NOTICE OF MEETING
Board of Governors, Truman State University
Saturday, February 7, 2015

The Board of Governors for Truman State University will hold a meeting on Saturday, February 7, 2015, beginning at 1:00 p.m. The meeting will be held in the Conference Room (3000) of the Student Union Building located on the University campus in Kirksville, Missouri, and the public is invited to attend.

The tentative agenda for the meeting is attached to this notice. Items N, O, P and Q on the attached agenda are eligible for consideration in closed session under the provisions of Section 610.010 thru 610.030 of the Revised Statutes of Missouri, commonly known as the Open Meetings Law. During the open session of the meeting, the Board of Governors will select the items of business to be conducted in closed session and will state its reasons for considering such items in closed session.

Persons with disabilities who may need assistance for the meeting should contact the President’s Office at Truman State University (200 McClain Hall or by telephone 660-785-4100).

Dated this 30th day of January, 2015.

[Signature]

Troy D. Paino
President of the University
TENTATIVE AGENDA
Board of Governors, Truman State University
Saturday, February 7, 2015

9:15 a.m. Board Policy Review Committee Meeting, Conference Room (3000), Student Union
(Governors Potter, Burkmender, Cozette, Haber, Plassmeyer and O’Donnell)

10:00 a.m. Academic and Student Affairs Committee Meeting, Room 3201, Student Union
(Governors Cozette, Bonner, Kochanski and O’Donnell)

10:00 a.m. Budget and Capital Projects Committee Meeting, Room 3202, Student Union
(Governors Plassmeyer, LaBeth, Haber and O’Donnell)

10:00 a.m. Finance and Auditing Committee Meeting, Room 3203, Student Union
(Governors Burkmender, Potter, Zito and O’Donnell)

11:00 a.m. Annual Board of Governors Photograph, Hub, Student Union

11:30 a.m. Board Luncheon, Georgian Room C, Student Union

12:30 p.m. Del and Norma Robison Planetarium and Multimedia Theatre Tour/Presentation

1:00 p.m. Open Session of Board of Governors Meeting, Conference Room (3000), Student Union
ITEM A Call to Order and Chair Report
ITEM B Minutes for Open Session of Meeting on December 6, 2014
ITEM C Recognition of 2014 Board Chair – Susan Plassmeyer
ITEM D President’s Report
ITEM E Annual Student Government Report
ITEM F Emergency Notifications Demonstration
ITEM G Finance and Auditing Committee Report
ITEM G.1 Financial Report
ITEM G.2 Resolution Authorizing the Offering for Sale of Housing System Refunding Revenue Bonds of Truman State University
ITEM H Academic and Student Affairs Committee Report
ITEM I Budget and Capital Projects Committee Report
ITEM I.1 Construction Projects Report
ITEM I.2 Contracts for Construction Projects and Equipment Purchases Report
ITEM I.3 Architectural Services—Baldwin Hall Renovation Project
ITEM J Board Policy Review Committee Report
ITEM J.1 Resolution amending Chapter 13 of the Code of Policies of the Board of Governors pertaining to Advancement – Naming Opportunities
ITEM J.2 Resolution amending Chapter 13 of the Code of Policies of the Board of Governors pertaining to Advancement – Gifts from University Vendors
ITEM K Agenda Items for Future Meetings
ITEM L Dates for Future Meetings
ITEM M Agenda Items for Closed Session
Closed Session of Board of Governors Meeting, Conference Room (3000), Student Union
ITEM N Minutes for Closed Session of Meeting on December 6, 2014
ITEM O Personnel Actions Report

Board of Governors – February 7, 2015
<table>
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<tr>
<th>ITEM</th>
<th>Topic</th>
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<tbody>
<tr>
<td>O.1</td>
<td>General Counsel Evaluation Committee Appointments</td>
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<tr>
<td>P</td>
<td>General Counsel Report</td>
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<tr>
<td>Q</td>
<td>Real Estate</td>
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<tr>
<td>Q.1</td>
<td>Motion to Adjourn</td>
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ITEM A
Call to Order and Chair Report

Governor Jim O’Donnell, Chair of the Board, will call the meeting to order, recognize Board members participating by phone or absent and provide a Chair Report as needed.

RECOMMENDED ACTION

This is a discussion item only.

Board of Governors – February 7, 2015
ITEM B
Minutes for Open Session of Meeting on December 6, 2014

RECOMMENDED ACTION

BE IT RESOLVED that the minutes for the open session of the meeting on December 6, 2014, be approved.

Moved by ______________________
Seconded by ______________________
Vote: Aye ______________________
      Nay ______________________

ATTACHMENT

Minutes for Open Session of Meeting on December 6, 2014
The Board of Governors for Truman State University met on Saturday, December 6, 2014, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union, and the open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, Susan Plassmeyer.

Participating in the meeting were all seven voting members. Sarah Burkemper, Cheryl J. Cozette, Mike LaBeth, Jim O’Donnell, Susan Plassmeyer and Matthew W. Potter were present at the meeting. Karen Haber participated via conference call.

Also participating in the meeting were all three non-voting members. Kelly Kochanski, student representative, and David Lee Bonner, one of two out-of-state members, were present at the meeting. Michael A. Zito, the other out-of-state member, participated via conference call.

Call to Order and Chair Report
Susan Plassmeyer, Chair of the Board of Governors, called the meeting to order and welcomed all in attendance.

Minutes for Open Session of Meeting on October 10, 2014
Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on October 10, 2014, be approved.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Selection of Officers for 2015 Calendar Year
Cheryl J. Cozette moved the adoption of the following resolution:

BE IT RESOLVED that the following persons be duly elected as officers of the Truman State University Board of Governors, taking office for a term of one year commencing at the first regular meeting of the 2015 Calendar Year:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Jim O’Donnell</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Sarah Burkemper</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mike LaBeth</td>
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The motion was seconded by Karen Haber and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Board Committee Appointments for 2015 Calendar Year
Governors Plassmeyer and O’Donnell announced the annual Board committee appointments, which take effect at the beginning of the 2015 Calendar Year.
TRUMAN STATE UNIVERSITY
Kirksville 63501

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BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
DECEMBER 6, 2014

Academic and Student Affairs
- Cheryl J. Cozette, Committee Chair
- David Lee Bonner
- Kelly Kochanski
- Jim O'Donnell, ex officio

Budget and Capital Projects
- Susan Plassmeyer, Committee Chair
- Karen Haber
- Mike LaBeth
- Jim O'Donnell, ex officio

Finance and Auditing
- Sarah Burkemper, Committee Chair
- Matthew W. Potter
- Michael A. Zito
- Jim O'Donnell, ex officio

Board Policy Review
- Matthew W. Potter, Committee Chair
- Sarah Burkemper
- Cheryl J. Cozette
- Karen Haber
- Susan Plassmeyer
- Jim O'Donnell, ex officio

Honorary Degrees
- Cheryl J. Cozette, Committee Chair
- Sarah Burkemper
- Kelly Kochanski
- Susan Plassmeyer
- Jim O'Donnell, ex officio

Foundation Board
- Sarah Burkemper
- Jim O'Donnell
- Susan Plassmeyer

President’s Report
Dr. Troy D. Paino, University President, shared a selected engagements report summarizing his external and internal relations activities from October 10, 2014 through December 5, 2014. Prior to reviewing the report, he noted that the Missouri Department of Higher Education officially confirmed that Truman was successful in all five indicators of the performance funding model. He also noted that for the coming year, the Coordinating Board for Higher Education approved a change to Truman’s institution-specific indicator to allow Truman to use the National Survey of Student Engagement (NSSE) index centered on high-impact practices rather than the
current institution-specific indicator centered on improved critical thinking. Following the update, Dr. Paino shared a list of proposed performance indicators that he felt that the Board might want to use in their annual performance evaluation of the university president. In terms of a legislative report, President Paino highlighted Missouri Governor Jay Nixon’s press conference held on the Truman campus on December 10. During the visit, Governor Nixon stated his commitment to working together with legislators to pass a bond issue that would make long-overdue investments in higher education in Missouri, including more than $9.2 million in repair and renovation to Baldwin Hall. President Paino noted that Missouri State Representative Nate Walker was successful in scheduling a Freshman Legislative Tour to northeast Missouri. The freshman legislators travel to Kirksville on December 11, and the University will provide a campus tour as well as host a community dinner. Dr. Paino indicated that the University continues to deal with the on-going and fluid issue of sexual assault related to the directives received from the Office of Civil Rights and the Department of Education. And, finally, Dr. Paino reported that the firm of GibbonsWorkman LLC was selected to provide legislative consultant services to Truman for the period of January 1, 2015 thru December 31, 2016. In regard to his selected engagements report, President Paino noted his involvement with a number of external organizations (AASCU – American Association of State Colleges and Universities; AAC&U – Association of American Colleges and Universities; and COPLAC – Council of Public Liberal Arts Colleges), all of which benefit the University and allow Truman to continue be part of the national conversation. President Paino spoke on the University’s continued focus as a “public” liberal arts college to determine what practical skills, in addition to the intellectual and higher order thinking skills, Truman graduates need in order to be successful and employable into the 21st century. In that regard, he noted that the University will soon announce that a grant proposal to USA Funds has been approved. The data mastery initiative will apply competency-based learning concepts and methods to both a high school concurrent enrollment course in computer science and a proposed new graduate certificate in data science. President Paino provided an enrollment report and reported on a recent Princeton Review event which Truman hosted at Ladue Horton Watkins High School in St. Louis. He expressed his sorrow that two students had passed away since his last report: Connor Cunningham, a freshman who was hit by a car not far from campus, and Mackenzie McDermott, a junior who died from a chronic illness while on a study abroad trip in Spain. He reported that the University continues to be responsive to the happenings in Ferguson, Missouri, and he noted that Alphonso Jackson (University alumnus, former Board of Governors member, and former United States Secretary of Housing and Urban Development) has agreed to serve as the speaker at the Fall 2014 Commencement Ceremony. Dr. Paino ended his remarks by expressing his appreciation to Governor Susan Plassmeyer for her outstanding service as chair throughout the past year.

Annual Athletics Report
Jerry Wollmering, Director of Athletics, provided the annual report on athletics.

Finance and Auditing Committee Report
Sarah Burkemer, chair of the Finance and Auditing Committee, provided a report on the committee meeting held earlier in the day.

Financial Report
Sarah Burkemer provided a review of the financial reports which included a review as of October 31, 2014, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of October 31, 2014, of the Truman State University Foundation revenues and expenditures.
Academic and Student Affairs Committee Report
Michael A. Zito, a member of the Academic and Student Affairs Committee, provided a report on the committee meeting held earlier in the day.

Budget and Capital Projects Committee Report
Jim O'Donnell, chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held earlier in the day.

Construction Projects Report
Jim O'Donnell provided an update on construction projects which had been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report
Jim O'Donnell reported that no construction projects and equipment purchases totaling $25,000 to $100,000 had been approved since the last meeting of the Board.

Architectural Services—McClain Hall/Student Union Building Mall Replacement Project
Matthew W. Potter moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Hitchcock Design Group to provide architectural services for the McClain Hall/Student Union Building Mall Replacement Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to execute a contract with the firm for the project; and

BE IT FURTHER RESOLVED that a copy of the proposal be attached to and made a part of the minutes for this meeting.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Guaranteed Energy Savings Program
Matthew W. Potter moved the adoption of the following resolution:

WHEREAS, it is the desire of the Board of Governors of Truman State University to establish a Guaranteed Energy Savings Program;

THEREFORE BE IT RESOLVED that the President of the University, or his designee, be authorized to execute a contract at a cost not to exceed $96,500 with Energy Solutions Professionals, LLC for an Investment Grade Audit for energy conservation measures; and
BE IT FURTHER RESOLVED that a copy of the proposal summary be attached to and made a part of the minutes for this meeting.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit B.

Housing and Food Plan Charges
Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the following major categories of housing charges be approved, effective with the 2015 Fall Semester:

1) Room rates for students living in the University’s residence halls:

   MISSOURI/DOBSON/CENTENNIAL
   Size of Room                           Charge for Academic Year
   Single Occupancy                $6,380 per student
   Double Occupancy               $5,520 per student
   Deluxe Double                 $6,150 per student
   Multiple Occupancy            $5,060 per student
   Super Single – Buyout         $7,000 per student

   BLANTON NASON BREWER/RYLE/WEST CAMPUS SUITES
   Size of Room                           Charge for Academic Year
   Single Occupancy                $6,940 per student
   Double Occupancy               $5,940 per student
   Deluxe Double                 $6,570 per student
   Multiple Occupancy            $5,440 per student
   Super Single – Buyout         $7,530 per student

   GRIM
   Size of Room                           Charge for Academic Year
   Double Occupancy                $5,010 per student
   Single Occupancy               $5,930 per student
   Super Single - Buyout         $6,370 per student

2) PATTERSON HOUSE
   Size of Room                           Charge for Academic Year
   Double Occupancy              $5,720 per student

3) RANDOLPH APARTMENTS
   Size of Room                           Charge for Academic Year
   One Bedroom; Single Occupancy        $4,740 per student
   Two Bedroom; Double Occupancy        $4,620 per student
   Family One Bedroom              $6,610 per family
   Family Two Bedroom             $6,970 per family
CAMPBELL APARTMENTS

<table>
<thead>
<tr>
<th>Size of Room</th>
<th>Charge for Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom; Double Occupancy</td>
<td>$4,740 per student</td>
</tr>
<tr>
<td>Two Bedroom; Triple Occupancy</td>
<td>$4,620 per student</td>
</tr>
<tr>
<td>Family One Bedroom</td>
<td>$7,320 per family</td>
</tr>
<tr>
<td>Family Two Bedroom</td>
<td>$8,430 per family</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the following food plan rates per semester will be approved effective with the Fall 2015 Semester:

- All Access to the cafeteria with $75 dining dollars: $1,570
- 20 meals per week with $100 dining dollars: $1,470
- 14 meals per week with $125 dining dollars: $1,375
- 10 meals per week with $100 dining dollars: $1,195
- 150 meals per semester with $200 dining dollars: $1,290

BE IT FURTHER RESOLVED that the other residence hall fees and room and board charges including short-term rates not listed in this resolution be established by the President of the University, based on the above fees and charges, in accordance with Sections 11.010 and 11.020 of the Code of Policies.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Early Retirement Incentive 2015
Cheryl J. Cozette moved the adoption of the following resolution:

WHEREAS, it is the desire of the Board of Governors to expand the present early retirement program;

NOW, THEREFORE, BE IT RESOLVED that the “Faculty Early Retirement Incentive Program 2015” be amended by increasing the limit of 10 applicants to 12 and authorizing the President to proceed with executing the Program with this new limit on the number of applicants. In all other respects, the “Faculty Early Retirement Incentive Program 2015” remains in effect and unaltered.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Board Policy Review Committee Report
Matthew W. Potter, chair of the Board Policy Review Committee, provided a report on the committee meeting held the earlier in the day.

Resolution amending Chapter 3 of the Code of Policies pertaining to Board of Governors
Matthew W. Potter moved the adoption of the following resolution:
BE IT RESOLVED that Chapter 3 of the Code of Policies of the Board of Governors is hereby amended as shown below:

The verbiage shown in *(parentheses and in bold italics)* is hereby deleted from Chapter 3 and the language which appears in *[brackets and bold type]* is hereby added to Chapter 3, all as shown below.

CHAPTER 3

BOARD OF GOVERNORS

Sections:

3.010. Statutory References
3.020. Role of Board Members
3.030. Relationship of Board and President
3.040. Meetings of the Board
3.050. Open Meetings Law
3.060. *(Conflict of Interest)*
3.070. Honorary Degrees

3.010. **Statutory References.** Sections 174.610 and 174.620 of the statutes provide for the selection and appointment of a board of governors consisting of ten members, with seven voting members and three nonvoting members. Section 174.630 provides that the Board of Governors "shall organize in the manner provided by law for the board of curators of the State University of Missouri" and that the "powers, duties, authority, responsibilities, privileges, immunities, liabilities and compensation of the board of governors" shall be the same as those prescribed by statute for the board of curators, "except that the Truman State University shall be operated only as an institution of liberal arts and sciences." Section 172.100 provides that the board of curators is to prescribe its own government and that:

The curators shall have power to make such bylaws or ordinances, rules and regulations as they may judge most expedient for the accomplishment of the trust reposed in them, and for the government of their officers and employees, and to secure their accountability, and to delegate so much of their authority as they may deem necessary to such officers and employees or to committees appointed by the board.

The members of the Board of Governors are appointed by the Governor of Missouri and serve for the periods prescribed in Sections 174.610 and 174.620.

3.020. **Role of Board Members.** The Board is the highest policy making body of the University, and the direction and control of the University is entrusted to it by the people of the state. The individual board member is, therefore, a citizen representing citizens. The Board, when acting as a whole, is the governing authority for the institution. However, an individual board member is in authority only when the Board is in session or when he or she is performing a service or function authorized by the Board. The Chair of the Board serves as spokesperson for the Board.
3.030. **Relationship of Board and President.** The relationship of the Board of Governors and the President of the University is mutually cooperative and supportive as suggested by guidelines of the Association of Governing Boards of Universities and Colleges. The Board reflects its will in the formation of University policy and plans rather than engaging in administration. The Board strives to relate to members of the University community in a manner which maintains rather than erodes the authority of the President of the University. The same responsibility rests with the President of the University in support of Board policy.

The Board of Governors generally conducts an annual review of the President’s performance based on various evaluation tools as determined by the Board. The purpose of the review is to allow the Board to monitor the President’s progress on previously established goals, to propose goals and priorities for the coming year, and to address any significant new issues or concerns which have arisen since the last review, and to make an informed decision concerning any subsequent employment contract with the President. The Board of Governors, either directly or through delegation to a subcommittee of the Board, will prepare a written procedure for implementation of this policy. Such procedure is subject to review and revision by the Board or its subcommittee as needed.

3.040. **Meetings of the Board.** The Board of Governors generally holds [six] (five) regular meetings in each fiscal year with the meetings being held in the months of [August, October, December, February, April, and June] (September, October, December, February, and April). The annual meeting for the [Board will be as designated in the Bylaws of the Board of Governors] (for it) [The] election of officers (is) [shall occur at] the regular meeting in December. Additional planning meetings or retreats are also held. The dates for such meetings are tentatively scheduled by the Board a year in advance, and the actual times and places of the meetings are scheduled by the Board approximately three months in advance. The times and places of regular meetings are subject to change by the Board in accordance with the Bylaws. Special meetings also may be called as provided in the Bylaws.

3.050 **Open Meetings Law.** It is recognized that meetings of the Board of Governors, and meetings of the committees of the Board, are covered by the Open Meetings Law, and the General Counsel has the responsibility to provide assistance to the members of the Board in their compliance with the law. The General Counsel also provides legal defense for any officer or employee charged with a violation of the law.

3.060 **Conflict of Interest**

1. **Purpose**

   Members of the Board of Governors of Truman State University (hereafter “Board”) serve the public trust and are expected to exercise their duties and responsibilities solely in the interest of the public, the University and the Board and not in the member’s own personal or financial interest.

