- Only a maximum of seven (7) credits will be allowed per semester/term, allowing for a maximum of 16 credits total.
- A course assigned a Pass/Fail grade is ineligible for the course repeat policy.
- Students must meet the semester/term deadlines, which align with the last day to drop/withdraw as listed in the academic calendar.
- Once the deadline has passed, there is no exception to reverse the Pass/Fail grade back to the standard final letter grade.
- A Passing grade will not fulfill a prerequisite requirement when a grade higher than a D- is required.
- Courses taken on a Pass/Fail basis will count toward full- or part-time standing for purposes of financial aid and loan deferments.
- Courses taken on a Pass/Fail basis will not be eligible for Dean's List or Latin Honors.

**Recommendation:** Approval of Policy 225 Pass/Fail Grade Option.

**Motion made by: Kimmie Collins**

**Motion seconded by: Bob Casey**

**The recommendation was approved.**

## 2b4 Proposed Modifications to Policy 315 Graduate Faculty Membership

**Rationale:** This is a clean-up of the policy to remove outdated language and to clarify the Appeal Procedure. The proposed modification was approved by the Faculty Senate Executive Committee on 10/26/21 and by the Faculty Senate on 12/02/21. The administration supports this proposed modification.

### **Proposed Modification:**

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

### **315 Graduate Faculty Membership**

#### **315.1.1 Regular Graduate Faculty**

**315.1.1.1 Faculty Appointment ~~Appointed In or After Fall, 2007~~.** At the time of appointment ~~(effective for all faculty appointed Fall 2007 or after)~~ all regular faculty with terminal degrees will be granted graduate faculty membership.

**315.1.1.2 Current Faculty.** Current ~~(as of Summer 2007)~~ associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. ~~Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2010 using the standards in place prior to Fall 2007.~~

**315.1.1.3 Initial Appointment.** The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council.

**315.1.1.4 Review of Graduate Faculty Membership.** Review of graduate faculty membership may occur at the request of the department chair, college dean, program director or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

**315.1.1.5 Endorsement to Supervise or Chair Scholarly or Creative Projects, Theses, or Dissertations.** An endorsement to chair or supervise scholarly or creative projects, theses, or dissertations is granted separately from graduate faculty status by a vote of a departmental committee (if applicable), approval of the department chairperson, college dean, and the Dean of the College of Graduate and Professional Studies. To qualify for the endorsement to chair or supervise scholarly or creative projects, thesis, or dissertation committees graduate faculty members must work with a graduate faculty mentor appointed by their department, serve on scholarly or creative project, thesis, or dissertation committees, and complete training on the responsible conduct of research and online Graduate Research Training.

**315.1.1.6 Review of Endorsement to Supervise or Chair Scholarly or Creative Projects, Theses, or Dissertations.** Review of the endorsement to supervise or chair scholarly or creative projects, theses, or dissertations may occur at the request of the department chair, college dean, program director or Dean of the College of Graduate

and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

**315.1.2 Emeritus Graduate Faculty.** Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

**315.1.3 Term-Limited Graduate Faculty.** An individual may be appointed for a limited period as a member of the graduate faculty. This faculty member must be at least one of the following:

**315.1.3.1 Regular Faculty With Terminal Degree.** Regular faculty with an earned doctorate or other terminal degree in the field of specialization, or a regular faculty who has an earned master's degree and has distinguished themselves in teaching, research, and /or service, but do not meet the requirements for Graduate Faculty membership; or

**315.1.3.2 Regular Faculty With All But Dissertation Completed.** Regular faculty or newly hired faculty with all but dissertation completed who are actively working toward a doctorate;

**315.1.3.3 Lecturers.** Lecturers at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or

**315.1.3.4 Professionals.** Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

**315.1.3.5 Assignment of Term-Limited Faculty.** A faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A faculty member will not be granted the endorsement to chair theses/dissertations.

**315.1.3.6 Term of Appointment.** The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees.

**315.1.3.7 Reappointment.** Reappointment is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

**315.1.4 Ex-Officio Graduate Faculty.** Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position.

**315.1.4.1 Administrators ~~Appointed Prior to Fall 2007~~.** All university administrators ~~appointed prior to Fall 2007~~, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

**315.1.5 Appeal Procedure.** In cases where an appeal is to be made regarding granting graduate faculty status, the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed. In cases where an appeal is to be made regarding the



probation or revocation of graduate faculty status, the Office of the Provost is where the appeal should be directed.

**Recommendation:** Approval of the proposed modification to Policy 315 Graduate Faculty Membership.

**Motion made by: Bob Casey**

**Motion seconded by: Cynthia Powers**

**The recommendation was approved.**

## 2b5 Proposed Modifications to Policy 505 Compensation, Section 505.12 Summer Sessions

**Rationale:** In light of the current institutional climate, the faculty desired creation of an open and equitable system for summer compensation that prioritizes students' needs. These proposed modifications to Section 505.12 provide a transparent salary for summer instruction per credit hour based on faculty rank. The Faculty Senate approved the proposed modification on March 31, 2022. The Administration supports this policy modification.

### **Proposed Modification:**

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

### **505 Compensation**

#### **505.12 Summer Sessions**

**505.12.1 Summer Term Salaries Based on Teaching Load.** Summer term salaries are based on the number of credit hours (or equivalent) taught.