2. **Policy**

   a) The Constitution of Missouri, Article VII, Section 6 and Missouri Revised Statutes Sections 105.452 and 105.454 apply to the governing boards of higher education institutions. These sections should be reviewed by members of the Board.

   b) No member of the Board shall vote on, attempt to influence the vote of other members of the Board or attempt to influence the decision of the University with regard to any matter under consideration by the Board or by the University in which the action will result in a material financial gain or personal gain for the Board member or his immediate family.
c) No member of the Board shall act or refrain from acting, in connection with his or her duties and responsibilities as a member of the Board, by reason of the payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value by the Board member or his immediate family.

d) No member of the Board shall use in any manner whatsoever or disclose to others confidential information obtained in connection with his or her duties and responsibilities as a member of the Board with intent to result in material financial gain or personal gain for the Board member or his immediate family.

e) The Board requires each member annually:
   i. to review this policy
   ii. to review the referenced constitutional and statutory references; and
   iii. to disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the University.

3. Definitions

a) Business relationship – serving as an officer, director, employee, partner or trustee, or owning more than ten percent of the outstanding stock or interest in a business entity.

b) Conflict of Interest – Any situation in which a Board member’s judgment or conduct in the performance of the member’s official duties for the University would be influenced by the Board member’s familial, personal, or business relationship with a third party, or any situation that would be deemed a conflict of interest under the laws of the United States or the laws of the State of Missouri. A familial relationship that is not within the fourth degree of consanguinity or affinity will not be considered the basis of a conflict of interest.

c) Immediate family – Your spouse and the children, parents and siblings of you or your spouse.

4. Procedure

a) i. If a member of the Board reasonably believes that he or she or another Board member has a conflict of interest, a potential conflict of interest or reasonably believes that the general public might perceive that a conflict of interest exists with regard to any matter that is under consideration by the Board, he or she shall report such conflict of interest, potential conflict of interest or perceived conflict of interest to the Chair of the Board at the earliest opportunity and, if possible, prior to any discussion, deliberation or vote by the Board on that matter.

ii. Unless the member of the Board voluntarily agrees to abstain from all such discussions and voting on the matter, the Chair of the Board shall determine whether an actual or perceived conflict of interest existing and, if so, shall request that such member of the Board refrain from all such discussions and voting on the matter. If requested by the Chair of the Board, the member shall be absent from all discussions, recommendations, determinations, decisions and voting on the matter.

iii. If the Chair of the Board is the Board member whose financial or personal interest is at issue, the Vice-Chair of the Board shall determine whether an actual or perceived conflict of interest exists and, if so, shall request that the Chair of the Board refrain from all such discussions and voting on the matter and determine whether the Chair should be absent during discussions, recommendations, determinations, decisions and voting on the matter.
TRUMAN STATE UNIVERSITY
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iv. In all cases the Board is the final authority on conflict of interest issues. Any Board member who has been requested by either the Chair of the Board or the Vice Chair of the Board to recuse himself or herself from discussions, recommendations, determinations, decisions and voting on a matter has the right to appeal this decision to the Board as a whole. In such a case, all Board members shall vote on the issue and a majority of the board shall be the final arbiter of whether said Board member shall abstain. The Board member whose financial or personal interest is the subject of any vote shall not be eligible to vote thereon.

b) Each member of the Board shall complete and shall submit annually to the Secretary of the Board on or before February 1 of each year, the “Truman State University Conflict of Interest Disclosure Form,” for the purpose of disclosing to the Board and to the public the Board member’s financial interests. Each member of the Board shall file with the Secretary of the Board a copy of the required filing which they make with the State of Missouri Ethics Commission entitled “Personal Financial Disclosure Statement.”

c) Truman State University
Conflict of Interest Disclosure Form

Time period covered: January 1, _______ to December 31, _______

Name: __________________________________________

Name(s) of any business in which you or your spouse are associated and nature of business

_________________________________________________

_________________________________________________

Signature

Date

3.070. Honorary Degrees

1. Purpose. The Board of Governors may grant honorary degrees to recognize individuals for outstanding achievement in a field and demonstrated commitment to Truman State University’s mission and values.

2. Selection Process.

a. Any member of the University community may nominate individuals for consideration of an honorary degree. To receive full consideration for the upcoming academic year, all nominations must be made formally through the President’s Office by March 1.

b. The President screens and prepares a list of nominees for Board consideration.

c. An Honorary Degrees Committee established by the Board and chaired by a Board member will receive that list of nominees at the April Board meeting.

d. The Committee may recommend to the Board at the August Board meeting those individuals it believes deserving of an honorary degree. The Committee may also consider individuals sua sponte without the formality of steps a., b. and c., above.
e. The Board of Governors makes the final decision on the awarding of honorary degrees.

3. **Honorary Degree Committee.** Composition of the Committee is as follows:

   a. a Board of Governors member, selected by the Chair of the Board, will serve as Chair of the Honorary Degrees committee;
   b. three additional Board members, including the Student Representative on the Board, selected by the Chair of the Board;
   c. two at-large faculty members, selected by the Faculty Senate;
   d. an at-large student, selected by the Student Government;
   e. the Executive Vice President for Academic Affairs and Provost; and
   f. the Faculty Senate President, *ex officio*.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

**Resolution amending Chapter 14 of the Code of Policies pertaining to Conflict of Interest and Financial Disclosure**

Matthew W. Potter moved the adoption of the following resolution:

> BE IT RESOLVED that Chapter 14 of the Code of Policies of the Board of Governors is hereby amended by the deletion of the verbiage shown in *parenthesis and bold italics* and by adding the language shown in *brackets and bold type*.

**CHAPTER 14**

**CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE**

Sections:

14.010. Purpose
14.020. Definitions
14.030. Prohibitions for Officers and Employees
14.040. Prohibitions for Officers and Employees in Executive or Administrative Capacities
14.050. Disclosure by Officers

*(14.060. No Discrimination for Reports)*

14.070. Financial Interest Statements

*[14.075 Conflict of Interest-Board of Governors]*

14.080. Campaign Contributions

*(14.090. Code of Conduct for State Employees)*

14.100. Nepotism
14.110. Disclosure of Relationships
14.120. Limitation of Gifts
14.130. Sale of Textbooks to Students
14.140. Transactions with Students
14.150. Other Commercial Transactions
14.010. **Purpose.** [Members of the Board of Governors and University officers and employees are to refrain from personal business or other activity that could conflict with proper execution of their duties and responsibilities or which could impair their ability to make impartial decisions. Members of the Board of Governors and University officers and employees should subordinate their financial and personal interests to those of the University. Pursuant to this chapter, members of the Board of Governors and University officers and employees are to disclose any material financial or personal interests they may have which could reasonably be seen as presenting a conflict between the interests of the University and their own financial or personal interests.] It is desirable that officers and employees of the University be well informed about, and carefully adhere to, all laws regarding conflict of interest. It also is desirable that officers and employees be alert to situations which may have the appearance of a conflict of interest. The purpose of this policy is to set forth the applicable provisions of law and to assist officers and employees in their efforts to avoid any actual or perceived conflict of interest.

14.020. **Definitions.** Unless the context clearly requires otherwise, the following terms mean:

1. "Business with which he or she is associated":
   a. Any sole proprietorship owned by the person, his or her spouse, or any dependent child in his or her custody;
   b. Any partnership or joint venture in which the person, or his or her spouse, is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which he or she is an officer or director or of which the person, his or her spouse, or dependent child in his or her custody, whether singularly or collectively, owns in excess of ten percent of the outstanding shares of any class of stock or partnership units; or
   c. Any trust in which the person is a trustee or settler or in which the person, his or her spouse, or dependent child, whether singularly or collectively, is a beneficiary or holder of a reversionary interest of ten percent or more of the corpus of the trust.

2. [Conflict of Interest - Any situation in which a Board member's [or officer's or employee's] judgment or conduct in the performance of (the member's) [their] official duties for the University would be influenced by (the Board member's) [their] familial, personal or business relationship with a third party, or any situation that would be deemed a conflict of interest under the laws of the United States or the laws of the State of Missouri. A familial relationship that is not within the fourth degree of consanguinity or affinity will not be considered the basis of a conflict of interest.]

3. "Decision-making public servant", an official, appointee or employee of the University who exercises supervisory authority over the negotiation of contracts, who has the legal authority to adopt or vote on the adoption of rules and regulations with the force of law, or who exercises primary supervisory responsibility over purchasing decisions, and who is designated by the Board of Governors, or the President of the University, as a decision-making public servant.
4. "Dependent child", or "dependent child in his or her custody", all children, stepchildren, foster children, and wards, under the age of eighteen residing in his or her household and who receive in excess of fifty percent of their support from him or her.

5. "Substantial interest", ownership by the individual, his or her spouse, or his or her dependent children, whether singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of an interest having a value of ten thousand dollars or more, or the receipt by an individual, his or her spouse, or his or her dependent children, whether singularly or collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars, or more, per year from any individual, partnership, organization, or association within any calendar year.

6. "Substantial personal or private interest in any measure or action", any interest in a measure or action which results from a substantial interest in a business entity.

14.030. Prohibitions for Officers and Employees. No officer or employee of the University shall:

   1. Act or refrain from acting in any capacity in which he or she is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to himself or herself, or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act, other than compensation to be paid by the University.

   2. Use confidential information obtained in the course of or by reason of his or her employment or official capacity in any manner with intent to result in financial gain for himself or herself, his or her spouse, his or her dependent child in his or her custody, or any business with which he or she is associated.

   3. Disclose confidential information obtained in the course of or by reason of his or her employment or official capacity in any manner with intent to result in financial gain for himself or herself or any other person.

   4. Favorably act on any matter that is so specifically designed so as to provide a special monetary benefit to such official, or his or her spouse, or dependent children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, special monetary benefit means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting as required by law.

   5. Use his or her decision-making authority for the purpose of obtaining a financial gain which materially enriches himself or herself, his or her spouse, or dependent children, by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.

14.040. Prohibitions for Officers and Employees in Executive or Administrative Capacities. No officer or employee, serving in an executive or administrative capacity, shall:

   1. Perform any service for the University for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, except on transactions made
pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.

2. Sell, rent or lease any property to the University unless the transaction is made pursuant to an award on a contract let or sale made after public notice, and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

3. Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of the University, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to the University for consideration in excess of five hundred dollars value per annum to him or her, to his or her spouse, to a dependent child in his or her custody, or to any business with which he or she is associated, unless the transaction is made pursuant to an award on a contract let or sale made after public notice, and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

4. Perform any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his official duties, by which service he attempts to influence a decision of the University.

5. Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of the University, except that this provision shall not be construed to prohibit any person from performing such service, and receiving compensation therefore, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the University from being employed by any other department, division or agency of the executive branch of state government.

6. Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or in which he or she personally participated during the period of his or her service or employment.

14.050. Disclosure by Officers [and Employees]. Any officer [or employee] who has a substantial personal or private interest in any measure or action proposed or pending before the Board of Governors shall, before the Board of Governors passes on the measure or action, file a written report of the nature of the interest with the President of the University and such statement shall be recorded in the appropriate minutes or other record of proceedings of the Board of Governors. An officer [or employee] shall be deemed to have complied with the requirements of this section if he or she has filed, at any time before the Board of Governors passes on such measure or action, a financial interest statement which discloses the basis for his or her substantial personal or private interest or interests that he or she may have therein. Any such person may amend his or her financial interest statement to disclose any subsequently acquired substantial interest at any time before the Board of Governors passes on any measure or action and shall be relieved of the provisions of the first sentence of this section.

14.060. No Discrimination for Reports. The University shall not discharge, threaten, or otherwise discriminate against a person, or employee acting on behalf of a person, regarding compensation, terms, conditions, location, or privileges of employment because:

1. The person, or employee acting on behalf of the person, reports or is about to report, verbally or in writing, a violation or suspected violation of this policy or of law.
2. A person, or employee acting on behalf of the person, is requested by the Missouri Ethics Commission to participate in an investigation, hearing, or inquiry held by the commission or any related court action. 

   This section shall not apply to a person, or employee acting on behalf of a person, who knowingly or recklessly makes a false report.

14.070. Financial Interest Statements. It is recognized that the members of the Board of Governors, the President of the University, the General Counsel, the person designated as the chief purchasing officer, and the persons identified by the Board of Governors or the President of the University as decision-making public servants, are required to file financial interest statements prescribed by Section 105.483 of the statutes ["financial interest statements" are also known as "Personal Financial Disclosure Statements" and the terms are used interchangeably in this chapter].

For such purpose, 1) the President of the University is designated as the chief purchasing officer, and 2) the officers of the University, as named in the Bylaws, are identified as decision-making public servants. The President of the University may designate additional employees as decision-making public servants, and upon doing so, shall give notice both to the Board and to the employee or employees. The financial interest statements, as required by law, are to be filed with the Missouri Ethics Commission on an annual basis not later than the first day of May in each year, and it is hereby required that a duplicate copy of each required statement be filed with the President of the University by the same date each year. The President of the University, or his or her designee, shall maintain such statements available for public inspection and copying during normal business hours. It is further recognized that the Secretary of State is to fulfill the duties of the Missouri Ethics Commission for receipt of such reports until January 1, 1993. It is further recognized that the failure to file such reports may result in loss of pay or loss of office.

14.075 Conflict of Interest [- Board of Governors]

1. Purpose

   Members of the Board of Governors of Truman State University (hereafter "Board") serve the public trust and are expected to exercise their duties and responsibilities solely in the interest of the public, the University and the Board and not in the member’s own personal or financial interest.

2. (Policy) [Board Members]

   a) The Constitution of Missouri, Article VII, Section 6 and Missouri Revised Statutes Sections 105.452 and 105.454 apply to the governing boards of higher education institutions. These sections should be reviewed by members of the Board.

   b) No member of the Board shall vote on, attempt to influence the vote of other members of the Board or attempt to influence the decision of the University with regard to any matter under consideration by the Board or by the University in which the action will result in a material financial gain or personal gain for the Board member or his (immediate family) [spouse or dependent children].

   c) No member of the Board shall act or refrain from acting, in connection with his or her duties and responsibilities as a member of the Board, by reason of the payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value by the Board member or his (immediate family) [spouse or dependent children].
d) No member of the Board shall use in any manner whatsoever or disclose to others confidential information obtained in connection with his or her duties and responsibilities as a member of the Board with intent to result in material financial gain or personal gain for the Board member or his \emph{(immediate family) [spouse or dependent children]}.

e) The Board requires each member annually:

i. to review this policy
ii. to review the referenced constitutional and statutory references; and
iii. to disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the University.

\section*{(3. Definitions)}

a) \emph{Business relationship} – serving as an officer, director, employee, partner or trustee, or owning more than ten percent of the outstanding stock or interest in a business entity.

b) \emph{Conflict of Interest} – Any situation in which a Board member’s judgment or conduct in the performance of the member’s official duties for the University would be influenced by the Board member’s familial, personal, or business relationship with a third party, or any situation that would be deemed a conflict of interest under the laws of the United States or the laws of the State of Missouri. A familial relationship that is not within the fourth degree of consanguinity or affinity will not be considered the basis of a conflict of interest.

c) \emph{Immediate family} – Your spouse and the children, parents and siblings of you or your spouse.

\section*{4. Procedure}

(a) 1. If a member of the Board reasonably believes that he or she or another Board member has a conflict of interest, a potential conflict of interest or reasonably believes that the general public might perceive that a conflict of interest exists with regard to any matter that is under consideration by the Board, he or she shall report such conflict of interest, potential conflict of interest or perceived conflict of interest to the Chair of the Board [\emph{and the University’s General Counsel}] at the earliest opportunity and, if possible, prior to any discussion, deliberation or vote by the Board on that matter.

2. Unless the member of the Board voluntarily agrees to abstain from all such discussions and voting on the matter, the Chair of the Board shall determine whether an actual or perceived conflict of interest exists and, if so, shall request that such member of the Board refrain from all such discussions and voting on the matter. If requested by the Chair of the Board, the member shall be absent from all discussions, recommendations, determinations, decisions and voting on the matter.

3. If the Chair of the Board is the Board member whose financial or personal interest is at issue, the Vice-Chair of the Board shall determine whether an actual or perceived conflict of interest exists and, if so, shall request that the Chair of the Board refrain from all such discussions and voting on the matter and determine whether the Chair should be absent during discussions, recommendations, determinations, decisions and voting on the matter.

4. In all cases the Board is the final authority on conflict of interest issues. Any Board member who has been requested by either the Chair of the Board or the Vice Chair of the Board to recuse himself or
herself from discussions, recommendations, determinations, decisions and voting on a matter has the right to appeal this decision to the Board as a whole. In such a case, all Board members shall vote on the issue and a majority of the board shall be the final arbiter of whether said Board member shall abstain. The Board member whose financial or personal interest is the subject of any vote shall not be eligible to vote thereon.

b) (Each member of the Board shall complete and shall submit annually to the Secretary of the Board on or before February 1 of each year, the “Truman State University Conflict of Interest Disclosure Form,” for the purpose of disclosing to the Board and to the public the Board member’s financial interests. Each member of the Board shall file with the Secretary of the Board a copy of the required filing which they make with the State of Missouri Ethics Commission entitled “Personal Financial Disclosure Statement.”

c) Truman State University
Conflict of Interest Disclosure Form

Time period covered: January 1, ______ to December 31, ______

Name: ____________________________________________

Name(s) of any business in which you or your spouse are associated and nature of business

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature

Date)

14.080. Campaign Contributions. It is recognized that any officer or employee who contributes or causes to be contributed, directly or indirectly, the sum of three thousand dollars or more in the aggregate to any statewide elected official must disclose such contribution to the Missouri Ethics Commission under certain circumstances.

14.090. Code of Conduct for State Employees. It is recognized that the Governor is directed by law to adopt by executive order a code of conduct applicable to state employees of the executive branch on or before February 1, 1992. Such code of conduct is to be distributed to employees of the University, and all employees will be expected to comply with its provisions. (A copy of this Executive Order follows this chapter.)

14.100. Nepotism. [Pursuant to the Missouri Constitution], no officer or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such officer or employee within the fourth degree by consanguinity (blood) or affinity (marriage). It also shall be violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University. [Please refer to the “Degrees of Family Relationships” chart at the end of this chapter for guidance.]
14.110. Disclosure of Relationship. No officer or employee shall actively participate in the selection of a prospective employee, a consultant, or a contractor to provide services to the University without disclosing any close personal friendship, business association, or family relationship which the officer or employee may have with the prospective employee, consultant, contractor, or any member of the consultant's firm or the contractor's company. Such disclosure shall be made prior to selection of the employee, consultant, or contractor.

14.120. Limitation of Gifts. No officer or employee should accept any gift or favor, exceeding twenty-five dollars in monetary value, from any person, company or firm which transacts, or wishes to transact, business with the University. This section is not intended to prohibit faculty from receiving examination textbooks or materials relating to possible adoption for class, provided that such textbooks are not to be sold or otherwise transferred for personal profit. Also this section does not prohibit the receipt of advertisement or promotional items on which the name of the advertiser is clearly displayed. Further, this section does not prohibit the receipt of gifts or favors where (1) such gift or favor is for the substantial benefit of the University and not a personal benefit to the officer or employee and, (2) where such transaction is approved in writing and in advance by the officer's or employee's University supervisor, and (3) where such officer or employee does not influence or attempt to influence the award of any University business to such person, company or firm unless all University personnel involved in the award of that University business are advised of such transaction. Supervisors who grant such approval pursuant to this policy shall maintain a written record of such approval and shall share such record with the Business Office. An annual report for all approvals granted pursuant to this policy will be provided to the Board of Governors Audit Committee.

14.130. Sale of Textbooks to Students. Officers and employees should not receive any financial benefit from the preparation and sale of textbooks or other class materials to students at the University. The selling of textbooks or class materials, which have been prepared by officers or employees for use by University students, may be conducted only if the method of such sales and the distribution of the proceeds has been approved by the Executive Vice President for Academic Affairs and Provost.

14.140. Transactions with Students. Although commercial transactions between students and employees provide the potential for conflict of interest, they may be mutually beneficial; thus it is not the purpose of these rules to prohibit all commercial transactions between employees and students. The risk of a conflict of interest increases if an employee makes a material (that is, non-trivial) commercial transaction with a student for whom the employee has educational responsibility. (Examples of non-material transactions include buying candy from a student raising money for a student organization, tipping a student who is a waiter or waitress, or selling to students in a retail store owned by an employee. Examples of material transactions include leases and ongoing employment.) An employee has educational responsibility for a student if he or she is that student's teacher, advisor, coach, or supervisor or if he or she has some substantial responsibility or control over that student's status or welfare at the University. It is unprofessional for an employee to make an educational judgment relating to a student if that judgment is affected by a commercial transaction with that student. (For example, a teacher assigns a grade to a student based on problems with a lease.) It also is unprofessional for an employee to make a judgment relating to a commercial transaction involving a student if that judgment is adversely and unreasonably affected by educational matters relating to that student. (For example, a teacher fails to return a lease deposit because of problems a student has caused in class.) When an employee who has educational responsibility for a student also makes a material commercial transaction with that student, a great potential for abuse exists, and the University generally discourages such interactions. Complaints raised by students about such interactions will be dealt with by the University with utmost seriousness. The University will appoint a committee to deal with and try to resolve complaints by students in situations where possible conflict of interest situations involve University employees. These rules are not intended to prohibit transactions between students and the University or between students and employees who are acting on behalf of the University.
14.150. **Other Commercial Transactions.** Employees should not accept other employment or contracting which significantly interferes with the performance of their University duties. Similarly, they should not make use of University offices, equipment, or supplies to promote or conduct such outside employment or contracting if such use will cause increased expenses to the University of a non-trivial nature. This section is not intended to prohibit consulting by faculty or staff within these guidelines, and it is recognized that appropriate consulting and similar activities in regard to an employee’s area of expertise are beneficial both to the employee and to the University. Employees who have questions about what is reasonable under this section should consult with their supervisors.

14.160. **Sanctions for Violations.** Officers and employees should be aware that many of the above provisions are restatements of Missouri law and that such provisions provide for sanctions if they are violated. The sanctions for violations of state law are set forth in Section 105.478, RSMo. In addition, any employee violating any of the above provisions may be subject to disciplinary action by the University according to normal University policies and procedures (see, for example, the Faculty Handbook). Complaints alleging violations of the law or this policy may [also] be received and investigated by the Missouri Ethics Commission.

14.170. **Sponsored Projects.** The University recognizes the requirement of an institutional conflict of interest policy for research or educational activities funded or proposed for funding by federal agencies, such as the National Science Foundation and the National Endowment for the Humanities. It is the policy of the University to comply with the financial disclosure requirements for funding of sponsored projects by federal agencies and to apply the same or similar rules to all research or educational activities funded, or proposed for funding, by an external sponsor. The President of the University is authorized to adopt and implement appropriate policies and procedures to fulfill the intent of this section, and the policy established by the President of the University for compliance with federal rules for financial disclosure requirements of sponsored projects by federal agencies shall be considered the institutional policy of the University as fully as if such policy was specifically adopted by the Board.

14.180. **Fiscal Misconduct.** It is desirable that University employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees have a responsibility to students, parents, donors and citizens of the State of Missouri to use University resources prudently, ethically and for the purposes for which they are intended and in full compliance with laws, regulations and policies. Every member of the faculty, staff and any other person acting on behalf of the University is responsible for ethical conduct consistent with University policies and procedures. Business activities undertaken on behalf of the University must reflect honesty, integrity and fairness. Even the appearance of impropriety should be avoided. The purpose of this policy is to provide an avenue for employees and others to raise concerns they may have about the subjects covered by this policy and to protect any employee or other member of the University community who makes a good faith disclosure of suspected Fiscal Misconduct. Additionally, this policy is intended to encourage the disclosure of violations of law or breaches of University policy pertaining to all forms of fiscal matters. This policy provides a process for reporting of Fiscal Misconduct; protects those who report violations from retaliation for making such a report and provides a process to investigate and mitigate any such retaliatory behavior.

1. **Definitions** Under this policy, the term Fiscal Misconduct is defined as follows:

   a. an activity or series of activities that intentionally lead to the spending of University funds, which spending is not properly approved; or

   b. inappropriate use of University resources including assets and personnel; or
c. violation of Board of Governors policies, state or federal laws or regulations, or University policies or procedures pertaining to fiscal matters; or

d. manipulation of University data and documentation to allow spending in circumstances where funds do not exist, or intentionally misreporting University transactions or intentionally misleading others with regard to University transactions; or

e. an activity which aids another in committing Fiscal Misconduct or conceals the Fiscal misconduct of another.

**Employee** For purposes of this policy, the term Employee is intended to include persons who are directly employed by the University as well as the broader University community such as outside contractors of the University upon whom the University relies for recommendations with regard to use and allocation of University funds and assets.

2. a. It is the policy of the Board of Governors that all members of the University community shall adhere to all of the University’s policies and procedures pertaining to fiscal matters and to all state and federal laws and regulations in such matters, as well.

b. Supervisors are responsible for fiscal integrity within their units. Supervisors are expected to provide leadership, oversight and management to ensure that all University funds are managed according to the goals, objectives and mission of the University and in accordance with all applicable University polices and rules and all applicable state and federal rules and regulations. This oversight includes an obligation to ensure that funds are budgeted and spent according to policies and that processes and internal controls are in place and that University assets and funds are safeguarded and that transactions are recorded and reported accurately. No supervisor or other University official may compel a University employee to violate any law or policy regarding fiscal matters.

3. The University business office is to provide up-to-date policies and procedures in the various fiscal areas and is to provide training to employees and contractors with regard to policy implementation. The business office is also responsible for maintaining information about this Fiscal Misconduct policy on its website and to communicate the policy provisions to the campus community.

Additionally, the Comptroller will be responsible for reporting a summary of complaints received regarding Fiscal Misconduct, including the disposition of those complaints, to the President of the University and to the Board of Governors Audit Committee at least annually.

4. Violations of this policy may be reported to one of the officers listed below except that the report should not be made to the officer responsible for supervising the activity which is the matter of concern. (For example, possible misconduct by an employee under the supervision of the Executive Vice President for Academic Affairs and Provost should not be reported to the Executive Vice President for Academic Affairs and Provost but rather to another of the officials listed below.)

A report should be made in person, or in writing to the Executive Vice President for Academic Affairs and Provost; the Vice President for Administration, Finance and Planning or the Dean of Student Affairs. If the alleged misconduct implicates one of these officials, the report may be made to the President of the University. If the alleged misconduct implicates the President of the University, the report may be made to a member of the Board of Governors Audit Committee. The members of the Board of Governors Audit Committee are identified on the Board of Governors website.
The Comptroller shall serve as a central data collection officer for purposes of monitoring activity and investigations under this policy. Any report of Fiscal Misconduct shall be investigated thoroughly and in a timely manner. The person responsible for the investigation will advise the Comptroller of the report, the progress of the investigation and the final determination of the investigation. In the event that the Comptroller is the subject of an investigation under this policy, the President of the University shall fully inform the Audit Committee of the nature of the complaint, the progress of the investigation and the final determination on the matter.

5. An employee who engages in Fiscal Misconduct is subject to disciplinary action including dismissal from employment. A contractor whose agents or employees engage in Fiscal Misconduct is subject to cancellation of its contract with the University. The President of the University will determine what action will be taken in the event a finding of Fiscal Misconduct is reported.

(6. Retaliation against an employee for making a report of Fiscal Misconduct is prohibited. Anyone who retaliates against one who acts in good faith when reporting a violation is subject to disciplinary action including termination of employment or termination of contractor status. Anyone who has been subjected to an adverse employment action in retaliation for reporting Fiscal Misconduct may contest the action by filing a written complaint with the Executive Director of Human Resources/EEO and Affirmative Action Officer who will investigate the matter and make appropriate recommendations for resolution of the complaint. Nothing in this policy is intended to interfere with legitimate employment decisions. Any employee who knowingly makes a false report under this policy is subject to disciplinary action including termination of employment status and such employee will have no right to bring a retaliation complaint under this policy. Any contractor who knowingly makes a false report under this policy is subject to cancellation of its contract.)

[14.190 Retaliation Prohibited Neither the University nor any officer or employee of the University shall discharge, threaten, or discriminate against an employee regarding compensation, terms, conditions, location, or privileges of University employment in retaliation for reporting, whether verbally or in writing, a violation or suspected violation of any provision of this chapter or for cooperating with any investigation or hearing of the Missouri Ethics Commission or any related court action. Anyone who retaliates against one who acts in good faith when reporting a violation is subject to disciplinary action including termination of employment or termination of contractor status. Anyone who has been subjected to an adverse employment action in retaliation for reporting violations of the provisions of this chapter may contest the action by filing a written complaint with the Executive Director of Human Resources/EEO and Affirmative Action Officer and proceed under the University’s Grievance Procedure. Nothing in this policy is intended to interfere with legitimate employment decisions.] Any employee who knowingly makes a false report under this policy is subject to disciplinary action including termination of employment status. Any contractor who knowingly makes a false report under this policy is subject to cancellation of its contract.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted, and the Secretary designated a copy of the “Degrees of Family Relationships” chart as Exhibit C.

Resolution amending Chapter 10 of the Code of Policies of the Board of Governors pertaining to Fiscal and Business Affairs-Personnel Items
Matthew W. Potter moved the adoption of the following resolution:
BE IT RESOLVED that Chapter 10 of the Code of Policies of the Board of Governors be amended in the manner shown below:

Any verbiage that would be deleted by this resolution is shown in (parenthesis and in bold italics). Any verbiage that would be added to this chapter appears in [brackets and bold type].

CHAPTER 10
FISCAL AND BUSINESS AFFAIRS - PERSONNEL

Sections:

10.010. Employment and Supervision of Faculty and Staff
10.020. Equal Employment Opportunity/Affirmative Action
10.030. Nepotism Prohibited
10.040. Professional Leave for Staff
10.050. Stipends for Graduate Study
10.060. Medical, Family and Funeral Leave
10.070. Vacation Leave
10.080. Annual Holidays
10.090. Copyrights
10.100. Inventions and Patents
(10.120. Employee Insurance Programs)
10.130. (Tax Sheltered Annuities) [Voluntary Tax Sheltered Plans]
10.140. Workers' Compensation for Officers
10.150. Employees Represented by Union
10.160. Salary Policies
10.170. Political Activities
10.180. Financial Exigency-Retrenchment

10.010. Employment and Supervision of Faculty and Staff. The President of the University is charged with the responsibility for employment of a competent and effective faculty and staff within the annual budgets approved by the Board of Governors and for the supervision of such faculty and staff. It is the duty of the President of the University to develop and implement appropriate policies and procedures for hiring, training, supporting, and evaluating faculty and staff members and, when necessary, for the disciplining and/or discharging of faculty and staff members. The President of the University may delegate to other administrators as much authority for employment decisions as he or she deems proper and advisable for effective and efficient administration. The President reports to the Board in a timely manner all of his or her actions to hire, promote, suspend, or discharge employees, except those in regard to part-time student workers.

10.010.1 Authority of President. The President of the University has the authority to appoint, reappoint, promote, reassign, discipline, suspend, and discharge employees. He or she also may accept resignations, grant leaves of absence without pay, and take other appropriate personnel actions in regard to faculty and staff. Provided, however, that the President may not 1) take such actions in violation of the Bylaws or other policies of the
Board or 2) approve expenditures in excess of the total amount budgeted for expenditures in the applicable budget.

10.010.2. **Reservation of Authority by Board.** The following personnel matters are specifically reserved for action by the Board of Governors:
1. Appointment and removal of officers named in the Bylaws.
2. Reappointment of faculty members in regular positions when such reappointment is tantamount to the granting of tenure.
3. Promotion in academic rank of faculty members in regular positions.
4. Grant of paid sabbatical or professional leaves of absence.
5. Discharge of tenured faculty members.
6. Award of early retirement benefits.

10.020. **Equal Employment Opportunity/Affirmative Action Program.** The Board of Governors reaffirms and states the policy of equal employment opportunity.

10.020.1. **Policy Statement.** The University will provide equal employment opportunity on the basis of merit and without discrimination *(of race, religion, sex, age, or national origin) [on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation or veteran status]* pursuant to *[the University’s Notice of Non-Discrimination, applicable Missouri statutes and] Federal Executive Orders 11246 and 11375 and Chapter 60 of Title 41 of the Code of Federal Regulations as amended by Part 60-2 and Revised Order No. 4. The University will extend equal opportunity for employment in both faculty and staff positions to all qualified persons, and will promote equal opportunity through a positive and continuing affirmative action program. The obligation to establish affirmative action procedures to implement this policy shall rest with the President of the University.

10.020.2. **Purpose.** The purpose of the affirmative action program is twofold: 1) to further implement the University's policy on equal employment opportunity throughout all departments, facilities, offices, and units of the University and 2) to insure that University policy is widely understood by all personnel and the public in general.

10.020.3. **Administration of the Program.** *[The responsibility of coordinating and monitoring the affirmative action program may be delegated by the President of the University to an Affirmative Action Officer.]*

1. There is hereby established an Equal Employment Opportunity Committee which shall be responsible for formulating policies regarding the affirmative action program. The Committee shall be composed of six members of the faculty and staff of the University who shall be appointed by the President of the University. The members shall serve for the period of time designated by the President.

2. The responsibility of coordinating and monitoring the affirmative action program may be delegated by the President of the University to an Affirmative Action Officer. The Affirmative Action Officer shall serve as the seventh member and as chairman of the Equal Employment Opportunity Committee. The Affirmative Action Officer shall be responsible for implementing the policies adopted by the Equal Employment Opportunity Committee.

10.030. **Nepotism Prohibited.** Pursuant to the Missouri Constitution, no officer or employee *[shall] (may)* participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such officer or employee within the fourth degree of consanguinity (blood) or affinity (marriage). *[It also shall be a violation of this policy for] (Similarly), an employee *[to] (may not)*
supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University.

10.040. **Professional Leave for Staff.** The professional leave policy is designed primarily for the improvement of instruction. However, the Board will consider applications for paid leaves of absence by administrative and professional staff members when such leaves will provide adequate benefits to the University. In such cases, the rules and requirements for professional leaves of faculty members will apply to the professional leaves for staff members.

10.050. **Stipends for Graduate Study.** Stipends *(of up to $4,000 per semester, or up to $1,500 per summer session,)* are authorized for graduate study by honor graduates and current faculty members of this University and prospective faculty members as selected by the President of the University. [The President of the University is authorized to determine the amount of such stipends.]

10.060. **Medical, Family and Funeral Leave – Rationale and Purpose.** This policy is intended to coordinate with the existing Federal Legislation entitled the Family and Medical Leave Act (FMLA); to provide Truman State University employees with needed benefits concerning the work-family environment; and to provide contingencies for employees so that they can attend to family emergencies and family events. Any leave granted pursuant to these policies shall run concurrently with any leave available under FMLA. These policies do not extend or enlarge the University’s obligations under FMLA. Medical, family and funeral leaves are administered in the following manner:

10.060.1 **General - All Employees**

**Definitions:**

1. **Child** – biological child of the employee or whom the employee adopts or for whom the employee is financially responsible, and whom the employee supervises on a day-to-day basis.

2. **Compensation** – something given or received as an equivalent or as reparation for a service such as a reduced teaching load for an overload.

3. **Parent** – employee’s biological parents or other individual who assumed day-to-day care and financial responsibility for the employee when the employee was a child.

4. **Primary Caregiver** – person who provides 50% or more of the care.

5. **Serious Health Condition** – a health condition which qualifies an employee for benefits under the FMLA.

**Medical Leave and Family Leave** – Medical leave and family leave are provided with the realization that an employee or an employee’s spouse, child or parent may become ill or injured and the employee may need time off to recover or to care for the employee’s spouse, child or parent. Also, an employee may need time off to care for employee’s newborn child or to provide care for a child placed with employee for adoption. Medical and family leave are provided to employees with and without faculty rank, in accordance with the provisions of the Code of Policies as set out below.

**Funeral Leave** – Funeral leave for all employees shall be granted for up to three (3) days, with pay, for the funeral of the employee’s spouse, mother, father, child, brother, sister, grandchild, step-parent or
step-child. Funeral leave shall be granted for up to one (1) day, with pay, for the employee for the funeral of the employee’s mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent or the grandparent of the employee’s spouse, great-grandparent or great-grandchild. The employee may, with their supervisor’s permission, use accrued vacation or accrued medical leave to take additional days associated with funeral leave.

Extended Medical Leave – In cases of extended illness or illnesses of the employee or employee’s immediate family member:

a. The President is authorized, at his or her discretion, to grant extended medical leave, with pay and benefits, for up to 60 days for employees with five or more years of continuous, full-time service who have exhausted all other available leave, including FMLA leave.

b. For employees who have exhausted their extended medical leave granted under subsection a., above, the President is further authorized, at his or her discretion, to grant additional extended medical leave for up to 120 days, without pay, for employees with five or more years of continuous, full-time service. In this instance, such employees may have continued benefits to the extent that such benefits are available to them from the University’s benefits providers at no additional cost to the University, or to the extent that such benefits are available pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA).

c. For employees who lack five years of continuous, full-time service and are, therefore, ineligible for extended medical leave under subsections a. and b., above, the President is authorized, at his or her discretion, to grant extended medical leave for up to 180 days, without pay, if such employee has exhausted all other available leave, including FMLA leave. In this instance, such employees may have continued benefits to the extent that such benefits are available to them from the University’s benefits providers at no additional cost to the University, or to the extent that such benefits are available pursuant to COBRA.

d. These provisions for extended medical leave do not extend or enlarge the University’s obligations with respect to continuation of health plan coverage under COBRA.

10.060.2 Full-time Employees with Faculty Rank

1. Medical Leave Accumulation
Full-time employees with faculty rank begin employment at the University with sixty (60) days of Medical leave, which is granted by the Board of Governors and is unearned. In addition, nine (9) Medical days per academic year are earned. Unearned and earned Medical Leave taken together shall be considered “accumulated leave” for purposes of the Code sections relating to faculty, and may be used for Medical Leave or Family Leave as defined in Board of Governor’s policy.