**505.12.2 Summer Term Rate of Pay.** The rate of payment ~~is 2, 2.5, or 3 per cent of the previous academic year base appointment salary for each semester hour of instruction (or equivalent) based on University enrollment guidelines;~~ shall be a flat fee based upon rank.

a. ~~Pay shall be as follows: Undergraduate Courses: (5-9 students = 2%, 10-19 students = 2.5%, and 20+ students = 3%); Assistant Professors, Associate Professors, and Full Professors: 3% of the salary floor for their respective rank, per credit. Senior Instructors: 2.75% of the salary floor for Assistant Professors, per credit. Instructors: 2.5% of the salary floor for Assistant Professors, per credit. Lecturers' pay shall be consistent with their compensation for Fall and Spring semester courses.~~

b. ~~Graduate Courses: (4-7 students = 2%, 8-15 = 2.5%, and 16+ students = 3%)~~

c.b. Faculty teaching arranged/independent study sections will be paid a flat stipend per student. Rate shall be \$300 - \$~~54~~00 per student up to a maximum of \$2500. ~~based on a three-semester hour independent study course or equivalent. The rate shall be determined based upon the amount of time and effort put into instruction.~~

**505.12.3 Enrollment Guidelines Must Be Met.** Summer session courses are subject to meeting minimum enrollment guidelines of the University (~~58~~ for undergraduate courses and ~~46~~ for graduate courses). If a course does not meet the minimum enrollment guidelines, the department chair may offer a faculty member the opportunity to teach at the course utilizing the arranged/independent study model presented in Section 505.12.2.

~~**505.12.3.1** Undergraduate course sections with enrollments of 40 or less may not be divided into multiple sections for the purpose of employing more faculty to~~

~~teach. Sections with enrollment greater than 40 may be considered for division into smaller enrolled sections.~~

**505.12.4 Summer Term Teaching Assignments.** Department chairs are responsible for scheduling department courses and for appointing faculty to teaching assignments.

**505.12.5 Timing of Pay.** Summer session faculty receive compensation following completion of the teaching assignment.

**Recommendation:** Approval of the proposed modification to Policy 505 Compensation.

**Motion made by: Kim Smith**

**Motion seconded by: Kimmie Collins**

**The recommendation was approved.**

## **2b6 Proposed Modifications to Policy 510 Staff Benefits Programs (Rename: Employee Benefit Plans)**

**Rationale:** As a part of a regular review of policies, the administration has identified the need to update these policies to ensure they are consistent with current practice and processes. Modify the title of the policy to **Employee Benefit Plans** to reflect more current terminology and content including updating the appropriate contact office as the Office of Employee Benefits and removing outdated references to items no longer available or allowed. A formal authorization of delegation for plan administration to the Vice President of Finance and Administration/Treasurer was added to this policy to be consistent with benefit plan documents.

### **Proposed Modifications:**

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

#### **510.1 General**

**510.1.1 Master Policies Govern.** Brief descriptions of the various University benefits plans follow. Every effort has been made to make these descriptions as accurate as possible. However, should any conflict arise between the descriptions presented in this University Policy Library and the text of the master policies, the text of the master policies shall govern in all cases. This University Policy Library is for informational purposes and is not intended to serve as legal interpretation of benefits. Reasonable effort is made to have this University Policy Library represent the intent of the master policy language. However, master policy language stands alone and is not considered as supplemented or amended in any way by the explanations or examples included in this University Policy Library.

**510.1.2 ISU Board of Trustees Reserve the Right to Modify.** The ISU Board of Trustees reserves the right to amend, modify, or eliminate any programs at any time without notice. University benefits programs are administered in accordance with the laws of the State of Indiana.

**510.1.3 Plan Administrator.** The Board of Trustees delegates the administration of employee benefit plans to the Vice President for Finance and Administration. The Plan Administrator shall have the authority to control and manage the operation and administration of employee benefit plans.

#### **510.2 Benefits Eligible Employees**

**510.2.1 Regular Faculty and Staff.** All Regular Faculty and Staff are eligible for Full Benefits.

**510.2.1.1 Retirement Criteria.** Effective March 1, 20~~22~~<sup>24</sup>, Regular Faculty and Staff are eligible for post-retirement health and life coverages if they have at least 20 years of service at ISU, have been covered by ISU plans for at least 20 years (including spouse, if covered), and retire after age ~~60~~<sup>or under rule of 85</sup>. Employees hired or insured on or after January 1, 2005, are not eligible for post-retirement benefits. The University and retiree share in the cost of the coverage, and schedules of coverage are subject to change.

**510.2.1.2 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 with 20 or more years of consecutive service at ISU.

**510.2.2 Temporary Faculty.** Temporary Faculty are eligible for life insurance and health coverage. ~~Part-time Temporary Faculty who are assigned to teach nine (9) or more semester hours each semester on an academic year appointment basis qualify to participate in the group life/accidental death and dismemberment insurance and group health plan programs.~~ Part-time Temporary Faculty ~~who are less than half-time (9 semester hours),~~ and other temporary employees, including students, are not eligible for the Faculty and Staff benefits. ~~health and welfare benefits programs.~~

### **510.2.3 Health and Welfare Benefits Coverage: Separation of Employment.**

**510.2.3.1 Staff.** Staff who separate employment at the University will have coverage for health benefits, life insurance, disability insurance, voluntary supplemental life insurance and voluntary vision insurance to the last day of the month in which separation occurs.

**510.2.3.2 Faculty.** Faculty who separate from employment at the end of the academic year may elect to extend coverage for health benefits, life insurance, voluntary supplemental life insurance, and voluntary vision insurance to that last day of August of the year in which separation occurs. Section 510.2.3.1 will apply to Faculty who separate from employment during the academic year.

**510.2.3.2.1 Faculty – Disability.** Disability insurance coverage for faculty will terminate on the last day of the month in which separation occurs.

**510.2.4 Disability Coverage.** Totally disabled Staff employees who qualify for benefits under the University disability insurance program may continue the University health plan coverage and reduced life insurance coverages in effect at the time the disability commences, regardless of age, as long as the disabled Staff employee member has the minimum years of service required by the University Retirement Policy (Section 510.2.1.1). University contributions will continue toward the coverage cost if required individual contributions are paid when due.

## **510.3 Group Life Insurance/Accidental Death and Dismemberment Plan**

**510.3.1 General.** Effective January 1, 1975, the life insurance program became mandatory for all new benefits-eligible employees. On August 1, 1985, employees could elect coverage under a Revised Schedule of benefits or could continue under the schedule of benefits in effect at that time. Benefits-eligible employees hired on and after August 1, 1985, are required to participate in the Revised Schedule of life insurance benefits.

**510.3.2 Revised Schedule.** The Revised Schedule of life insurance benefits offers coverage of two and one-half (2.5) times salary, rounded up to the next whole thousand, based on a schedule of benefits with a \$100,000 maximum coverage. Following retirement under the University Retirement Policy (Section 510.2.1.1), coverage is reduced to \$5,000.

**510.3.2.1 Schedule Pre-August 1, 1985.** Employees who elected to remain on the schedule in effect before August 1, 1985 have coverage of two (2) times salary, based on a schedule of benefits with a maximum coverage of \$75,000. Following retirement under the University Retirement Policy (Section 510.2.1.1), coverage is reduced by one-half (1/2), not to exceed \$20,000.

**510.3.3 Reduced Coverage During Leaves of Absence.** During an approved leave of absence without pay, life insurance will be reduced to no more than \$50,000, and the employee has the option to purchase any coverage reduced within 31 days of the date the coverage was reduced. Any reduced coverage purchased by the employee will be billed by the insurance carrier.

**510.3.3.1 Return to Work.** Upon return to work on a regular schedule, the life insurance will be increased to the amount of coverage based upon the plan in force at the time the leave was begun.

**510.3.3.2 Maximum Time During Leaves of Absence.** Life insurance may be carried for a maximum of 24 months during an approved leave without pay.

**510.3.4 Imputed Income.** There shall be imputed income calculated and taxes withheld on University-paid premiums on life insurance coverage in excess of \$50,000.

**510.3.5 Benefits for Accidental Death & Dismemberment; Termination upon Retirement.** Group Life Insurance coverage includes accidental death and dismemberment coverage, which doubles the life insurance coverage amount in cases of accidental death. Benefits may also be provided in cases of accidental dismemberment. Accidental death and dismemberment coverage terminates upon retirement. The plan does not pay Repatriation Charges. Detailed schedules of life insurance benefits are available in the Office of Employee Staff Benefits.

**510.3.6 Conversion and Portability upon Separation from Employment.** A separated or retired employee may convert reduced or terminated group life insurance coverage.

~~**510.3.6.1 Minimum 5 Years Employment.** The insured, separated person must have been employed by ISU for a minimum of five (5) years, and apply for and pay for the conversion policy within 31 days after the life insurance under the contract reduces or terminates.~~

**510.3.6.21 Rates.** Rates for converted life insurance coverage are determined by the life insurance carrier and are based upon age and class of risk at the time of conversion.

**510.3.6.32 No Proof of Insurability.** There is no evidence of insurability required for conversion coverage.

**510.3.6.43 Contact Staff Employee Benefits.** Additional information is available in the Office of Employee Staff Benefits.

**510.3.6.4 Portability.** This plan has a portability clause, based upon the insured guidelines, may allow an employee to maintain coverage directly with the carrier after separation or service or retirement.

## 510.4 Voluntary Supplemental Life Insurance Plan

**510.4.1 General.** The University offers a voluntary supplemental life insurance policy to benefits-eligible employees. Coverage may also be extended to a spouse and dependent children.

**510.4.2 Enrollment.** During the first 31 days of employment, an employee (and eligible dependents) may enroll in the plan and have the guarantee issue amount of coverage.

**510.4.3 Rates.** Rates are age-based and may change as the employee and dependents grow older.

**510.4.4 Proof of Insurability May Apply.** Applications for coverage in excess of the guarantee issue amounts, as well as late enrollment applications, require evidence of medical insurability.

**510.4.5 Payment of Premium.** The employee pays the full premium for this supplemental life insurance.

**510.4.6 Portability.** This plan has a portability clause which based upon the insured guidelines, may allow an employee to maintain coverage directly with the carrier after separation of service or retirement.