2. Employee Medical Leave

a. Full-time employees with faculty rank may request Medical Leave for medical reasons, including pregnancy, for the period of time that the employee is unable to work as determined by his or her healthcare provider. The employee should request such leave through the Division Head, with appropriate paperwork submitted to the Business Office-Human Resources. The University may request appropriate documentation, including a physician’s statement. The University reserves the right to a second opinion at its cost.
b. Medical Leave will be on full pay to the extent of accumulated leave. FMLA leave and leave without pay may be applicable.

c. Medical Leave related to pregnancy is limited to six weeks' duration unless a physician documents a medical need for additional leave. If a portion of the six-week period takes place between semesters, then only the time taken during the academic contract will be used to reduce accumulated leave balance, however the days between semesters count toward the six week maximum.

3. Family Leave

a. Family Leave for employees with faculty rank may be granted, with pay, to the extent of accumulated leave for a period not to exceed one semester during any 12-month period of employment under the following circumstances:

i. Care for qualifying employee’s newborn or placement of a child (age 5 years or less unless the child is disabled or there are extraordinary circumstances) with the employee for adoption. Family leave taken in conjunction with the birth or adoption of a child must be taken within one year of such birth or adoption.

ii. Care of the employee’s spouse, child, or parent with a serious health condition.

b. Family Leave may be taken as paid leave only if the employee meets the following criteria:

i. Tenured or tenure eligible and has completed at least one year of service;

or

ii. Temporary employees who have completed at least three years of full-time service

c. FMLA leave and leave without pay may be applicable.

d. An employee requesting paid Family Leave must certify that he or she is a primary caregiver. In the case of Family Leave related to childcare, if the University employs both parents, then the combined leave of both parents will not exceed 16 weeks, using accumulated leave and leave without pay if applicable.

e. An employee requesting paid Family Leave for the care of a spouse, child or parent due to a serious health condition may be asked to provide a physician’s documentation of the medical condition, and the employee will need to certify that he or she is a primary caregiver.

f. Employees requesting paid Family Leave should work with their Division Heads at the earliest opportunity to develop plans that may consist of alternate work schedules, substitution of duties, project-specific work and/or transportable work and if applicable, time without pay. The goal would be to find a plan that is acceptable for all parties involved. The University will make reasonable efforts to accommodate the needs of employees to the greatest possible extent and in a manner consistent with the effective and efficient operation of the University. When faculty members assist in accommodation of a colleague’s leave plan, every effort will be made to recognize and compensate those people for extra services provided. The Academic Dean should forward the proposed plan to the Executive Vice President for Academic Affairs and Provost for
approval, then to the Business Office-Human Resources, to be processed pursuant to Section 10.060.4 of this Code.

10.060.3 Employees without Faculty Rank

1. Medical Leave Accumulation
   Full-time employees without faculty rank earn one day of leave for each month of service. Employees who are at least half-time receive prorated leave accumulation.

2. Medical Leave
   a. Employees may request Medical Leave for medical reasons, including pregnancy, for the period of time that the employee is unable to work as determined by his or her healthcare provider. The employee should request such leave through his or her Supervisor, with appropriate paperwork approved by the appropriate member of the President’s Staff and submitted to the Business Office-Human Resources. The University may request appropriate documentation, including a physician’s statement. The University reserves the right to a second opinion at its cost.
   b. Medical Leave will be on full pay to the extent of the accumulated leave. FMLA leave and leave without pay may be applicable.
   c. Medical Leave related to pregnancy is limited to six weeks’ duration unless a physician documents a medical need for additional leave.

3. Family Leave
   a. Family Leave may be granted for a period of up to 16 weeks during any 12-month period of employment under the following circumstances:
      i. Care for qualifying employee’s newborn or placement of a child (age 5 years or less unless the child is disabled or there are extraordinary circumstances) with the employee for adoption. Family leave taken in conjunction with the birth or adoption of a child must be taken within one year of such birth or adoption.
      ii. Care of the employee’s spouse, child, or parent with a serious health condition.
   b. Family Leave may be taken as paid leave to the extent the employee has leave accumulated to cover the 16-week period.
   c. FMLA leave and leave without pay may also be applicable.
   d. An employee requesting paid Family Leave must certify that he or she is a primary caregiver. In the case of Family Leave related to childcare, if the University employs both parents, then the combined leave of both parents will not exceed 16 weeks, using accumulated leave and leave without pay if applicable.
   e. An employee requesting paid Family Leave for the care of a spouse, child, or parent due to a serious health condition may be asked to provide a physician’s documentation of the serious health condition and the employee will need to certify that he or she is a primary caregiver.
f. Employees requesting paid Family Leave should work with their Supervisors at the earliest opportunity to discuss alternate work schedules, reduced duties, project-specific work and/or transportable work. The goal would be to find an arrangement that is acceptable for all parties involved. The University will make reasonable efforts to accommodate the needs of employees to the greatest possible extent and in a manner consistent with the effective and efficient operation of the University. The Supervisor should forward the proposed plan to the appropriate President’s Staff for approval, then to the Business Office-Human Resources to be processed pursuant to Section 10.060.4 of the Code.

4. Medical Leave Bank Program

a. There is hereby created a Medical Leave Bank Program to assist employees who face their own catastrophic illness or need to care for a spouse, child or parent when such spouse, child or parent is suffering from a catastrophic illness and the employee is faced with the exhaustion of paid leave benefits during recovery from such illness.

b. Catastrophic illness is defined as a serious health condition of an employee or employee’s spouse, child or parent which requires the employee’s absence from duty for a prolonged period of time leading to the exhaustion of all the employee’s earned medical leave, annual vacation leave, and compensatory leave time. Such serious health condition must be seriously incapacitating, of extended duration, and be certified by a physician.

c. Under the Medical Leave Bank Program, employees may contribute a portion of their own unused medical or vacation leave to a community medical leave bank for the use of employees who have exhausted their own medical, vacation and compensatory leave on account of a catastrophic illness as defined above. The purpose of this program is to allow employees to share their medical and vacation leave with fellow employees who are in need.

d. The President of the University is authorized and directed to establish written policies and guidelines for the implementation and administration of the Medical Leave Bank Program. These policies and guidelines will establish University practices relating to program startup, enrollment in the program, eligibility for benefits under the program, donation of medical and vacation leave time to the program, establishment of an administrative committee to consider applications for benefits, establishment of an appeals process, and such other policies and guidelines as the President deems necessary for the operation of the program consistent with existing Board Policies.

e. Employees must exhaust their remedies under this Medical Leave Bank program before they can be considered for Extended Medical Leave under Section 10.060.1 of the Board of Governors Code of Policies.

10.060.4 Implementation and Management

1. Personnel Responsible/Administration

a. Employees: responsible on an ongoing basis for submitting timely reports of Medical Leave taken to their Supervisor or Academic Dean. Communicate with Academic Dean at earliest opportunity when leave is anticipated.
b. Academic Deans: faculty should speak with their Academic Dean first about seeking Medical and Family Leaves.

c. Supervisor: employees with non-faculty status should speak to their immediate Supervisor first about seeking Medical and Family Leaves.

d. Executive Vice President for Academic Affairs and Provost: the Executive Vice President for Academic Affairs and Provost is consulted by the Academic Dean and approves or does not approve the recommended leave for academic employees.

e. Appropriate President’s Staff: the Supervisor of non-academic employees consults with the appropriate President’s Staff member who approves or does not approve the recommended leave.

f. Members of the Business Office, benefits coordinator and controller: Business Office personnel verify leave approvals for compliance with the policy, verify calculation of paid leave available and keep records of leaves. The Executive VPAA and appropriate President’s Staff member will consult with Human Resources prior to approving leave.

2. Discipline/Enforcement

a. If an employee believes his or her Supervisor or Academic Dean or appropriate President’s Staff member is not correctly applying this policy, a written appeal may be submitted to the Human Resources office by non-faculty status employees or to the Executive Vice President for Academic Affairs and Provost by faculty employees.

b. If it is determined that an employee has violated the terms and/or criteria of Medical Leave and/or Family Leave, then consequences will be enforced from among the following, but not limited to:

   1. Employee may be required to reimburse the University for any paid leave which was granted improperly due to any misconduct or misrepresentation on the part of the employee.

   2. Termination of employment, if circumstances warrant.

10.060.5 Medical Leave Covered by Workers’ Compensation
Medical leave shall be granted to persons who are covered by Workers’ Compensation or other forms of insurance to which the University contributes, only to the extent to which these medical leave provisions exceed income from Workers’ Compensation or insurance to which the University contributes or provides matching funds.

10.060.6 Retirement Credit. The limitation of 120 days for the accumulation of unused sick leave shall mean the maximum number of unused sick days to an employee's credit for which the employee will be paid his or her regular salary absent due to illness or injury. Any unused sick days accumulated by an employee beyond the 120 day limitation will be available for an unpaid leave of absence due to illness or injury and for any available service credit at the time of retirement, provided that any unused sick days which accumulate beyond the 120 day limitation shall not be added back into the accumulation of payable sick leave days if and when paid sick leave is utilized by an employee and his or her total of payable sick leave drops below the 120 day limitation.
10.070. **Vacation Leave.** Vacation leave is administered in the following manner.

10.070.1. **Full-Time Contract Employees.** Vacation leave for full-time employees serving on 12-month contracts accrues at the rate of 1.25 days per month (15 working days per year). At the beginning of the 15th year of continuous employment, vacation leave accrues at the rate of 1.67 days per month, which totals 20 days per year.

10.070.2. **Full-Time Non-Contract Employees.** Vacation leave for full-time employees not serving on contracts for definite periods accrues at the rate of 5/6 (0.83) of one day per month, which totals 10 working days per year, during the first five years of continuous employment. From the beginning of the sixth year of continuous employment to the beginning of the 15th year, vacation leave accrues at the rate of 1 1/4 (1.25) days per month, which totals 15 working days per year. At the beginning of the 15th year of continuous employment, vacation leave accrues at the rate of 1 2/3 (1.67) days per month, which totals 20 working days per year.

10.070.3. **Other Employees.** Vacation leave for part-time employees who work at least 20 hours per week or for full-time employees employed less than 12 months per year accrues at a rate proportionate to that of full-time contract employees who work 40 hours per week on twelve month contracts unless other provision for vacation leave is included in the individual employee contract.

10.080. **Annual Holidays.** The President of the University is authorized to establish staff holidays for each year with the proviso that such holidays are not to exceed thirteen days in a fiscal year.

10.090. **Copyrights.** Royalties or profits from materials developed by employees utilizing University time, supplies or equipment are to be divided on an equitable basis between the employees and the University based on the value of the respective contributions. \[The President of the University is authorized to promulgate and implement policies for the development, use and commercial or other exploitation of such materials.\] (Unless otherwise agreed in writing, the equitable division will be made without regard to whether the materials are copyrighted or, if copyrighted, which party holds the copyright.)

10.100. **Inventions and Patents.** Royalties or profits from inventions developed by employees utilizing University time, supplies or equipment are to be divided on an equitable basis between the employees and the University based on the value of the respective contributions. \[The President of the University is authorized to promulgate and implement policies for the development, use and commercial or other exploitation of such inventions.\] (Unless otherwise agreed in writing, the equitable division will be made without regard to whether the inventions are patented or, if patented, which party holds the patent.)

10.120. **Employee Insurance Programs.** The University is a member of the Missouri State Universities Consortium which permits the University to pool its employee insurance programs with other colleges and universities. The programs currently provide life insurance, long-term disability insurance, and medical insurance for full-time employees. The programs and benefits are determined by the consortium.

10.130. **(Tax Sheltered Annuities) [Voluntary Tax Sheltered Plans.]** Properly licensed companies are authorized to sell \[voluntary personal investment and savings plans\] \(\text{(tax sheltered annuities)}\) to University employees upon providing reasonable assurances to the University that the deductions from employees' salaries will meet the requirements for "tax sheltered" plans. The President of the University is authorized to develop and implement policies and procedures for employees to purchase \[such plans\] \(\text{(tax sheltered annuities)}\) through the University, including a provision for a minimum level of sales to University employees by each company.
10.140. **Workers' Compensation for Officers.** Section 287.090(4) of the statutes provides that salaried officers of a corporation, organized pursuant to the laws of this state, are not automatically included in coverage under the Workers' Compensation Law unless specifically approved by the board of directors of the corporation. The Board of Governors approves the awarding of such workers' compensation coverage for officers of the University as permitted by Chapter 287 of the statutes.

10.150. **Employees Represented by Union.** Certain employees of the Physical Plant Department are represented by a labor organization as provided in Section 105.530 through Section 105.600 of the statutes. The organization selected by the employees (in 1971 is the Public Service Employees Union, Local No. 45) [is the Laborers Local 773 of the Laborers International Union of North America, AFL-CIO]. Representatives of the Union meet with representatives of the University to confer and discuss proposals relative to salaries and other conditions of employment for the employees represented by the labor organization. The results of such discussions are presented to the Board of Governors and the matters agreed upon by the Board and the Union are contained in memorandums of agreement for agreed periods, normally two years each.

10.160. **Salary Policies.** The Board of Governors approves salary policies on an annual basis, normally at its regular meeting in the month of June. Salary policies are effective for the period stated in the policies, normally one fiscal year, or until replacement salary policies are approved by the Board. Copies of the latest salary policies approved by the Board are available for review at the President's Office. The President of the University determines the compensation for any employees not covered by the salary policies, and the amounts of such compensation are reported to the Board as individuals are employed. Employees may not "pyramid" salaries by undertaking extra assignments for additional pay during periods of full-time University employment, unless such assignments are specifically recognized as overloads and approved by the President of the University on a case-by-case basis.

10.170. **Political Activities.** The following are the regulations concerning political activity and holding of public office by members of the University staff and faculty:

1. **Activity in Political Party Organizations:**
   a. Members of the staff and faculty may engage in lawful political activities:
      (1) of organizations or political parties qualified to place candidates on the ballot in accordance with Missouri statutes or of political parties seeking such qualification,
      (2) of non-partisan or bipartisan groups seeking the election of candidates to public office or the approval or disapproval of issues which are or may be submitted to the voters for approval, or
      (3) on behalf of individual candidates for public office, including candidates for membership of any political committee established by Chapter 120, RSMo.
   b. Such activity, like any other personal, non-official undertaking, must be done on the individual’s own time and should not interfere with University duties.
   c. Members of the staff and faculty may contribute funds to any of the above parties, groups or candidates, or expend funds on behalf of the above parties, groups, candidates or issues, subject only to State and Federal laws, which regulate political contributions.
2. Election to or Holding Public Office:

Any staff or faculty member, before he or she announces officially as a candidate for, or accepts any elected office, must inform his or her supervisor of such intention, and such supervisor must make the fact known to the President of the University through appropriate channels. If the regulations permit, the President will offer no objection to the candidacy, provided it does not require time or attention that should be given to University duties.

a. Subject to the requirements of notice to the President, a staff or faculty member may, without permission of the President, become a candidate for and hold a part-time position as member of a school board, member of a city council, member of a county legislative body or other local school or municipal office which is part-time. In case of doubt, the President shall decide if the candidacy is permissible under these regulations. Such activity must be conducted on the individual’s own time and shall not interfere with University duties.

b. The holding of any elective full-time office in local, county, State or Federal government is forbidden while the person is serving on the University staff or faculty. Before accepting such an office, a person is required to resign his or her University post. A person seeking election to such an office must resign or request an unpaid leave of absence as of the date of filing in the primary election. The President of the University is authorized and directed to establish policies and procedures for the grant of such unpaid leave of absence pursuant to these provisions relating to political activities.

3. This policy is subject to any applicable provision of law, or determination of the Missouri Ethics Commission.


A “financial exigency” is defined as a budgetary or financial emergency of such severity that it cannot be reasonably managed except by a retrenchment. The financial emergency contemplated by this policy, by its nature, requires fundamental, long term changes in the University’s business operation.

“Retrenchment” is defined as a reduction, discontinuance or merger of programs or services which results in termination of tenured faculty or in the termination of term appointments during their term.

1. Declaration of Financial Exigency. Should a budgetary or financial emergency arise which, in the judgment of the President of the University requires retrenchment, the President will present the facts and circumstances to the Faculty Senate as soon as possible. The President will then meet with the Faculty Senate one week following that presentation for suggestions and comments. If, at that point, the President thinks that a financial exigency should be declared, the President will present the facts and circumstances to the Board of Governors. If the Faculty Senate does not agree that financial exigency should be declared, they will present their case to the Board of Governors in writing at the same time. The Board of Governors will determine whether a financial exigency exists. In considering the President’s request for the declaration of financial exigency, the Board will take into account the nature and circumstances of the financial emergency, the severity of the emergency, the expected duration of the emergency, the President’s analysis of the situation and the totality of the circumstances surrounding the matter.
2. **Comment Period.** If the Board of Governors determines that a financial exigency exists, the President shall establish a Financial Exigency Committee. The membership of the Financial Exigency Committee will be as follows: the President of the University [chair], the President of the Faculty Senate, a representative of the faculty chosen by the Faculty Senate, the chief financial officer of the University, and the Executive Vice President for Academic Affairs and Provost. The Financial Exigency Committee (hereinafter referred to as the “Committee”) shall prepare a detailed financial analysis of the situation and communicate this analysis to the Faculty Senate, to the President’s Administrative Council, to the Staff Council and to the Student Government, inviting timely comment and suggestions from all of these constituencies. The Committee shall also seek advice and recommendations from Deans, Department Chairs, and other administrative supervisors. All constituents consulted by the Committee are encouraged to make written recommendations for the Committee’s consideration.

3. **Committee’s Recommendation.** After communicating with faculty, staff and students, the Committee shall include a summary of their comments and suggestions as part of the Committee’s recommendation to the Board of Governors. The Committee’s recommendation to the Board will include the Committee’s plan for addressing the financial exigency including a detailed plan for retrenchment in employment. This plan shall include an evaluation of tenured faculty staffing needs based on functional necessity while considering seniority and tenure status.

If the Committee’s recommendation includes a plan for termination of term appointments during their term, such recommendation will also include an evaluation of the appointments proposed for termination based on functional necessity while considering seniority. The plan will include a timetable for implementation of the plan, should such plan be approved by the Board. The timetable shall include provision for as much notice as is reasonably practicable under the circumstances to the faculty whose employment will be terminated if the plan is approved and implemented.

4. **Retrenchment Criteria.** In preparing a recommendation for the Board, the Committee will first seek to protect the core functions of the University, as defined in the University’s Mission Statement. These core functions include classroom instruction, the library and non-academic services essential to fulfilling the University’s mission. The Committee will give due consideration to comments and advice from Faculty Senate, the Deans, Department Chairs and other administrative staff, the staff council and the Student Government.

The Committee’s plan for termination of tenured faculty positions or for termination of term appointments during their term, shall give due consideration to seniority in terms of rank and length of service. The final selection will be made on the basis of best overall qualifications in light of the needs of the University as determined by the Committee. In such cases where all other considerations are equal, seniority will be the determining factor. Termination of tenured faculty appointments or termination of faculty term appointments during their term, shall be subject to approval of the Board of Governors.

If, within two years after eliminating a tenured faculty position pursuant to this policy, the University determines to reinstate such position, the tenured faculty member who formerly held such position shall be notified of such action, if possible, and shall be rehired in their former position if they so desire. The University will make a good faith effort to locate and notify the former faculty member so affected. The conditions of such reemployment will be determined at that time.