**510.4.7 Contact Staff Employee Benefits.** Detailed ~~schedules of~~ information regarding voluntary life insurance benefits including premium rates are available ~~in on~~ the Office of Employee Staff Benefits webpage.

## 510.5 Health Benefits Plan

**510.5.1 University-Provided Benefit.** The University's group health plan is self-insured and administered by a third-party administrator. Employee contribution rates are set annually depending on medical cost trend factors and claims experience within the University group and budgetary considerations.

**510.5.2 Dependent Child Coverage.** ~~Unmarried, D~~dependent children are eligible for coverage through the last day of the calendar year in which they reach age ~~of 26~~ 19 or, if enrolled as a full-time student, age 26. ~~Disabled, dependent children are covered under special provisions if the disability was established by age 18.~~ Further detailed information is available in the Office of Employee Staff Benefits.

**510.5.3 Dependents of Deceased Employees.** Health plan coverage may be continued for dependents of deceased employees if the deceased employee had worked the number of years of service required by the University Retirement Policy (Section 510.2.1.1) at the time of the employee's death. If a dependent spouse ~~or partner~~ of a deceased University employee or retiree remarries, then such dependent spouse ~~or partner~~ is not eligible for continuation of the health benefits coverage beyond the date of remarriage.

**510.5.4 Removed.**

**510.5.5 Enrollment Period.** The group health benefits plan is an optional program. Eligible ~~staff members~~ employees desiring this coverage must enroll in the program within 31 days of employment. Coverage is effective on the first day of the month following the enrollment date.

~~**510.5.5.1 Employees with Previous Coverage.** Employees who were covered by a previous policy within 63 days of enrollment in the ISU plan must provide a Health Insurance Portability and Accountability Certificate of Credible Service.~~

~~**510.5.5.2 Pre-existing Condition Limitation.** A pre-existing condition limitation applies for employees who were not previously covered and cannot supply the Health Insurance Portability and Accountability Certificate of Credible Service. Benefits are limited to \$2,500 for the first 12 months of coverage for any pre-existing condition. Under the coverage, a condition is considered pre-existing if the person was treated, received medical advice, or was prescribed medications during the six (6) months prior to the effective date of coverage in the ISU plan. Pregnancy is not considered a pre-existing condition.~~

**510.5.6 Additions and Changes in Covered Individuals.** New births or adoptions must be reported within 31 days of the event to add such dependents to the employee's coverage as of the date of such birth or adoption. Status changes of employees and dependents must be reported within 31 days of such change in order for coverage to be effective upon the date of such change. See Section 510.5.8 Special Enrollment Verification Documentation of such changes is required.

**510.5.7 Open Enrollment.** An open enrollment period for the health benefits plan will be offered in the fall of each year for s in November of each year for coverage effective the following January. ~~Any eligible employees or dependents enrolling in or adding to the health plan on or after January 1, 2005, are not eligible for post-retirement health benefits until the following year.~~

**510.5.8 Special Enrollment.** Special enrollment is available only if applied for within 31 days following a qualifying event, as follows:

- a. Loss of group health coverage with another group health plan (voluntary or involuntary).
- b. Loss of health coverage due to divorce from the spouse who has other group health coverage.
- c. Loss of group health coverage due to death of the spouse/relative who has other group health coverage.
- d. Termination of group health plan coverage by the employer of spouse/relative.

A dependent may be added through special enrollment if an application is received within 31 days of the following qualifying events:

- a. Marriage to a benefits-eligible employee who is enrolled in the health coverage.
- b. Birth of a child of a benefits-eligible employee who is enrolled in the health coverage.
- c. Legal adoption or placement of a child for adoption with a benefits-eligible employee who is enrolled in the health coverage.



d. In addition to the above, employees and/ or their dependents may have special enrollment rights if applied for within 60 days following one of the following:

1. Coverage is lost under Medicaid or a State health insurance program (~~"SCHIP"~~).
2. When the employee and/or their dependents gain eligibility for state premium assistance.

**510.5.9 Contact Employee Staff Benefits.** ~~Detailed information regarding the health benefits plan is contained in health benefits plan booklets available in the Office of Staff Benefits. For more information regarding health benefits, please contact the Office of Employee Benefits.~~

## **510.6 Section 125 Salary Conversion Program**

**510.6.1 General.** Under Section 125 of the Internal Revenue Code, the University is permitted to establish a program to pay health plan contributions with pre-tax dollars. By using pre-tax dollars to make contributions, a participant may increase take home pay resulting from lower income and Social Security (FICA) taxes. Participation in such a program may reduce tax liability. It may also reduce monthly Social Security benefits at retirement if current annual earnings are below the applicable Social Security wage contribution base.

**510.6.2 Enrollment Period.** An election to participate in the program must be received in the Office of Employee Staff Benefits by ~~December 10- the designated open enrollment period~~ in order to participate during the following calendar year. The election to participate must remain in force throughout the entire calendar year unless there is a change in family status.

**510.6.2.1 Non-Participation.** Also, should one desire not to participate in the Section 125 program, an election not to participate must be received in the Office of Employee Staff Benefits by December 10 for the following calendar year.

**510.6.2.2 Certain Mid-Year Changes Acceptable.** Federal law allows changes in family dependent status (marriage, divorce, new child) as a reason to make a change in election during the year.

**510.6.2.3 Elections Remain in Force until Changed.** Once an election is made, it will remain in force for future years until a new election form is received by the Office of Employee Staff Benefits.

## **510.7 Health Coverage for Employees/Spouses Working Beyond Age 65**

**510.7.1 Medicare Integration for Employed Individuals over 65.** ~~While employed, Employees -staff members~~ and spouses ~~or partners~~ over age 65 are given a choice of retaining the University coverage or dropping the University coverage and having Medicare (Part A and B) as primary payor, according to the Tax Equity and Fiscal Responsibility Act of 1986 (TEFRA), while employed.

**510.7.1.1 Impact of Election to Retain University Benefits.** Should the employee/spouse working beyond age 65 elect to retain the University's health benefits plan, the plan will pay as a primary payor. If enrolled, Medicare will pay

as secondary. A summary of the benefits provided under the provisions of the coverage is available in the Office of Employee Staff Benefits.

**510.7.1.2 Impact of Election for Medicare to be Primary Payor.** Should the employee/spouse/~~partner~~ working beyond age 65 elect to have Medicare as the primary payor, the ISU health plan must be dropped for the person making the election election. If the employee elects to have Medicare as the primary payor, health benefits on the entire membership must also be terminated. dropped.

**510.7.2 Medicare Integration for Retired Individuals over 65.** Following retirement and upon attainment of age 65 or eligibility for Medicare, the retiree and spouse are required to enroll in Medicare (Parts A and B) (hospital and medical insurance) when eligible in order to participate in the University's retiree health benefits plan. ~~The University makes an annual election on whether ISU retirees will be required to enroll in Medicare Part D prescription drug coverage. Should a retiree or dependent enroll in Part D, ISU's prescription drug coverage may not be utilized.~~

## **510.8 COBRA Continuation of Health Coverage**

**510.8.1 General.** Federal law (Public Law 99-272, Title X) requires that most employers sponsoring group health plans offer an opportunity to continue health coverage at group rates in certain instances where coverage under the plan would otherwise end. This law is titled "Consolidated Omnibus Budget Reconciliation Act" (COBRA). In most cases, the individual is required to pay 102 per cent of the total group rate in order to continue health coverage. The extension of health coverage is for 18 to 36 months depending upon the circumstances of coverage termination. ~~Full details and necessary forms are available in the Office of Staff Benefits. For more information and forms, visit Employee Benefits webpage or contact the Office of Employee Benefits.~~

**510.8.2 Impact of Social Security Disability.** If an employee (or dependent) receives Social Security Disability while on the University's health plan, prior to termination of ISU employment, then notice should be provided to the Office of Staff Employee Benefits. It may be possible to extend COBRA coverage from 18 to 29 months. The individual is required to pay 102 percent per cent of the total group rate through the first 18 months and 150 percent per cent from the 19th month through the 29th month.

## **510.9 Flexible Spending Accounts**

~~Effective February 1, 2006, V~~voluntary flexible spending accounts for eligible medical and dependent care expenses ~~were established are available~~. These accounts allow employees to set aside pre-tax money each tax year to be used to pay for eligible medical and dependent care expenses. The maximum amount that can be deferred is determined by the IRS each year. ~~for medical expenses is \$5,000 per year and \$5,000 per year for dependent care expenses.~~ Deductions for these accounts are for calendar year purposes and may not be changed except within 31 days of a qualifying life event. ~~in certain circumstances.~~

## **510.10 Voluntary Vision Insurance**

The University offers voluntary vision insurance coverage for all benefits-eligible faculty and staff. Employees are eligible to enroll during the first 31 days of employment or during the open enrollment period each year. The plan utilizes a network of providers and requires that employees enroll for a one-year required coverage period. During this required coverage period, covered members can obtain one eye exam per 12 months, one set of lenses per 12 months,

and one set of frames per 24 months. The plan also provides a reimbursement schedule for services obtained through a non-network provider.

## **510.11 Disability Benefits**

**510.11.1 General.** Disability benefits are provided under the provisions of the Social Security Act for those persons fully insured after it has been determined that a permanent disability exists. In some cases, there is a five-month waiting period which begins on the first day of the month following the date of onset of the sickness or injury. In order to determine benefits payable, employees should consult the local Social Security Office.

**510.11.2 INPRS PERF Disability Benefits.** The Indiana Public ~~Employees'~~ Retirement ~~System Fund~~ (INPRSPERF) provides disability benefits for those employees who are currently ~~in an INPRS eligible position active members of the Fund~~ with a minimum of five (5) years of service credit ~~and who become disabled while working in a PERF eligible position at ISU~~. Estimates of benefits payable are determined by INPRS secured at the time of the disability.

**510.11.3 Contact Employee Staff Benefits.** Questions regarding benefits and procedures under the Indiana Public Employees' Retirement Fund should be directed to the Office of Employee Staff Benefits.

## **510.12 Long-Term Disability Insurance PlanProgram**

**510.12.1 Qualification for Coverage.** The University provides disability insurance coverage for full-time Regular Faculty and Staff upon completion of three (3) years of continuous service. The full cost of this program is paid by the University.