5. **Final Board Determination.** While the Board of Governors may make its final decision while in closed session, the Board will first conduct a public hearing to accept comment and suggestion regarding the
Committee's recommendation. Such public hearing shall be publicized at least 2 days in advance. In considering the Committee's recommendation for responding to the state of financial exigency, the Board will take into account the nature and circumstances of the financial exigency and its severity; the expected duration of the emergency; the Committee's analysis; comments and advice from Faculty Senate, the Deans, Department Chairs and other administrative staff; the staff council; the Student Government; the Committee's recommendation for a retrenchment plan; and the totality of the circumstances surrounding the matter. The Board may approve the Committee's plan as presented or amend it as the Board determines.

Upon a declaration of financial exigency by the Board and the approval of a plan of retrenchment, the President will proceed to carry out the plan in accordance with the timetable set out in the approved plan. Any declaration of financial exigency shall be for a finite and defined period of time, will be reviewed annually by the Board of Governors and will be subject to extension if the Board determines it necessary to do so following such annual review.

The motion was seconded by Cheryl J. Cozette and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Agenda Items for Future Meetings
The Board reviewed a list of proposed agenda items for the regular meetings during the next year.

Dates for Future Meetings
Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, February 7, 2015, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

BE IT FURTHER RESOLVED that other regular meetings of the Board during the next year be tentatively scheduled for the following dates:

- Saturday, April 11, 2015;
- Saturday, June 13, 2015;
- Saturday, August 1, 2015;
- Friday, October 9, 2015; and
- Saturday, December 5, 2015.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

Agenda Items for Closed Session
Sarah Burkemper moved the adoption of the following resolution:
BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

1. Approval of minutes for the closed session of the last meeting under Subsection 14 of the statute for “Records which are protected from disclosure by law”;
2. Individual personnel actions under Subsection 3 of the statute for “Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded”;
3. Confidential communications with the General Counsel; and
4. Purchase of real estate under Subsection 2 of the statute for “Leasing, purchase or sale or real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; and

BE IT FURTHER RESOLVED that if any business not covered by the stated reasons for the closed session is raised during the closed session, then this meeting shall be reopened to the public and an announcement about a resumption of the open session shall be made in the hallway outside of the meeting room.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 7 to 0. Susan Plassmeyer then declared the motion to be duly adopted.

The closed session of the meeting began shortly after 3:00 p.m.

Sarah Burkemper
Secretary of the Board of Governors (2014)

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 7th day of February, 2015.

Jim O’Donnell
Chair of the Board of Governors (2015)
ITEM C
Recognition of 2014 Board Chair—Susan Plassmeyer

DESCRIPTION AND BACKGROUND

Governor O’Donnell and University President Troy Paino will recognize Governor Susan Plassmeyer for her service as Board Chair for the 2014 Calendar Year.

RECOMMENDED ACTION

This is a discussion item only.
ITEM D
President's Report

DESCRIPTION AND BACKGROUND

Dr. Troy D. Paino, President of the University, will provide a report on several items of current interest.

RECOMMENDED ACTION

This is a discussion item only.
ITEM E
Annual Student Government Report

DESCRIPTION AND BACKGROUND

Drew Paulman and Molly Turner, President and Vice President of Student Government, will provide the annual Student Government Report.

RECOMMENDED ACTION

This is a discussion item only.
ITEM F
Emergency Notifications Demonstration

DESCRIPTION AND BACKGROUND

Donna Liss, Chief Information Officer for Information Technology Services, and Tammy Roberts, Director of Administrative Computing, will provide a demonstration of Truman’s multi-faceted emergency notification system - including automated email, text messages, desktop, classroom and digital signage notification options.

RECOMMENDED ACTION

This is a discussion item only.
ITEM G
Finance and Auditing Committee Report

DESCRIPTION AND BACKGROUND
Governor Sarah Burkemper, chair of the Finance and Auditing Committee, will provide a report on the committee meeting held earlier in the day.

RECOMMENDED ACTION
This is a discussion item only.
ITEM G.1
Financial Report

The following financial reports include a review as of December 31, 2014, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of December 31, 2014, of the Truman State University Foundation revenues and expenditures.

RECOMMENDED ACTION

This is a discussion item only.

ATTACHMENT

Financial Report
Truman State University
Financial Report
December 31, 2014 compared to December 31, 2013

Education & General (Pages A1-A3)

Revenues total $48.9 million this year compared to $48.4 million a year ago, representing 51.7% of revenue budgeted for FY15 compared to 52% of the revenue budgeted for FY14. Total revenues are up $559,590, or 1.16% over last year.

State Appropriations for FY15 received as of December 31 total $20.3 million compared to $19.6 million a year ago, up $675,465, or 3.4%. At year end, if the traditional 3% withholding stands for FY15, the increase over FY14 will be $2,781,946.

The enrollment and related fees category is down $21,958 from last year, or .08%. Fall enrollment was steady with a headcount for the University at 6,248 this fall compared to 6,149 last fall. Fall full-time equivalent enrollment (FTE) totaled 5,535 this year compared to 5,563 last year. There were 1,484 new fall undergraduate students (first-time freshman and transfers) compared to 1,479 last year. In terms of revenue, the most significant decrease was in fall enrollment fees, partially offset with increases in the Institute for Academic Outreach, summer session, and other areas.

Overall expenditures are up $413,978, or .94% over last year. There are four expenditure categories up and one category down more than $200,000 as follows:

Faculty and staff salaries are up $406,844 (or 2.33%) primarily due to salary increases of 2%. Fringe benefits are up $285,433 (or 4.98%). Increases in retirement and FICA expenses ($48,627 and $21,352, respectively) are consistent with the increase in salary expense. Additionally, fringe benefit expense increased by $165,893 due to increased health insurance costs for employees. Equipment expense is down $919,813 (or 70%) primarily due to timing. Scholarships are up $411,680 (or 4.16%) primarily due to a change in scholarship policy. Professional services are down $201,361 (or 17.84%) primarily due to extra marketing expense in FY14.

Auxiliary Systems (Pages B1-B3)

Revenues total $13.3 million this year compared to $12.3 million a year ago, representing 54.9% of the budgeted revenues for this year compared to 49.7% for last year. Total revenues are up $943,057, or 7.64% over last year. The majority of the change is due to increased housing contracts ($788,205). Housing occupancy for fall was up 143 residents with 2,659 compared to 2,516 a year ago.

Expenditures total $10.4 million this year compared to $9.9 million last year, representing 41.3% of the current year’s budget compared to 38% of the expenditures budgeted for last year. Total expenditures are up $513,533 from last year, or 5.21%.
One expense was up more than $100,000 as follows:

Meal expense is up $439,826 primarily due to increased occupancy in the halls.

Truman State University Foundation (Pages C1-C3)

Statement of Net Position (Page C-1)

Net assets increased from $40.86 million a year ago to $43.8 million this year, an increase of $2.9 million. The most significant asset, cash and investments, is up from $40.6 million last year to $43.6 million this year.

Statement of Revenues, Expenses and Changes in Net Position (Page C-2)

Through December 31, contributions and additions to permanent endowments total $1,450,610 this year compared to $1,234,666 last year, an increase of $215,944, with a $106,370 increase in contributions and a $109,574 increase in donations classified as additions to permanent endowments.

Investment income net of fees shows a gain of $528,270 this year compared to $3.4 million last year, with the majority of the change in the realized and unrealized gains and losses categories. Unrealized gains totaled $2.5 million last year compared to a $790,042 loss this year. Realized gains totaled $514,588 last year compared to an $830,841 gain this year.

Expenses and Transfers to Truman budgets total $990,682 this year compared to $1,039,543 a year ago, a reduction of $48,861. Significant differences are in scholarships (up $116,892) and Transfers to Truman budgets (down $158,296).

Both the number of scholarship awards and the average amount of the awards increased from last year. The number of awards increased from 494 to 539 and the average amount increased from $562 to $732. Transfers to university budgets are down primarily to the funding for the planetarium last year.

Investments Schedule (Page C-3)

Investments held by the Foundation including endowment, short-term, Long Trust, and annuities totaled $42.8 million this year compared to $39.9 million a year ago, an increase of $2.9 million. The Foundation also has a beneficial interest in three trusts that are not included in the financial statements. The three trusts totaled $3.5 million this year, an increase of $30,756 over last year. The Cozean Trust is up $12,489, the Ludlow Trust is up $2,173, and the Ingraham Trust is up $16,093.
Truman State University  
Educational & General  
Budget to Actual  
For the period ending December 31  

<table>
<thead>
<tr>
<th></th>
<th>FY15 Budget</th>
<th>FY15 To Date</th>
<th>Percent of Budget This Year</th>
<th>Percent of Budget Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education &amp; General</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriation</td>
<td>$ 42,538,644</td>
<td>$ 20,324,271</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Income</td>
<td>$ 52,119,356</td>
<td>$ 28,612,528</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budgeted Revenues</td>
<td>$ 94,658,000</td>
<td>$ 48,936,799</td>
<td>51.70%</td>
<td>52.00%</td>
</tr>
<tr>
<td>Rollover from prior year</td>
<td>$ 1,771,770</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Resources to Spend</td>
<td>$ 96,429,770</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Salaries</td>
<td>$ 37,630,971</td>
<td>$ 17,878,387</td>
<td>47.51%</td>
<td></td>
</tr>
<tr>
<td>Student Employment</td>
<td>$ 3,204,619</td>
<td>$ 1,652,342</td>
<td>51.56%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$ 16,030,667</td>
<td>$ 6,012,569</td>
<td>37.51%</td>
<td></td>
</tr>
<tr>
<td>Total Salaries &amp; Fringe Benefits</td>
<td>$ 56,866,257</td>
<td>$ 25,543,298</td>
<td>44.92%</td>
<td>45.29%</td>
</tr>
<tr>
<td>Equipment &amp; Capitalized Expense</td>
<td>$ 2,635,965</td>
<td>$ 385,727</td>
<td>14.63%</td>
<td>35.08%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td>$ 13,809,859</td>
<td>$ 6,771,479</td>
<td>49.03%</td>
<td></td>
</tr>
<tr>
<td>Institutional Aid</td>
<td>$ 19,587,480</td>
<td>$ 10,315,565</td>
<td>52.66%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$ 3,530,209</td>
<td>$ 1,426,595</td>
<td>40.41%</td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>$ 36,927,548</td>
<td>$ 18,513,639</td>
<td>50.14%</td>
<td>48.46%</td>
</tr>
<tr>
<td><strong>Total Education &amp; General Expense</strong></td>
<td>$ 96,429,770</td>
<td>$ 44,442,664</td>
<td>46.09%</td>
<td>46.10%</td>
</tr>
</tbody>
</table>
Truman State University  
Operating Receipts by Fund  
For the period ending December 31

<table>
<thead>
<tr>
<th></th>
<th>FY13 Receipts</th>
<th>FY14 Receipts</th>
<th>FY15 Receipts</th>
<th>Change FY14 to FY15</th>
<th>% Change FY14 to FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education &amp; General</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriation</td>
<td>$19,156,674</td>
<td>$19,648,806</td>
<td>$20,324,271</td>
<td>$675,465</td>
<td>3.44%</td>
</tr>
<tr>
<td><strong>Total State Sourced Income</strong></td>
<td>$19,156,674</td>
<td>$19,648,806</td>
<td>$20,324,271</td>
<td>$675,465</td>
<td>3.44%</td>
</tr>
<tr>
<td><strong>Enrollment Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Fees</td>
<td>$24,970,294</td>
<td>$26,321,247</td>
<td>$26,291,772</td>
<td>$(29,475)</td>
<td>-0.11%</td>
</tr>
<tr>
<td>Student Activity Fees</td>
<td>$239,026</td>
<td>$238,489</td>
<td>$251,935</td>
<td>$13,446</td>
<td>5.64%</td>
</tr>
<tr>
<td>Athletic Fees</td>
<td>$284,518</td>
<td>$283,778</td>
<td>$279,928</td>
<td>$(3,850)</td>
<td>-1.36%</td>
</tr>
<tr>
<td>Health Clinic Fees</td>
<td>$153,640</td>
<td>$153,240</td>
<td>$151,161</td>
<td>$(2,079)</td>
<td>-1.36%</td>
</tr>
<tr>
<td><strong>Total Student Fees</strong></td>
<td>$25,647,478</td>
<td>$26,996,754</td>
<td>$26,974,796</td>
<td>$(21,958)</td>
<td>-0.08%</td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td>$1,127,710</td>
<td>$1,731,649</td>
<td>$1,637,732</td>
<td>$(93,917)</td>
<td>-5.42%</td>
</tr>
<tr>
<td><strong>Total Education &amp; General</strong></td>
<td>$45,931,862</td>
<td>$48,377,209</td>
<td>$48,936,799</td>
<td>$559,590</td>
<td>1.16%</td>
</tr>
</tbody>
</table>
Truman State University  
Operating Expense by Fund  
For the period ending December 31

<table>
<thead>
<tr>
<th></th>
<th>FY13 Expense</th>
<th>FY14 Expense</th>
<th>FY15 Expense</th>
<th>Change FY14 to FY15</th>
<th>% Change FY14 to FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education &amp; General</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty &amp; Staff Salaries</td>
<td>$17,332,674</td>
<td>$17,471,543</td>
<td>$17,878,387</td>
<td>$406,844</td>
<td>2.33%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>$1,684,370</td>
<td>$1,634,986</td>
<td>$1,652,342</td>
<td>$17,356</td>
<td>1.06%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$5,297,836</td>
<td>$5,727,136</td>
<td>$6,012,569</td>
<td>$285,433</td>
<td>4.98%</td>
</tr>
<tr>
<td><strong>Total Salary &amp; Fringe Benefits</strong></td>
<td>$24,314,880</td>
<td>$24,833,665</td>
<td>$25,543,298</td>
<td>$709,633</td>
<td>2.86%</td>
</tr>
<tr>
<td>Equipment &amp; Capital Expenses</td>
<td>$436,645</td>
<td>$1,305,540</td>
<td>$385,727</td>
<td>$(919,813)</td>
<td>-70.45%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Aid</td>
<td>$9,147,633</td>
<td>$9,903,885</td>
<td>$10,315,565</td>
<td>$411,680</td>
<td>4.16%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$1,035,567</td>
<td>$1,128,809</td>
<td>$927,448</td>
<td>$(201,361)</td>
<td>-17.84%</td>
</tr>
<tr>
<td>Travel</td>
<td>$972,134</td>
<td>$1,193,257</td>
<td>$1,349,106</td>
<td>$155,849</td>
<td>13.06%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,226,693</td>
<td>$1,361,127</td>
<td>$1,426,595</td>
<td>$65,468</td>
<td>4.81%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$776,699</td>
<td>$828,234</td>
<td>$900,131</td>
<td>$71,897</td>
<td>8.68%</td>
</tr>
<tr>
<td>Maintenance Contracts</td>
<td>$813,360</td>
<td>$851,010</td>
<td>$950,552</td>
<td>$99,542</td>
<td>11.70%</td>
</tr>
<tr>
<td>Communications</td>
<td>$414,224</td>
<td>$432,630</td>
<td>$459,456</td>
<td>$26,826</td>
<td>6.20%</td>
</tr>
<tr>
<td>Other Expense</td>
<td>$2,121,373</td>
<td>$2,190,529</td>
<td>$2,184,786</td>
<td>$(5,743)</td>
<td>-0.26%</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$16,507,683</td>
<td>$17,889,481</td>
<td>$18,513,639</td>
<td>$624,158</td>
<td>3.49%</td>
</tr>
<tr>
<td><strong>Total Education &amp; General</strong></td>
<td>$41,259,208</td>
<td>$44,028,686</td>
<td>$44,442,664</td>
<td>$413,978</td>
<td>0.94%</td>
</tr>
</tbody>
</table>
Truman State University  
Auxiliary  
Budget to Actual  
For the period ending December 31

<table>
<thead>
<tr>
<th></th>
<th>FY15 Budget</th>
<th>FY15 To Date</th>
<th>Percent of Budget This Year</th>
<th>Percent of Budget Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auxiliary Systems</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Halls</td>
<td>$ 20,782,500</td>
<td>$ 11,493,348</td>
<td>55.30%</td>
<td></td>
</tr>
<tr>
<td>Student Union</td>
<td>$ 1,395,000</td>
<td>$ 753,781</td>
<td>54.03%</td>
<td></td>
</tr>
<tr>
<td>Recreation Center</td>
<td>$ 1,335,000</td>
<td>$ 752,203</td>
<td>56.34%</td>
<td></td>
</tr>
<tr>
<td>Other Auxiliary</td>
<td>$ 686,000</td>
<td>$ 280,734</td>
<td>40.92%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budgeted Revenues</strong></td>
<td>$ 24,198,500</td>
<td>$ 13,280,066</td>
<td>54.88%</td>
<td>49.70%</td>
</tr>
<tr>
<td>Rollover from prior year</td>
<td>$ 879,829</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Resources to Spend</strong></td>
<td>$ 25,078,329</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 2,100,248</td>
<td>$ 1,014,154</td>
<td>48.29%</td>
<td></td>
</tr>
<tr>
<td>Student Salaries</td>
<td>$ 1,404,915</td>
<td>$ 510,703</td>
<td>36.35%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$ 1,116,091</td>
<td>$ 502,667</td>
<td>45.04%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Fringe Benefits</strong></td>
<td>$ 4,621,254</td>
<td>$ 2,027,524</td>
<td>43.87%</td>
<td>43.48%</td>
</tr>
<tr>
<td>Equipment/Capitalized Expense</td>
<td>$ 763,883</td>
<td>$ 82,290</td>
<td>10.77%</td>
<td>10.30%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Principal &amp; Interest</td>
<td>$ 4,032,393</td>
<td>$ 1,171,151</td>
<td>29.04%</td>
<td></td>
</tr>
<tr>
<td>Meals/Banquets/Refreshments</td>
<td>$ 7,150,000</td>
<td>$ 3,759,664</td>
<td>52.58%</td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td>$ 5,124,444</td>
<td>$ 1,358,117</td>
<td>26.50%</td>
<td></td>
</tr>
<tr>
<td>Institutional Aid</td>
<td>$ 1,575,000</td>
<td>$ 956,438</td>
<td>60.73%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$ 1,811,355</td>
<td>$ 1,015,742</td>
<td>56.08%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$ 19,693,192</td>
<td>$ 8,261,112</td>
<td>41.85%</td>
<td>38.04%</td>
</tr>
<tr>
<td><strong>Total Auxiliary Expense</strong></td>
<td>$ 25,078,329</td>
<td>$ 10,370,926</td>
<td>41.35%</td>
<td>38.05%</td>
</tr>
</tbody>
</table>
 Truman State University  
Operating Receipts by Fund  
For the period ending December 31

<table>
<thead>
<tr>
<th></th>
<th>FY13 Receipts</th>
<th>FY14 Receipts</th>
<th>FY15 Receipts</th>
<th>Change FY14 to FY15</th>
<th>% Change FY14 to FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls</td>
<td>$11,080,900</td>
<td>$10,562,016</td>
<td>$11,493,348</td>
<td>$931,332</td>
<td>8.82%</td>
</tr>
<tr>
<td>Student Union</td>
<td>$752,512</td>
<td>$729,880</td>
<td>$753,781</td>
<td>$23,901</td>
<td>3.27%</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>$736,889</td>
<td>$766,080</td>
<td>$752,203</td>
<td>$(13,877)</td>
<td>-1.81%</td>
</tr>
<tr>
<td>Other Auxiliary</td>
<td>$301,391</td>
<td>$279,033</td>
<td>$280,734</td>
<td>$1,701</td>
<td>0.61%</td>
</tr>
<tr>
<td>Total Auxiliary</td>
<td><strong>$12,871,692</strong></td>
<td><strong>$12,337,009</strong></td>
<td><strong>$13,280,066</strong></td>
<td><strong>$943,057</strong></td>
<td><strong>7.64%</strong></td>
</tr>
</tbody>
</table>
Truman State University  
Operating Expense by Fund  
For the period ending December 31

<table>
<thead>
<tr>
<th></th>
<th>FY13 Expense</th>
<th>FY14 Expense</th>
<th>FY15 Expense</th>
<th>Change FY14 to FY15</th>
<th>% Change FY14 to FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auxiliary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries &amp; Fringe Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$1,041,819</td>
<td>$1,028,619</td>
<td>$1,014,154</td>
<td>$(14,465)</td>
<td>-1.41%</td>
</tr>
<tr>
<td>Student Wages</td>
<td>$502,462</td>
<td>$529,353</td>
<td>$510,703</td>
<td>$(18,650)</td>
<td>-3.52%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$421,945</td>
<td>$487,396</td>
<td>$502,667</td>
<td>$15,271</td>
<td>3.13%</td>
</tr>
<tr>
<td><strong>Total Salary &amp; Fringe Benefits</strong></td>
<td>$1,966,226</td>
<td>$2,045,368</td>
<td>$2,027,524</td>
<td>$(17,844)</td>
<td>-0.87%</td>
</tr>
<tr>
<td><strong>Equipment &amp; Capital Expenses</strong></td>
<td>$84,063</td>
<td>$19,932</td>
<td>$82,290</td>
<td>$62,358</td>
<td>312.86%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Aid</td>
<td>$787,500</td>
<td>$861,310</td>
<td>$956,438</td>
<td>$95,128</td>
<td>11.04%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$247,171</td>
<td>$429,513</td>
<td>$384,561</td>
<td>$(44,952)</td>
<td>-10.47%</td>
</tr>
<tr>
<td>Maintenance Contracts</td>
<td>$181,699</td>
<td>$207,335</td>
<td>$208,064</td>
<td>$729</td>
<td>0.35%</td>
</tr>
<tr>
<td>Communications</td>
<td>$84,995</td>
<td>$42,006</td>
<td>$42,252</td>
<td>$246</td>
<td>0.59%</td>
</tr>
<tr>
<td>Meals</td>
<td>$3,460,356</td>
<td>$3,319,838</td>
<td>$3,759,664</td>
<td>$439,826</td>
<td>13.25%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,014,941</td>
<td>$1,032,522</td>
<td>$1,015,742</td>
<td>$(16,780)</td>
<td>-1.63%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$133,050</td>
<td>$120,515</td>
<td>$141,311</td>
<td>$20,796</td>
<td>17.26%</td>
</tr>
<tr>
<td>Bond Principal &amp; Interest</td>
<td>$1,405,247</td>
<td>$1,199,664</td>
<td>$1,171,151</td>
<td>$(28,513)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other Expense</td>
<td>$628,578</td>
<td>$579,390</td>
<td>$581,929</td>
<td>$2,539</td>
<td>0.44%</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$7,943,537</td>
<td>$7,792,093</td>
<td>$8,261,112</td>
<td>$469,019</td>
<td>6.02%</td>
</tr>
<tr>
<td><strong>Total Auxiliary</strong></td>
<td>$9,993,826</td>
<td>$9,857,393</td>
<td>$10,370,926</td>
<td>$513,533</td>
<td>5.21%</td>
</tr>
</tbody>
</table>
Truman State University Foundation  
Statement of Net Position  
December 31, 2013 Compared to December 31, 2014

<table>
<thead>
<tr>
<th>Assets</th>
<th>31-Dec-13</th>
<th>31-Dec-14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY13</td>
<td>FY14</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$713,609</td>
<td>$715,877</td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>$1,750,908</td>
<td>$1,817,346</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$10,347</td>
<td>$-</td>
</tr>
<tr>
<td>Loans Receivable, net of allowance</td>
<td>$299,347</td>
<td>$276,202</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$2,774,211</td>
<td>$2,809,425</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>$38,136,618</td>
<td>$41,026,606</td>
</tr>
<tr>
<td>Loans Receivable, net of allowance</td>
<td>$475,561</td>
<td>$424,818</td>
</tr>
<tr>
<td>Cash Value of Life Insurance</td>
<td>$87,120</td>
<td>$96,338</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>$38,699,299</td>
<td>$41,547,762</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$41,473,510</td>
<td>$44,357,187</td>
</tr>
</tbody>
</table>

**Liabilities**

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$64,873</td>
<td>$2,389</td>
</tr>
<tr>
<td>Annuities &amp; Trusts Payable</td>
<td>$27,186</td>
<td>$37,991</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$92,059</td>
<td>$40,381</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Current Liabilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annuities &amp; Trusts Payable</td>
<td>$518,345</td>
<td>$512,103</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td>$518,345</td>
<td>$512,103</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$610,404</td>
<td>$552,483</td>
</tr>
</tbody>
</table>

**Net Position**

$40,863,106  
$43,804,704
Truman State University Foundation  
Statement of Revenues, Expenses & Changes in Net Position  
December 31, 2013 Compared to December 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>31-Dec-13 FY14</th>
<th>31-Dec-14 FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest on Student Loan Receivable</td>
<td>$ 21,450</td>
<td>$ 18,345</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>$ 21,450</td>
<td>$ 18,345</td>
</tr>
</tbody>
</table>

| **Operating Expenses**      |                |                |
| Scholarships               | $ 277,742      | $ 394,634      |
| Supplies & Other Services  | $ 165,827      | $ 146,455      |
| Travel Expense             | $ 56,027       | $ 60,531       |
| Other Expense              | $ 65,639       | $ 73,050       |
| Total Operating Expenses   | $ 565,235      | $ 674,670      |

| **Operating Gain (Loss)**  |                |                |
|                           | $ (543,785)    | $ (656,325)    |

| **Non-Operating Revenues (Expenses)** |                |                |
| Contributions               | $ 661,116      | $ 767,486      |
| Interest & Dividends        | $ 480,158      | $ 534,378      |
| Realized Gain (Loss)        | $ 514,588      | $ 830,841      |
| Unrealized Gain (Loss)      | $ 2,456,393    | $ (790,042)    |
| Other Non-Operating Income  | $ 19,633       | $ 20,792       |
| Other Non-Operating Expense | $ (44,142)     | $ (46,907)     |
| Net Non-Operating Revenues (Expenses) | $ 4,087,746  | $ 1,316,549  |

| **Income before other Revenues, Expenses, Gains, Losses & Transfers** |                |                |
| $ 3,543,961                                                            | $ 660,225       |

| **Additions to Permanent Endowments**                                  |                |                |
| $ 573,550                                                              | $ 683,124       |

| **Transfers to Education & General for Administration**               |                |                |
| $ (59,650)                                                            | $ (59,650)      |

| **Transfers to Education & General**                                   |                |                |
| $ (144,658)                                                           | $ (238,460)     |

| **Transfer to Auxiliary - Other**                                      |                |                |
| $ -                                                                   | $ (15,061)      |

| **Transfer to Auxiliary - Student Union**                              |                |                |
| $ -                                                                   | $ (196)        |

| **Transfer to Capital Fund**                                           |                |                |
| $ (270,000)                                                           | $ (2,645)       |

| **Increase (Decrease) in Net Assets**                                 | $ 3,643,203    | $ 1,027,337    |

| **Net Position, Beginning of Year**                                   | $ 37,219,903   | $ 42,777,367   |

| **Net Position Ending Balance**                                       | $ 40,863,106   | $ 43,804,704   |
Truman State University Foundation
Investments Schedule
December 31, 2013 Compared to December 31, 2014

<table>
<thead>
<tr>
<th>Investments</th>
<th>31-Dec-13 FY14</th>
<th>31-Dec-14 FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested with Outside Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Pool</td>
<td>$ 36,514,882</td>
<td>$ 39,309,258</td>
</tr>
<tr>
<td>Total Endowment Pool</td>
<td>$ 36,514,882</td>
<td>$ 39,309,258</td>
</tr>
<tr>
<td>Short-Term Pool</td>
<td>$ 1,750,908</td>
<td>$ 1,817,346</td>
</tr>
<tr>
<td>Long Trust</td>
<td>$ 644,915</td>
<td>$ 672,805</td>
</tr>
<tr>
<td>Courtright Elmwood Unitrust</td>
<td>$ 35,106</td>
<td>$ 35,388</td>
</tr>
<tr>
<td>Rufener M.E.T. Unitrust</td>
<td>$ 31,309</td>
<td>$ 31,213</td>
</tr>
<tr>
<td>Annuities Payable - CGA</td>
<td>$ 805,865</td>
<td>$ 877,781</td>
</tr>
<tr>
<td>Fitzpatrick - CA CGA</td>
<td>$ 74,296</td>
<td>$ 74,016</td>
</tr>
<tr>
<td>Annuities Payable - FL CGA</td>
<td>$ 30,245</td>
<td>$ 26,145</td>
</tr>
<tr>
<td>Total Investments</td>
<td>$ 39,887,526</td>
<td>$ 42,843,952</td>
</tr>
</tbody>
</table>

Beneficial Interest in Trusts

| Invested through Citizens Bank, Chillicothe, MO  |
|--------------------------------------------------|----------------|
| Ludlow Trust                                     | $ 235,816      | $ 237,989      |
| Invested through First Bankers Trust, Quincy, IL |
| Cozean Trust                                      | $ 303,281      | $ 315,770      |
| Invested through Citizens Bank, Chillicothe, MO  |
| Lyle Ingraham Trust                               | $ 2,898,555    | $ 2,914,648    |
| Total Beneficial Interest in Trusts              | $ 3,437,652    | $ 3,468,408    |
ITEM G.2
Resolution Authorizing the Offering for Sale of Housing System Refunding Revenue Bonds of
Truman State University

DESCRIPTION AND BACKGROUND

The Board of Governors approved the services of a financial advisor at their December 17, 2012
meeting with the intent of the advisor reviewing revenue bonds outstanding and making
recommendations as to a possible refinancing for the 2004, 2006 and 2008 Revenue Bond issues. The
selected financial advisor, United Missouri Bank (UMB Bank), analyzed the data and the 2004 revenue
bonds were refinanced in March 2013. Refinancing the 2006 Revenue bonds is recommended at this
time, as there are significant potential savings due to low interest rates. A proposed timetable and
refunding analysis from UMB Bank are attached.

In order to proceed with a bond refinancing, the University must retain the highly specialized services
of bond counsel. Section 4.070 of the Board Code of Policies authorizes the General Counsel to retain
outside counsel with the approval of the University President. In 2013, the University requested that
three firms provide statements of their qualifications to serve in this capacity. These firms were
Armstrong Teasdale, Thompson Coburn and Gilmore & Bell, all with St. Louis offices. Each firm
submitted extensive materials. After a careful review of the qualifications of the three firms and in
consultation with the Vice President for Administration, Finance and Planning and the Comptroller, it
was agreed to retain the firm of Gilmore & Bell for this project. Gilmore & Bell has represented the
University many times in the past in similar financings, including the bond issues which we are now
seeking to refinance. Their overall experience in the field coupled with our very successful
relationship with them in the past made Gilmore & Bell the unanimous choice, and it is recommended
that this firm be utilized for the proposed refinancing of the 2006 bond issue.

RECOMMENDED ACTION

WHEREAS, Truman State University (the “University”) issued
$16,365,000 principal amount of Housing System Revenue Bonds, Series 2006
(the “Series 2006 Bonds”), which are currently outstanding in the principal
amount of $13,735,000; and

WHEREAS, the University desires to issue revenue bonds (the “Bonds”)
for the purpose of refunding all of the outstanding Series 2006 Bonds (the
“Refunded Bonds”); and

WHEREAS, the University has selected UMB Bank, n.a., Kansas City,
Missouri, as financial adviser to the University for the Bonds (the “Financial
Advisor”) and Gilmore & Bell, P.C., St. Louis, Missouri, as bond counsel for the
Bonds (the “Bond Counsel”); and

WHEREAS, the University desires to authorize the Comptroller and
Treasurer of the University (the “Comptroller”), the Financial Adviser and Bond
Counsel to proceed with the offering for sale of the Bonds, subject to approval of
the Finance and Auditing Committee of the Board of Governors;

Board of Governors – February 7, 2015
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
GOVERNORS OF TRUMAN STATE UNIVERSITY, AS FOLLOWS:

Section 1. The approximately $12,075,000 principal amount of Bonds of the University shall be offered through a negotiated private sale through an investment banking firm (the “Underwriter”) selected by the Chair of the Board of Governors, the University President and the Comptroller, based on the recommendation of the Financial Advisor.

Section 2. The Board of Governors hereby authorizes the Underwriter to offer the Bonds for sale and authorizes Bond Counsel and the Financial Advisor to proceed with the preparation of all legal proceedings necessary for the issuance, sale and delivery of the Bonds, including a Preliminary Official Statement relating to the Bonds. The Board of Governors hereby authorizes the University President and the Comptroller, upon completion of the Preliminary Official Statement to their satisfaction, to provide the Underwriter with a letter or certification to the effect that the University deems the information contained in the Preliminary Official Statement to be “final” as of its date, except for the omission of such information as is permitted by Rule 15c2 12(b)(1), and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Underwriter to comply with the requirements of such Rule. The Board of Governors hereby consents to the use and public distribution of the Preliminary Official Statement in connection with the sale of the Bonds.

Section 3. The Comptroller and the other officers and representatives of the University, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the offering for sale of the Bonds, including execution of a letter from the Underwriter acknowledging the receipt by the University of certain disclosures regarding the role of the Underwriter and other matters relating to an underwriting of the Bonds as required by Municipal Securities Rulemaking Board Rule G 17.

Section 4. The Bonds will be revenue obligations payable from the University’s Housing System Revenue Fund, and the moneys to be deposited into the Housing System Revenue Fund will include revenue received by the University from rentals, charges, fees, income and revenues derived and collected by the University from the operation and ownership of the housing system, including, but not limited to, student fees collected by the University and designated by the University for purposes of the housing system.

Section 5. This Resolution shall be in full force and effect from and after its passage by the Board of Governors.
ADOPTED by the Board of Governors on February 7, 2015.

(SEAL)  

Chair of the Board

ATTEST:

Secretary of the Board

Moved by ____________________________
Seconded by __________________________

VOTE: AYE __________________________
      NAY __________________________
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage Bond Counsel, Paying Agent, etc</td>
<td>January 23</td>
</tr>
<tr>
<td>Request for Information for POS</td>
<td>January 27</td>
</tr>
<tr>
<td>Meeting of the Finance Committee to Approve Proceeding with Sale</td>
<td>February 7</td>
</tr>
<tr>
<td>Meeting of Board of Governors to Approve Resolution to Proceed</td>
<td>February 7</td>
</tr>
<tr>
<td>Requested Information Due for POS</td>
<td>February 11</td>
</tr>
<tr>
<td>First Draft of POS</td>
<td>February 13</td>
</tr>
<tr>
<td>Apply for Bond Rating</td>
<td>February 17</td>
</tr>
<tr>
<td>Comments Due on POS</td>
<td>February 20</td>
</tr>
<tr>
<td>Distribute Request for Proposals for Managing Underwriters</td>
<td>February 23</td>
</tr>
<tr>
<td>Second Draft of POS and First Draft of Bond Resolution</td>
<td>February 24</td>
</tr>
<tr>
<td>Ratings Call with Moody’s</td>
<td>March 3</td>
</tr>
<tr>
<td>RFP for Managing Underwriter Due</td>
<td>March 6</td>
</tr>
<tr>
<td>Selection of Managing Underwriter</td>
<td>March 10</td>
</tr>
<tr>
<td>Working Group Conference Call</td>
<td>March 11</td>
</tr>
<tr>
<td>Due Diligence Call</td>
<td>March 13</td>
</tr>
<tr>
<td>Comments Due on POS and Bond Documents</td>
<td>March 16</td>
</tr>
<tr>
<td>Moody's Rating Committee Meeting</td>
<td>March 17</td>
</tr>
<tr>
<td>Release of Draft Rating Report - Comment Period</td>
<td>March 19</td>
</tr>
<tr>
<td>Rating Released</td>
<td>March 19</td>
</tr>
<tr>
<td>Print and Mail POS</td>
<td>March 20</td>
</tr>
<tr>
<td>Preliminary Pricing Call</td>
<td>April 8</td>
</tr>
<tr>
<td>Bond Sale, Verbal Award</td>
<td>April 9</td>
</tr>
<tr>
<td>Meeting of Board of Governors to Approve of Sale and Adopt Sale Resolution - Written Award</td>
<td>April 11</td>
</tr>
<tr>
<td>Print Final Official Statement</td>
<td>April 14</td>
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<tr>
<td>Close Sale</td>
<td>April 30</td>
</tr>
<tr>
<td>Notice of Bond Redemption for Series 2006 Bonds</td>
<td>May 1</td>
</tr>
<tr>
<td>Redemption of Series 2006 Bonds</td>
<td>June 1</td>
</tr>
</tbody>
</table>
Truman State University
Housing System Refunding Revenue Bonds
Series 2015
Refunds Series 2006