**510.12.1.1 Required Participation in Program.** Since July 1, 1982, all eligible employees are required to participate in the disability insurance program as a condition of employment after the third year of service.

**510.12.1.2 Three-Year Continuous Service Exception.** New employees may be eligible for coverage upon employment provided they were covered by the former employer under a similar group insurance program and benefits were payable for a minimum of five (5) years; such coverage must have been in effect within 90 days of employment at Indiana State University. It is the responsibility of the new employee to provide documentation of prior employer coverage to the Office of Employee Staff Benefits.

**510.12.1.3 One-Year or Temporary Ineligible.** One-year or Temporary employees are not eligible for the disability insurance program.

**510.12.2 Benefits under Plan.** The disability benefits program guarantees employees a 66 2/3 ~~per cent percent~~ income protection and annuity contribution continuation after 180 days of continuous total disability. The income protection amount is from all ~~University participating~~ sources. Should an employee become disabled and be granted disability, benefits received from the plan may be taxable.

**510.12.2.1 Structure of Benefits.** If total disability occurs at, or prior to, age 60, disability benefits will be paid until the employee's social security normal retirement age, continue to age 65. If total disability commences after age 60,

disability benefits will be payable as defined in the current plan contract. Contact Employee Benefits for more information. follows:

<del>Age When Maximum Disability Begins</del>	<del>Maximum Duration of Benefits</del>
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<del>60 but less than 65</del>	<del>4 1/2 years</del>
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<del>65 but less than 68 1/2</del>	<del>to age 70</del>
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<del>68 1/2 and over</del>	<del>1 year</del>
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~~A brochure detailing coverage information is available in the Office of Staff Benefits.~~

### **510.13 Workers Compensation**

Employees of the University are covered under workers compensation for injuries incurred while engaged in regular assigned duties, and claims are processed in accordance with the State of Indiana workers compensation statutes. The benefits received for such injuries are dependent upon the nature of the injury.

### **510.14 Retirement Plans**

For information regarding retirement plans, see Policy 535 Retirement Benefits and Policy 550 University Retirement.

**Recommendation:** Approval of the proposed modification to Policy 510 Staff Benefits Programs.

**Motion made by: Rob Lowe**

**Motion seconded by: Cynthia Powers**

**The recommendation was approved.**

## **2b7 Proposed Modifications to Policy 535 Retirement Benefits**

**Rationale:** As a part of a regular review of policies, the administration has identified the need to update these policies to ensure they are consistent with current practice and processes. Modifications include deleting wording no longer applicable and duplicative sections contained in other policies. Changes to this policy include a new section 535.5 TIAA-Auto Enroll program that was approved by the Board of Trustees on October 24, 2008. A delegation of plan administration similar to that contained in Policy 510 for TIAA Retirement Plan was also added to this policy.

### **Proposed Modifications:**

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

#### **535.1 Faculty, Exempt and Non-Exempt Professional Staff: TIAA Retirement Plan**

**535.1.1 General.** Indiana State University ~~has participated~~ participates in the a Teachers Insurance and Annuity Association defined contribution retirement program ~~since 1937~~. The Indiana State University Board of Trustees approved a Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA) Revised Retirement Plan effective July 1, 1967. All new Regular Faculty, Exempt Staff, and Non-Exempt Professional Staff are required to participate in the TIAA Retirement Plan upon eligibility.

**535.1.2 Eligibility for Immediate Participation.** Regular Faculty, Exempt Staff, and Non-Exempt Professional Staff are eligible to participate in the TIAA Retirement Plan immediately upon employment.

**535.1.3 Management of Investment Options.** The TIAA Retirement Plan provides a variety of investment options. Each participating employee may elect and change investment strategy as often as allowed by TIAA. ~~It is the employee's responsibility to contact TIAA should a change in allocation between the many investment choices be desired.~~

**535.1.4 Contribution Rate.** Participating employees will receive University contributions to the TIAA Retirement Plan calculated at ten (10) percent of the base appointment salary. Eligible faculty teaching summer courses will receive University contributions calculated at ten (10) percent of summer earnings. University contributions vest immediately.

**535.1.5 Cash Option.** Effective July 1, 1994, the ISU Board of Trustees approved a cash option on ~~-TIAA Regular Retirement Annuity contracts~~. Upon any separation from service, cash is offered to

- A. Individuals with less than five (5) years of participation or contributions, or
- B. Individuals older than age 55 with more than five (5) years of contributions.

Separated employees who withdraw funds from TIAA may have tax liability and are advised to seek tax consultation prior to withdrawal.

Additional information is available in the Office of Employee Benefits.

## **535.2 Non-Exempt Staff: Indiana Public Retirement System**

**535.2.1 Eligibility.** All Regular Non-Exempt Staff participate in the Indiana Public Retirement System (INPRS) immediately upon employment.

**535.2.2 Contribution Rate.** Participating employees must contribute 3 percent, which is paid by Indiana State University. The University also contributes an additional amount that is determined actuarially each year by INPRS.

**535.2.3 About INPRS.** INPRS provides retirement annuity and pension benefits, disability income benefits, early retirement, and death benefits. A detailed description of the benefits available is contained in the Indiana Public Retirement System Member Handbook and is available at [www.in.gov/inprs](http://www.in.gov/inprs).