Table of Contents

<table>
<thead>
<tr>
<th>Report</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Refunded Debt Service</td>
<td>1</td>
</tr>
<tr>
<td>Debt Service To Maturity And To Call</td>
<td>3</td>
</tr>
<tr>
<td>Sources &amp; Uses</td>
<td>5</td>
</tr>
<tr>
<td>Debt Service Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Debt Service Comparison</td>
<td>7</td>
</tr>
<tr>
<td>Current Refunding Escrow</td>
<td>8</td>
</tr>
</tbody>
</table>
## Total Refunded Debt Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Principal</th>
<th>Coupon</th>
<th>Interest</th>
<th>Total P+I</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2015</td>
<td>-</td>
<td>4.000%</td>
<td>290,900.00</td>
<td>290,900.00</td>
</tr>
<tr>
<td>12/01/2015</td>
<td>-</td>
<td>-</td>
<td>290,900.00</td>
<td>290,900.00</td>
</tr>
<tr>
<td>06/01/2016</td>
<td>425,000.00</td>
<td>5.500%</td>
<td>290,900.00</td>
<td>715,900.00</td>
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<tr>
<td>12/01/2016</td>
<td>-</td>
<td>-</td>
<td>279,212.50</td>
<td>279,212.50</td>
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<tr>
<td>06/01/2017</td>
<td>445,000.00</td>
<td>5.000%</td>
<td>279,212.50</td>
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<tr>
<td>12/01/2017</td>
<td>-</td>
<td>-</td>
<td>268,087.50</td>
<td>268,087.50</td>
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<tr>
<td>06/01/2018</td>
<td>460,000.00</td>
<td>4.000%</td>
<td>268,087.50</td>
<td>728,087.50</td>
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<tr>
<td>12/01/2018</td>
<td>-</td>
<td>-</td>
<td>258,887.50</td>
<td>258,887.50</td>
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<tr>
<td>06/01/2019</td>
<td>485,000.00</td>
<td>4.000%</td>
<td>258,887.50</td>
<td>743,887.50</td>
</tr>
<tr>
<td>12/01/2019</td>
<td>-</td>
<td>-</td>
<td>249,187.50</td>
<td>249,187.50</td>
</tr>
<tr>
<td>06/01/2020</td>
<td>505,000.00</td>
<td>4.000%</td>
<td>249,187.50</td>
<td>754,187.50</td>
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<tr>
<td>12/01/2020</td>
<td>-</td>
<td>-</td>
<td>239,087.50</td>
<td>239,087.50</td>
</tr>
<tr>
<td>06/01/2021</td>
<td>525,000.00</td>
<td>4.000%</td>
<td>239,087.50</td>
<td>764,087.50</td>
</tr>
<tr>
<td>12/01/2021</td>
<td>-</td>
<td>-</td>
<td>228,587.50</td>
<td>228,587.50</td>
</tr>
<tr>
<td>06/01/2022</td>
<td>550,000.00</td>
<td>4.000%</td>
<td>228,587.50</td>
<td>778,587.50</td>
</tr>
<tr>
<td>12/01/2022</td>
<td>-</td>
<td>-</td>
<td>217,587.50</td>
<td>217,587.50</td>
</tr>
<tr>
<td>06/01/2023</td>
<td>575,000.00</td>
<td>4.125%</td>
<td>217,587.50</td>
<td>792,587.50</td>
</tr>
<tr>
<td>12/01/2023</td>
<td>-</td>
<td>-</td>
<td>205,728.13</td>
<td>205,728.13</td>
</tr>
<tr>
<td>06/01/2024</td>
<td>600,000.00</td>
<td>4.200%</td>
<td>205,728.13</td>
<td>805,728.13</td>
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<tr>
<td>12/01/2024</td>
<td>-</td>
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Truman State University
Housing System Revenue Bonds
Series 2006

## Total Refunded Debt Service

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### Refunding Bond Information

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## Truman State University
### Housing System Revenue Bonds
#### Series 2006

### Debt Service To Maturity And To Call

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Total: $13,330,000.00 $290,900.00 $13,620,900.00 $13,330,000.00 - $7,278,143.82 $20,608,143.82

SER 06
## Yield Statistics

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## Refunding Bond Information

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Truman State University
Housing System Refunding Revenue Bonds
Series 2015
Refunds Series 2006

Sources & Uses
Dated 05/01/2015 | Delivered 05/01/2015

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Truman State University
Housing System Refunding Revenue Bonds
Series 2015
Refunds Series 2006

Debt Service Schedule

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<td>06/01/2030</td>
<td>785,000.00</td>
<td>4.00%</td>
<td>133,200.00</td>
<td>918,200.00</td>
</tr>
<tr>
<td>06/01/2031</td>
<td>815,000.00</td>
<td>4.00%</td>
<td>101,800.00</td>
<td>916,800.00</td>
</tr>
<tr>
<td>06/01/2032</td>
<td>845,000.00</td>
<td>4.00%</td>
<td>69,200.00</td>
<td>914,200.00</td>
</tr>
<tr>
<td>06/01/2033</td>
<td>885,000.00</td>
<td>4.00%</td>
<td>35,400.00</td>
<td>920,400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,075,000.00</strong></td>
<td>-</td>
<td><strong>$5,103,245.83</strong></td>
<td><strong>$17,178,245.83</strong></td>
</tr>
</tbody>
</table>

Yield Statistics

- **Bond Year Dollars**: $135,351.25
- **Average Life**: 11.209 Years
- **Average Coupon**: 3.7703721%
- **Net Interest Cost (NIC)**: 3.4134256%
- **True Interest Cost (TIC)**: 3.300462%
- **Bond Yield for Arbitrage Purposes**: 3.0045716%
- **All Inclusive Cost (AIC)**: 3.3965843%

**IRS Form 8038**

- **Net Interest Cost**: 3.19061019%
- **Weighted Average Maturity**: 11.194 Years
## Debt Service Comparison

<table>
<thead>
<tr>
<th>Date</th>
<th>Total P+I</th>
<th>Existing D/S</th>
<th>Net New D/S</th>
<th>Old Net D/S</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2015</td>
<td></td>
<td>413,100.00</td>
<td>408,805.19</td>
<td>564,000.00</td>
<td>155,194.81</td>
</tr>
<tr>
<td>06/01/2016</td>
<td>895,995.83</td>
<td>-</td>
<td>895,995.83</td>
<td>1,006,800.00</td>
<td>110,804.17</td>
</tr>
<tr>
<td>06/01/2017</td>
<td>892,250.00</td>
<td>-</td>
<td>892,250.00</td>
<td>1,003,425.00</td>
<td>111,175.00</td>
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<tr>
<td>06/01/2018</td>
<td>883,000.00</td>
<td>-</td>
<td>883,000.00</td>
<td>996,175.00</td>
<td>113,175.00</td>
</tr>
<tr>
<td>06/01/2019</td>
<td>893,600.00</td>
<td>-</td>
<td>893,600.00</td>
<td>1,002,775.00</td>
<td>109,175.00</td>
</tr>
<tr>
<td>06/01/2020</td>
<td>893,450.00</td>
<td>-</td>
<td>893,450.00</td>
<td>1,003,375.00</td>
<td>109,925.00</td>
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<tr>
<td>06/01/2021</td>
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<td>-</td>
<td>892,850.00</td>
<td>1,003,175.00</td>
<td>110,325.00</td>
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<tr>
<td>06/01/2022</td>
<td>896,800.00</td>
<td>-</td>
<td>896,800.00</td>
<td>1,007,175.00</td>
<td>110,375.00</td>
</tr>
<tr>
<td>06/01/2023</td>
<td>900,150.00</td>
<td>-</td>
<td>900,150.00</td>
<td>1,010,175.00</td>
<td>110,025.00</td>
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<tr>
<td>06/01/2024</td>
<td>902,900.00</td>
<td>-</td>
<td>902,900.00</td>
<td>1,011,456.26</td>
<td>108,556.26</td>
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<tr>
<td>06/01/2025</td>
<td>905,050.00</td>
<td>-</td>
<td>905,050.00</td>
<td>1,016,256.26</td>
<td>111,206.26</td>
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<tr>
<td>06/01/2026</td>
<td>906,600.00</td>
<td>-</td>
<td>906,600.00</td>
<td>1,019,481.26</td>
<td>112,881.26</td>
</tr>
<tr>
<td>06/01/2027</td>
<td>911,200.00</td>
<td>-</td>
<td>911,200.00</td>
<td>1,021,431.26</td>
<td>110,231.26</td>
</tr>
<tr>
<td>06/01/2028</td>
<td>909,600.00</td>
<td>-</td>
<td>909,600.00</td>
<td>1,021,243.76</td>
<td>111,643.76</td>
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<tr>
<td>06/01/2029</td>
<td>912,000.00</td>
<td>-</td>
<td>912,000.00</td>
<td>1,024,743.76</td>
<td>112,743.76</td>
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<tr>
<td>06/01/2030</td>
<td>913,200.00</td>
<td>-</td>
<td>913,200.00</td>
<td>1,021,712.50</td>
<td>108,512.50</td>
</tr>
<tr>
<td>06/01/2031</td>
<td>918,200.00</td>
<td>-</td>
<td>918,200.00</td>
<td>1,023,368.76</td>
<td>109,168.76</td>
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<tr>
<td>06/01/2032</td>
<td>916,800.00</td>
<td>-</td>
<td>916,800.00</td>
<td>1,026,275.00</td>
<td>109,475.00</td>
</tr>
<tr>
<td>06/01/2033</td>
<td>914,200.00</td>
<td>-</td>
<td>914,200.00</td>
<td>1,027,575.00</td>
<td>113,375.00</td>
</tr>
<tr>
<td>06/01/2034</td>
<td>920,400.00</td>
<td>-</td>
<td>920,400.00</td>
<td>1,032,075.00</td>
<td>111,675.00</td>
</tr>
<tr>
<td>06/01/2035</td>
<td></td>
<td>-</td>
<td></td>
<td>1,034,550.00</td>
<td>1,034,550.00</td>
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<tr>
<td>Total</td>
<td>$17,178,245.83</td>
<td>$413,100.00</td>
<td>$17,587,051.02</td>
<td>$20,881,243.82</td>
<td>$3,294,192.80</td>
</tr>
</tbody>
</table>

### PV Analysis Summary (Net to Net)

- **Gross PV Debt Service Savings**: 2,351,739.76
- **Net PV Cashflow Savings @ 3.397%(AIC)**: 2,351,739.76
- **Transfers from Prior Issue Debt Service Fund**: (140,000.00)
- **Transfers from Prior Issue DSR Fund**: (1,034,550.00)
- **Contingency or Rounding Amount**: 4,294.81
- **Net Present Value Benefit**: $1,181,484.57
- **Net PV Benefit / $13,330,000 Refunded Principal**: 8.863%
- **Net PV Benefit / $12,075,000 Refunding Principal**: 9.785%

### Refunding Bond Information

- **Refunding Dated Date**: 5/01/2015
- **Refunding Delivery Date**: 5/01/2015

*Net D/S Excludes: DSR*
Truman State University
Housing System Refunding Revenue Bonds
Series 2015
Refunds Series 2006

Current Refunding Escrow

<table>
<thead>
<tr>
<th>Date</th>
<th>Principal</th>
<th>Rate</th>
<th>Interest</th>
<th>Receipts</th>
<th>Disbursements</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2015</td>
<td>13,620,784.00</td>
<td>0.010%</td>
<td>115.36</td>
<td>13,620,900.00</td>
<td>13,620,900.00</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$13,620,784.00</td>
<td>-</td>
<td>$115.36</td>
<td>$13,620,900.00</td>
<td>$13,620,900.00</td>
<td>-</td>
</tr>
</tbody>
</table>

Investment Parameters

<table>
<thead>
<tr>
<th>Investment Model [PV, GIC, or Securities]</th>
<th>Securities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default investment yield target</td>
<td>Unrestricted</td>
</tr>
</tbody>
</table>

| Cash Deposit                               | 0.64       |
| Cost of Investments Purchased with Bond Proceeds | 13,620,784.00 |
| Total Cost of Investments                  | $13,620,784.64 |
| Target Cost of Investments at bond yield   | $13,587,091.52 |
| Actual positive or (negative) arbitrage     | (33,693.12) |
| Yield to Receipt                           | 0.0101635% |
| Yield for Arbitrage Purposes               | 3.0045716% |

State and Local Government Series (SLGS) rates for 12/17/2014
ITEM H
Academic and Student Affairs Committee Report

DESCRIPTION AND BACKGROUND

Governor Cheryl J. Cozette, chair of the Academic and Student Affairs Committee, will provide a report on the committee meeting held earlier in the day.

RECOMMENDED ACTION

This is a discussion item only.
ITEM I
Budget and Capital Project Committee Report

DESCRIPTION AND BACKGROUND

Governor Susan Plessmeyer, chair of the Budget and Capital Projects Committee, will provide a report on the committee meeting held earlier in the day.

RECOMMENDED ACTION

This is a discussion item only.
ITEM 1.1
Construction Projects Report

DESCRIPTION AND BACKGROUND
The following report is an update on construction projects which have been approved by the Board at previous meetings.

RECOMMENDED ACTION
This is a discussion item only.

ATTACHMENT
Construction Projects Report
# Construction Projects Report

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
<th>Approval Date</th>
<th>Expenditure To Date</th>
<th>Status*</th>
<th>Completion Occupancy**</th>
<th>Project Completion</th>
<th>Final Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planetarium and Multi-Media Theatre</td>
<td>$ 495,000</td>
<td>10-18-13</td>
<td>$ 448,660</td>
<td>91%</td>
<td></td>
<td>10-10-14</td>
<td></td>
</tr>
<tr>
<td>(Dome, projection system and related components)</td>
<td></td>
<td></td>
<td>$ 394,913</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Seating component)</td>
<td></td>
<td></td>
<td>$ 80</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Construction component)</td>
<td></td>
<td></td>
<td>$ 53,667</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kirk Memorial Interior</td>
<td>$ 1,290,000</td>
<td>4-12-14</td>
<td>$ 987,107</td>
<td>76%</td>
<td></td>
<td>1-14-15</td>
<td></td>
</tr>
<tr>
<td>2014 Roofing, Masonry and Windows</td>
<td>$ 1,686,000</td>
<td>4-12-14</td>
<td>$ 724,647</td>
<td>42%</td>
<td>NA</td>
<td>6-30-15</td>
<td></td>
</tr>
<tr>
<td>Softball/Baseball Field ADA Access</td>
<td>$ 290,000</td>
<td>7-14-14</td>
<td>$ 273,267.52</td>
<td>100%</td>
<td></td>
<td>11-14-14</td>
<td>$273,267.52</td>
</tr>
</tbody>
</table>

*completion status based on payments made

**occupancy date based on primary construction contract
ITEM 1.2
Contracts for Construction Projects and Equipment Purchases Report

DESCRIPTION AND BACKGROUND

The following is a report of construction projects and equipment purchases totaling $25,000 to $100,000 which have been approved since the last meeting of the Board.

RECOMMENDED ACTION

This is a discussion item only.

ATTACHMENT

Contracts for Construction Projects/Equipment Purchases
Contracts for Construction Projects

The following construction projects totaling $25,000 to $100,000 have been approved since the last meeting of the Board.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report</td>
<td></td>
</tr>
</tbody>
</table>

Equipment Purchases

The following single items of equipment totaling $25,000 to $100,000 have been approved since the last meeting of the Board.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Wheel Drive Tractor with Snow Plow</td>
<td>$46,000</td>
</tr>
</tbody>
</table>

The 1994 Case tractor assigned to campus Grounds Maintenance was in need of replacement. The existing tractor was used to plow snow in parking lots and was undersized for large snowfalls. A bid was prepared for a replacement 4-wheel drive tractor and a new box snow plow. Three farm implement companies responded. Two submitted bids and one was a “no bid.” The low bid was a Kubota tractor and a Kage snow plow from Wiss & Wiss Equipment in Kahoka, Missouri. The 1994 Case tractor was used as trade-in against this purchase.
ITEM 1.3
Architectural Services—Baldwin Hall Renovation Project

DESCRIPTION AND BACKGROUND

Baldwin Hall is a major academic building which houses 23 classrooms and 78 offices as well as the University Auditorium. It was constructed in two phases with the 1937 portion consisting of classrooms and offices and the 1958 addition housing the auditorium. The building is structurally sound and a recent project replaced the roof and repaired the bricks and stonework on the exterior.

The proposed interior renovation will address major functional issues including HVAC, installation of fire sprinklers, replacement of the fire alarm system, new lighting, and renovation of the restrooms. The project will be designed to retain significant interior architectural details and utilize previous renovation improvements when feasible.

Funding for this project will come from the proposed state bond issue which focuses on renovation of existing facilities at colleges and universities. Local funds will be added to meet the project budget. Should the bond issue proposal fail to receive General Assembly approval, the project will be put on hold until funding is available.

The procedure for state agencies seeking architectural engineering or land surveying services is outlined in statute. It involves a review of qualifications of firms on file or those which have submitted qualifications for a proposed project. In evaluating the qualifications, the following criteria are used:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
4. The firm’s proximity to and familiarity with the area in which the project is located.

A committee with representatives from Academic Affairs, Physical Plant and Campus Planning, reviewed qualifications of four architectural/engineering firms with expertise in renovation projects. These firms had previously submitted statements of qualifications to Truman or had expressed an interest in work here. The firms interviewed were Christner, St. Louis, MO; William B. Ittner, St. Louis, MO; Mackey Mitchell, St. Louis, MO; and Peckham, Guyton, Albers and Viets, Inc. (PGAV), St. Louis, MO and Westwood, KS. Based on their qualifications and previous experience on similar projects at the University of Oklahoma, Kansas State University, Baker University, University of Missouri, Rockhurst University and other higher education clients, the committee recommends that PGAV be selected for this project. A copy of the proposal is attached.
RECOMMENDED ACTION

BE IT RESOLVED that the proposal from PGAV to provide architectural services for the Baldwin Hall Renovation Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to execute a contract with the firm for the project; and

BE IT FURTHER RESOLVED that a copy of the proposal be attached to and made a part of the minutes for this meeting.

Moved by ______________________
Seconded by ____________________
Vote: Aye ______________________
      Nay ______________________

ATTACHMENT

Proposal Summary
January 22, 2015
Mark Schultz
University Architect
Truman State University
100 East Normal Street
Kirksville, Missouri 63501

Re: Baldwin Hall Renovations - Summary of Proposed Design Contract

Mark,

Per your request, the following represents a summary of the proposed design contract between PGAV Architects and Truman State University for renovations to Baldwin Hall.

**Project Team**

Architect of Record: PGAV Architects
- established in 1965, with offices in Kansas City and St. Louis
- specializing in design for Higher Education, with completed projects at over 50 college and university campuses

MEP Engineer of Record: McClure Engineering
- established in St. Louis in 1953
- mechanical, electrical, plumbing, fire protection, and acoustical engineering
- in-depth working knowledge of Truman State University campus and facilities

Civil & Structural Engineers: to be determined, limited scope of work is anticipated and is included in the Basic Service fee.

**Form of Agreement**

AIA Document B101 – 2007 (modified)

**Scope of Work**

The project will include a comprehensive renovation of Baldwin Hall, including new HVAC and controls, electrical service, fire sprinkler, and fire alarm systems throughout. Restrooms will be renovated and expanded as needed to meet applicable building codes and accessibility requirements. Overall room layouts and wall locations will not change except as needed for restroom upgrades, and to modify previous renovations as appropriate. Ceilings, carpet, and paint will be replaced as required. Existing exterior windows will be replaced if budget allows.

Basic services include usual and customary architectural, structural, mechanical, electrical, and civil engineering services, and shall follow the traditional design process including schematic design, design development, construction documents, bidding, and construction administration phase services.

**Construction Budget**

The construction budget is anticipated to be between $11.5M and $12.0M, contingent upon funding from the State of Missouri.
Design & Construction Schedule

The anticipated design and construction schedule is as follows:
- Design: February 2015 through February 2016
- Bidding and Contract: March 2016 through April 2016
- Construction: May 2016 through May 2017
- Move-in: June 2017 through July 2017

Compensation

Lump sum fee of $890,000 for Basic Services
- Represents 7.42% of $12.0M construction budget
- UM System fee guidelines suggest a 7.7% Basic Service fee for this project type and level of complexity

Lump sum fees for optional Additional Services as follows:
- Programming: $12,500
- HVAC Acoustics: $5,920
- A/V System Design: $20,700
- Commissioning (New Mech): $48,000
- Commissioning (Theatre): $9,000

Additional Services beyond those listed above will be provided per Architect’s and Engineer’s standard hourly rates, upon receipt of written approval from Owner.

Reimbursable expenses are in addition to Basic and Additional Services and will be invoiced at cost incurred.

Exclusions

The following services are excluded from the contract at this time, but may be provided for an additional fee if desired:
- Architectural Acoustic Design/Modeling
- Stage Rigging, Theatrical Dimming/Lighting Design
- Security/Intrusion Detection System Design
- LEED Certification
- Fast-Track Design Services
- Furniture, Finishings, and Equipment Design

Conclusion

Thank you for the opportunity to serve Truman State University on this important project.