## **535.3 Tax-Deferred Annuities IRC 403 (b)**

The Indiana State University Board of Trustees has approved the participation of Regular Faculty and Regular Staff in tax-deferred annuity programs under Section 403(b) of the Internal Revenue Code. Such contributions are subject to Internal Revenue Code maximums.

## **~~535.4 TIAA Tax-Deferred Annuities~~**

~~Regular Faculty and Regular Staff may be eligible to apply additional retirement contributions to their regular TIAA retirement program (RA) as a tax-deferred annuity contribution. Such contributions are subject to Internal Revenue Code maximums.~~

## **~~535.5 Supplemental Tax-Deferred Annuities~~**

~~All Regular Faculty, Regular Exempt Staff, and Non-Exempt Professional Staff are authorized to participate in supplemental tax-deferred annuities by requesting a reduction of salary equal to the amount to be forwarded to selected TIAA contracts. The University does not contribute to these programs.~~

## **535.64 Deferred Compensation Plan IRC 457 (b)**

~~The Economic Growth and Tax Relief Reconciliation Act (EGTRRA) contained provisions expanding the retirement savings opportunities that colleges and universities may offer employees. Effective in 2002, All employees are eligible to take advantage of making additional pre-tax contributions toward retirement savings. There is an annual limit on contributions to this plan. Further detailed information may be secured from the Office of Employee Benefits.~~

## **535.5 TIAA Auto-Enroll**

To facilitate retirement savings, all new employees will have an automatic three (3) percent deducted from each payroll check before taxes to contribute to a TIAA Group Supplemental Retirement Annuity. The employee is responsible for choosing the investments and beneficiary(s) after the contract has been established. The employee may choose to opt out of this contribution.

### **535.67 Normal Retirement Age**

A "Normal Retirement" age of 65 will be used for benefit planning purposes. Certain University-sponsored benefit programs will be limited for those who continue employment beyond the "Normal Retirement" age. The following benefit limitations will apply:

**535.67.1 Life Insurance.** Term life insurance coverage will be 65 percent of the scheduled amount beginning July 1 following their 65th birthday. Accidental death and dismemberment coverage will be 65 percent of the scheduled amount beginning July 1 following their 65th birthday. Conversion privileges may apply; see the Office of Employee Benefits for further details.

**535.67.2 Health Benefits.** Coverage under the health benefits plan will be continued for employees, spouses, and eligible dependents who continue employment beyond normal retirement age 65. (See Policy 510 Employee Staff Benefits Plans Programs, Section 510.7 *Health Coverage for Employees/Spouses Working Beyond Age 65.*)

**535.67.3 Disability Insurance.** Coverage is extended until six (6) months prior to retirement. ~~If an approved disability should occur, benefits will be paid according to the following schedule:~~

~~Age When Total Maximum~~

~~Disability Begins Duration of Benefit~~

~~65 but less than 68 ½ to age 70~~

~~68 1/2 and over 1 year~~

### **535.8 Post Retirement Life and Health For Employees Hired Prior to January 2, 2005**

~~The following benefits will be available to Regular Faculty, Regular Exempt Staff, Non-Exempt Professional Staff, and Regular Non-Exempt Staff retirees who have a minimum of 20 years of service at ISU and who retire after age 62 or who have retired under the disability insurance plan at any age with at least 20 years of service.~~

#### **535.8.1 Life Insurance.**

~~**535.8.1.1 Revised Plan (August 1, 1985):** Upon retirement, life insurance coverage will be reduced to \$5,000. Accidental death and dismemberment coverage terminates on the effective date of retirement.~~

~~**535.8.1.2 Prior Plan:** Upon retirement prior to age 66 normal retirement, life insurance coverage will be reduced to 50 percent of the scheduled amount of coverage in effect at retirement with a maximum of \$20,000. At retirement after age 66 the life insurance coverage will be reduced to 50 percent of the coverage in effect on June 30 prior to normal retirement age (July 1 after age 66) with a maximum of \$20,000. Accidental death and dismemberment terminates on the effective date of retirement.~~



~~**535.8.2 Health Benefits Plan.** Following retirement, health coverage for the employee and dependents, if eligible, may be continued through the ISU group health plan if the retiree and dependent(s) were participating in the health plan for the minimum number of years required for the retirement plan at the time of retirement. Employees (hired prior to January 1, 2005) who have not had a full 20 years of health coverage are not eligible for post-retirement health coverage.~~

~~**535.8.2.1 Required Enrollment in Medicare.** Upon attainment of age 65 or upon eligibility, the retiree and spouse are required to enroll in the Medicare program (Part A and B) to participate in the University's fully insured retiree Supplemental medical coverage. Medicare would then become the primary payer for all medical charges with the ISU retiree health plan paying as secondary payer.~~

~~**535.8.2.2 Retiree Payment.** Retirees are charged a premium based upon the experience of the group. Retirees must enroll in and pay for Medicare Part A and B that can be deducted from the Social Security check. Should a retiree fail to pay the required share for the University retiree health plan, coverage will be terminated. Once terminated, coverage may not be reinstated at any time in the future. Retirees may not add dependents to the coverage after retirement.~~

~~**535.8.3 Ineligible Employees.** There are no post-retirement life or health benefits for employees hired after January 1, 2005.~~

## **535.79 Resignations/Terminations Other Than Retirement**

Any individual whose appointment has been discontinued, who resigns, or who has been terminated prior to eligibility for retirement, and who has a vested interest in the financial retirement plans, shall be entitled to the financial benefits, if any, of the respective retirement plan. Such individuals do not qualify for continuation of University group insurance coverage's following termination. The last day worked will be the effective date of separation in all cases except when the staff member fails to return from a leave of absence. The separation date may not be vacation, sick leave or convenience day.

### **535.8 Plan Administration**

The Board of Trustees delegates the administration of the TIAA Retirement Plan to the Vice President for Finance and Administration. As plan administrator, the Vice President for Finance and Administration shall have the authority to manage the operation of the TIAA Retirement Plan. Benefit provisions are established and amended by the Board of Trustees.

The retirement plan for non-exempt employees is governed and administered by the State of Indiana through INPRS.

**Recommendation:** Approval of the proposed modification to Policy 535 Retirement Benefits.

**Motion made by: John Pratt**

**Motion seconded by: Troy Woodruff**

**The recommendation was approved.**



## 2c New Program, Certificate in History

High school history teachers in Indiana need 18 credits of graduate coursework to be able to teach dual-credit courses. Until now, teachers in this situation have been admitted to our master's program but have stopped taking courses once they have reached 18 credits. This certificate would fulfill this need and provide these teachers with a real credential after 18 credits. A certificate program requires approval by the Indiana Commission of Higher Education.

**Recommendation:** Approval of Graduate History Certificate.

**Motion made by: Kimmie Collins**

**Motion seconded by: Bob Casey**

**The recommendation was approved.**

## 2d New Program Certificate in Evaluation and Assessment

Many professionals in the academic and mental health setting are tasked with making data-driven decisions on a daily basis. This 14-credit, graduate certificate program offers professionals the insight in selecting the appropriate assessment tool, working through complex results of assessments, and using the results to make improvements in the learning or therapeutic process. The program will be delivered on campus.

**Recommendation:** Information only

## 2e New Program Non-degree Licensure Program Elementary Education Transition to Teaching

In response to an overwhelming increase in open teaching positions in the state of Indiana, an elementary education transition to teaching program would provide an opportunity for individuals with a bachelor's degree to change careers or those currently working in the educational setting to gain the required content knowledge and student teaching experience to obtain an Indiana teaching license.

The Elementary Education Transition to Teaching Program (a **graduate-level, non-degree, initial-licensure program**) is designed to meet the needs of post baccalaureate candidates who wish to expedite their training. Successful completion of the program and passing scores on all applicable licensing tests are required in order to be recommended for an Indiana instructional license. The program is to be completed through a series of sequential courses (24 credits) which are based upon the primary curriculum and instruction, as well as developmental characteristics of elementary age learners, multicultural characteristics of elementary age learners, assessment, and management of students.

**Recommendation:** Information only

## 2f Naming of Rich and Robin Porter Nursing Skills Lab

This item is to request Board of Trustee approval to name room C12 in the College of Health and Human Services the Rich and Robin Porter Nursing Skills Lab. The naming of the Lab is in recognition of a \$300,000 gift by the Porter's to create endowed scholarships for master-level students majoring in nursing.

Rich and Robin have a history of giving back to Indiana State University. In 2015, Rich served an instrumental role in the donation of \$500,000 in software to the College of Technology from Hurco Companies, where he serves on their board of directors. They followed this donation with an additional \$25,000 gift to name the track and field conference room in honor of Rich's coach and mentor, Bill Malloy. In 2020, Rich and Robin provided \$250,000 to begin the Rich and Robin Porter Cancer Research Center and create an endowment for student fellows working in the Center. Rich was awarded the Distinguished Alumni Award from ISU in 2021.

The Donors are establishing this scholarship to assist graduate-level nursing students in completing their degrees. Rich and Robin have a passion for supporting the nursing profession, as their daughter Michelle and son-in-law Max are both APRN-CNP's at the James Cancer Center at Ohio State University. During a meeting with Rich, he explained that in business, you can have a bad day, take a break, and step away for a while, but as a nurse, that is never an option. Patient care does not take breaks or allow for mistakes. Supporting these essential professionals is now more critical than ever to the Donors.

Rich and Robin Porter have committed an additional \$1.15 million to the Be So Bold Campaign. Their campaign gift includes this investment in scholarships for nursing students and an estate commitment for the Rich and Robin Porter Cancer Research Center and the track and field program.

The amount of the gift for this naming opportunity is consistent with the Indiana State University Naming Policy.

**Recommendation:** Leadership recommends approval of the naming of the Rich and Robin Porter Nursing Skills Lab in the College of Health and Human Services.

**Motion made by: Kimmie Collins**

**Motion seconded by: Bob Casey**

**The recommendation was approved.**

### 3 Old Business

No old business to report.

## Adjournment

The Indiana State University Board of Trustees adjourned at 3:51 p.m.

The next meeting of the Board of Trustees will take place on October 21, 2022