Respectfully Submitted,

Stephen L. Troester, AIA, LEED AP
Principal
December 10, 2014

Mark Schulte
University Architect/Project Manager
Truman State University
300 E Normal Street
Kirksville, Missouri 63501

Re: Baldwin Hall Renovations
Truman State University

Dear Mark,

Baldwin Hall holds an important place in Truman State's rich history. Not only does it have the distinction of being named after the University founder, Joseph Baldwin, it also helps frame the campus quad and serves a vital role in support of the institution's liberal arts educational mission. PGAV appreciates the significance of this building.

Our team is committed to making Baldwin Hall a great place to educate students well into the 21st century.

During our nearly 50 years in business our firm has had the good fortune of developing successful design solutions for more than 50 colleges and universities. That speaks to our past. Like Truman State we are most interested in how we can leverage the foundation from our past to build a stronger future. Our teams of Baldwin Hall have shown us that this building has good bones—a solid foundation to build upon. We will work hard to preserve what is good and to improve upon what’s not. And by doing so, to give Baldwin Hall a distinct identity that communicates to students, faculty, alumni and recruits the truly exceptional programs housed within.

We have assembled a highly qualified, passionate and effective team of professionals who will lead a process of discovery and exploration with a keen eye on the essential functional aspects of the project. Our internal team includes strong leadership, creativity, and technical ability with recognized accomplishments in education design. Our other key team member is McClure Engineering. McClure’s longstanding relationship and wealth of knowledge related to the campus MEP systems will be invaluable to the project. Collectively we look forward to a collaborative planning process. We are excited about the prospect of revitalizing Baldwin Hall and creating a campus destination for liberal arts education.

The following pages highlight the PGAV/McClure team’s credentials. Hopefully the material that follows will convey our team’s strengths, capabilities and enthusiasm. We look forward to meeting with the selection committee to further discuss our interest in assisting the University with this important endeavor.

Sincerely,

[Signature]

Stephen Twenter, AIA, LEED AP
Principal
913.162.6500
steve.twenter@pgav.com

1900 West 47th Place, Suite 200 | Westwood, Kansas 66205 | t 913.162.6500
Name of Firm: PGAV ARCHITECTS
Address: 1900 West 47th Place, Suite 300
Westwood, Kansas 66205
Telephone: 913-362-6500
Primary Contact: Steve Troester, AIA, LEED AP - Principal
steve.troester@pgav.com
Year Established: 1965

PGAV Architects is a diverse firm of 120 professionals, including architects, planners, interior designers, economic development specialists, landscape architects, graphic artists, and industrial designers. Few firms have so successfully created such an integrated approach to planning and design, or such a strong track record of success.

From our offices in Kansas City and St. Louis, we have built a nationally recognized practice with a reputation for design excellence and exceptional service, and a focus on the programming and design of higher education facilities and cultural destinations.

PGAV provides a rare and exceptional balance of creativity and technical expertise. Our proven ability to work in partnership with our clients and to lead and nurture diverse project teams through the planning, design and construction process can only mean one thing – a successful project.

At PGAV we help our clients solve problems and create innovative, functional, and timeless design solutions to diverse planning and programmatic challenges. The result has been the creation of wonderful places in which to learn, work, play and live. The full breadth and depth of our experience will help inform a design solution that meets your unique goals and aspirations for your project.

PGAV is also a recognized leader in the design of sustainable architecture with twenty projects that have achieved or are registered and on track to achieve LEED certification, including facilities at the Gold and Platinum levels. We will work closely with you to establish sustainable design goals that make sense for your project, with a particular emphasis on sensible strategies that reduce water and energy consumption, improve durability, and provide for ease of maintenance.

Our team is focused on providing Truman State University with an unmatched combination of thought leadership, design creativity, technical expertise, project management and project delivery. Our value proposition lies in the remarkable combination of talent and experience of the individual design professionals who make up our project team.

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DIVERSITY OF EXPERIENCE

PGAV is designing the facilities that will support the interdisciplinary teaching of the 21st century. We have collaborated with industry leaders, university faculty and visionary administrators to program and design a broad range of teaching facilities which are models for team-based learning and adaptability. We are extremely proud of our successful working relationship with over 50 college and university clients.

Now more than ever, colleges and universities are expanding the boundaries of education. We're seeing a focus on educating the whole student, supporting the rapid exchange of information, and encouraging students to be actively involved in shaping their educational experience.

We know that students learn best when they are personally engaged and can be collaborative partners in their own education, but traditional classroom buildings do little to support this type of active learning, collaborative study, or informal instruction. A new model for academic spaces is needed that combines technologically-equipped, flexible, functional classrooms, discipline-related resources, informal meeting spaces, and research and study areas that support a variety of learning behaviors. We know that team work, problem-based learning, and many other teaching/learning styles must all be accommodated, and we are familiar with the spaces, furnishings, and technical features that support these activities in classrooms, break out areas, and specialized teaching facilities.

The design of appropriate classrooms is essential to the success of any learning institution. The classrooms at Baldwin Hall must accommodate your specific teaching styles and class sizes while also supporting new and emerging instructional technologies, and providing the flexibility to adapt as needs change. We know that no single design solution is right for every institution, and we will work closely with you to program and design classrooms that meet your unique needs.
Creating an Identity

As important as it will be to address the functional requirements of the project, we also recognize the importance of giving Baldwin Hall a stronger identity. As the home of both English & Linguistics and Classical & Modern Languages, Baldwin Hall must represent the language side of the School of Arts and Letters. In addition, Baldwin Hall is the face of Truman State University for countless guests and visitors attending the Kohlenberg Lyceum Series and other cultural events in Baldwin Auditorium.

The skills being taught, ideas being shared, and work being done in this building are truly remarkable. We look forward to exploring opportunities to help faculty teach language in its cultural context, perhaps through food, music, or the visual arts. When considered alongside the ESL training provided to international students by The Language Company, and the study abroad opportunities provided by the Center for International Education, Baldwin Hall is uniquely positioned to provide a rich global perspective for the entire Truman State community.

We’re also excited about the opportunity to celebrate the immensely creative work of the writers, theorists, literary experts, and screenwriters within the department by putting the applied education component of these programs on display. Whether it’s through rotating exhibits and displays of student and faculty work, or informal gathering spaces that convert to small venues for public readings, we want the creativity of your students and faculty to be seen and heard.

Baldwin Hall should represent the very best of Truman State—students and faculty using the classrooms and offices, visitors from the community attending special events, and prospective students considering Truman State University education. The building should be a source of pride for the entire University and a recruiting tool that helps meet your enrollment goals and maintain the high academic standard that’s already been established.

PCAV Architects
New College of Business Administration

Kansas State University - Manhattan, Kansas

Professional Services:
Complete architectural program definition, architectural design and interior design services

Site: 160,000 GSF

Completion: Summer 2016

Construction Cost: $34,650,000

Delivery Method: Design-Bid-Build

Architect: PGAV Architects in association with The Ebert Mooy Design Group

Landscaping Architect: Confluence

Owner Reference:
Dr. Ali Malekzadeh, Edgley
Family Dean - College of Business Administration
785-532-7227
malekzadeh@k-state.edu

R-State’s new College of Business Administration will serve as a university resource providing the physical environment to support modern business education in a rapidly changing global business environment. The CBA is envisioned as a center for interdisciplinary applied education, experiential learning, research and partnership with the business community.

PGAV in association with the Ebert Mooy Design Group has completed design for Kansas State University’s new College of Business Administration. The four-story, 160,000 square foot facility will serve as a dynamic university resource serving not only the College, but the larger K-State and business community with a diverse collection of technology-rich spaces for applied education, enhanced instruction and academic interaction. The CBA will feature 47 individual and group study rooms, 19 mediated classrooms, an Entrepreneurship Center, Financial & Behavioral Research Labs, the National Strategic Selling Institute, MBA Studies, a 280 seat multi-purpose auditorium, enhanced undergraduate and graduate student services, departmental offices, a dramatic three-story atrium, and 66 faculty offices.

Prominently located at the southeast corner of campus, the CBA will serve as a gateway to the future of business education and represents a major leap forward in the College’s goal of becoming one of the nation’s top 50 leading business colleges.

Justin Hall Addition and Renovation

Kansas State University - Manhattan, Kansas

Professional Services:
Complete architectural programming, site evaluation, design, interior design and FFE, and construction administration services

Site: 36,400 SF Expansion 3,300 SF Renovation

Completion: 2012

Construction Cost: $3,940,000

Delivery Method: Design-Bid-Build

Architect: PGAV Architects

Owner Reference:
Mark George, KSU Project Manager
785-532-8440
mgeorge@ksu.edu

The original 100,000 square foot building, dedicated in 1960, carried a $2.12 million price tag. Everything was top of the line – 28 teaching labs, 23 research labs, a lecture hall that seated 236. “Justin Hall has aged well,” Dean Mowdy said. “But today our student enrollment has doubled. We teach more students, conduct more research and offer more degree programs than ever. Our mission has grown more complex and more vital. To meet these challenges we need more classrooms, more research facilities and more technology.”

The 15,000 square foot addition houses space for student conferences and mentoring, student collaborative workspace, seminar rooms, and two classrooms that will accommodate more than 100 students each.

Minor renovations to the existing building occurred in the first summer, followed by construction of the addition while the building was in use during the school year. Construction of the addition occurred the second summer, allowing Human Ecology to continue to use the building with minimal disruptions.
**Michael F. Price College of Business**
University of Oklahoma - Norman, Oklahoma

**Professional Services:**
Complete architectural programming, site evaluation, design, interior design, and FF&E services

**Site:** 65,000 SF Expansion

**Completion:** 2004

**Construction Cost:** $14,860,000

**Delivery Method:** Design-Bid-Build

**Architect:** PGAV Architects

**Owner Reference:**
Dwight Nordyke, Assistant Director, Architectural and Engineering Services
405-326-6006
mordyke@ou.edu

Price Hall was designed with collaborative and open spaces for students and faculty in mind. The interior spaces blend traditional beauty with advanced technological capabilities, including distance learning. The space facilitates high-tech study rooms and classrooms to accommodate the growing demand for business classes, computer laboratory and video presentation rooms and executive suites for distinguished visitors, board members and faculty members to gather.

The building provides for additional functions that include:

- A consolidated undergraduate program, admissions and advising suite that is a welcoming and accessible center for undergraduate student enrollment and program needs.
- An expanded student commons area designed to accommodate the needs of the individual student and groups of students for informal study and collaboration. This student commons becomes the recognizable "heart" of the building and promotes friendly displays for corporative sponsors and students in the College of Business.
- An expanded Common Area which provides students in touch with the communication technologies and presentation formats needed in the corporate business environment.
- Team study rooms for groups of 5-6 people.

**Conway Hall Renovation**
Rockhurst University - Kansas City, Missouri

**Professional Services:**
Complete architectural programming, design, interior design, FF&E and construction administration services

**Site:** 55,000 SF Renovation

**Completion:** 2004

**Construction Cost:** $6,860,000

**Delivery Method:** Design-Bid-Build

**Architect:** PGAV Architects

**Owner Reference:**
Matt Heinrich, Assoc. VP of Facilities and Technology
816-931-4357
matt.heinrich@rockhurst.edu

Rockhurst's Conway Hall houses the School of Management, as well as the Computer Services Department. Consequently, this shared use requires a multidisciplinary approach that allows maximum flexibility and 24-hour access to the computer labs while ensuring the security of the rest of the building.

PGAV led a comprehensive renovation of Conway Hall, originally built in 1927, to accommodate the School's goals of upgrading its computer, multimedia, distance learning, and presentation facilities for the next millennium.

The classrooms for the School of Management were upgraded with multimedia presentation technology, distance learning, videoconferencing, and internet capabilities. The Computer Services Department was upgraded to support new computer labs, campus network support shops and workrooms, faculty resource room, and a research and development lab. The project was completed in two phases to ensure the least amount of downtime for the University.
Mulvane Hall Addition and Renovation
Baker University- Baldwin City, Kansas

Professional Services: Complete architectural program, site evaluations, design, interior design, and FF&E services
Size: 9,025 square foot addition
24,000 square foot renovation
Completion: 2012
Construction Cost: $8,267,000
Delivery Method: CM at Risk
Architect: PGAV Architects
Owner Reference: "Patrick Lang, former President" 785 554 8111

Baker University is a liberal arts college that prepares students for graduate degrees. Each year, many of Baker's graduates go on to other institutions to receive master and doctorate degrees in science and health fields. It is essential that Baker University equip graduates with the knowledge to compete with other students seeking higher education degrees.

In close collaboration with Baker University, PGAV helped the faculty decide how to best deliver their science instruction. With limited resources, Baker needed to replace laboratory bench casework that was installed nearly 100 years ago. The faculty wanted a building that fostered collaboration amongst the students and instructors.

Initial studies resulted in the plan to either build a brand new building or add usable additions to Mulvane Hall. After many design iterations, it was determined that more could be done with less. The final solution includes a modest addition and a complete renovation of the existing building. The new Mulvane Hall is rich with state-of-the-art teaching labs to aid faculty when delivering chemistry, biology, physics, math and computer science instruction. The overall building plan was carefully articulated to create several opportunities for informal collaboration between students and faculty.

Hunt College of Business
University of Central Arkansas- Conway, Arkansas

Professional Services: PGAV provided architectural programming, site evaluation, campus master planning, concept design, concept cost modeling and fund raising support services
Size: 75,000 square foot
Completion: 2009
Construction Cost: $30,000,000
Delivery Method: CM at Risk
Architect Tagger: Foster Carrera and Garry Architects in association with PGAV Architects
Owner Reference: "W. Bart Shaw, Adjunct Instr. of Management" 501 892 2627

PGAV was the lead designer for the new J.B. & Johnelle Hunt College of Business at the University of Central Arkansas. The 3-story, 75,000 square-foot, $30 million project fronts one of the major streets in Conway, Arkansas and provides an iconic landmark for the University.

The classic Georgian style is abundant on campus and the College of Business is in keeping with this style by utilizing a large block water table and brick veneer with cast stone sills and lintels for the exterior. The front entry is anchored with large Doric columns and an expanse of storefront glazing to allow vast amounts of natural light into the student commons and main central stair.

The building houses a large lecture hall and several tiered classrooms on the first two levels. Staff and faculty offices and facilitory anchor the building on the north and south ends on all three floors. A student lounge, computer labs, classrooms and breakout spaces finish out the third floor. Glass front cases throughout the corridors will be used to display the College's awards and honors.
Miller Nichols Learning Center
University of Missouri - Kansas City

Professional Services:
PGAV provided space programming, design (in association with Sasaki Associates), and construction phase services.

Size: 248,000 GSF

Schedule and Cost: The $8 million Phase I was completed in 2006; the $1.5 million Phase II was completed in 2011; and the $14 million Phase III was completed in 2013 with added Phase IV renovation completed September 2014.

Delivery Method: CM at Risk

Architect: PGAV Architects in association with Sasaki Associates

Owner Reference:
Jill Vandell, Director of Facilities Planning, Design and Construction
316-235-1460
vandell@umkc.edu

The transformation of UMKC’s Miller Nichols Library into the Miller Nichols Learning Center represents a dramatic breakthrough for the University, redefining the role of the library in campus life and serving as a microcosm of the future for collaborative education, student/faculty development and community outreach.

The Miller Nichols Learning Center provides a dynamic mix of reconfigurable technology rich spaces for informal study, spaces for student/faculty interaction and content production, collaborative classrooms, lecture halls and a 250 seat community forum. Since opening it has been jammed with students and was recently voted the most popular building on campus by UMKC’s student body.

PGAV led an interdisciplinary programming and design effort involving University Libraries, The College of Arts and Sciences, The School of Computing and Engineering, The School of Biological Sciences, and diverse campus constituencies to identify needs and priorities and align them with project budgetary parameters.

Awards:
- AIA KC Citation Award
- HES Illumination Section Award
- RCBJ Capitol Award
- KC Mag Design Excellence Award
- Southtown Beautification Award

Classic Hall Adaptive Reuse
Central Methodist University - Fayette, Missouri

Professional Services:
PGAV provided basic architectural, interior design and landscape design.

Size: 21,000 GSF

Construction Cost: $1,770,000

Completion: 2012

Delivery Method: CM at Risk

Architects: PGAV Architects in association with Cell-Pyre, Brennan Architects

Owner Reference:
Jolie Sherman, VP for Finance and Administration
Central Methodist University
401 Central Methodist Square
Fayette, MO 65248
509-248-6020
jsherman@centralmethodist.edu

PGAV was hired to breathe new life into a beautiful old building. Originally constructed in 1911, Classic Hall had been vacant since 1982.

Central Methodist decided that rather than tear down an old building that still had “good bones”, they would save it and transform it for future generations. In addition, saving this building provides an opportunity to free up other space on campus and provide a new home for the Music and Art departments.

From a campus master planning perspective, the building provides an anchor for the southwest corner of campus, bringing student activity to this abandoned corner of the campus. It also strengthens the University's connection to the city of Fayette. Besides serving the Music and Art departments, it will serve the greater campus community, as well as the city.

The administration made the greener possible decision by saving the building they reduced waste, embodied energy, and minimized the overall carbon footprint of Central Methodist University. In addition, the University is considering a geothermal system to heat and cool the building, further reducing this building's impact on the environment.
Morgan Hall Renovation and Addition
Washburn University · Topeka, Kansas

PGAV was hired to transform Morgan Hall into a state of the art, welcoming and highly efficient building to serve students. This project will incorporate many of the student services operations along with the campus Welcome Center into the existing Morgan Hall to enhance the experience of new and currently enrolled students. The university is finally getting something administrators say it has lacked for too long—an entrance to the campus, complete with a visitors' center for those hoping to learn about the school.

Morgan Hall will undergo a transformation inside and out. In addition to the Welcome Center, the revamped Morgan Hall will include distinctive architectural elements found elsewhere on campus—a light-colored Kansas limestone facade, a pitched roof and a prominent tower. Inside, walls and columns will showcase the people and history of Washburn, with photographs of alumni and other exhibits.

Hammond Hall
Fort Hays State University · Hays, Kansas

The 21st century has brought about dramatic improvements in computing and telecommunications. These incredible advances in technology have transformed Fort Hays State University, as an institution of higher education, PHSU is the designated distance learning institution among the Kansas Board of Regents schools, and has the unique role of integrating computer and telecommunications technology into the educational environment. Unlike any other time at Fort Hays State, there was a need and an opportunity to develop a new breed of "academic space" to exploit the potential of virtual learning environments—experience-based education; natural enrichment; and new approaches to discovery, research and creativity.

The new Hammond Hall uses the communications infrastructure of the 21st century to link three critical offices throughout Fort Hays State University: (1) the Department of Informatics; (2) the Virtual College; and (3) the Center for Teaching Excellence and Learning Technologies (CTEET). The Department of Informatics occupies the first floor and its building needs are designed around three primary digital learning areas: computer labs, a telecommunications lab, and audio/video labs. The Virtual College and CTEET offices occupy the second floor, which houses the production and technological-delivery of faculty's course content. In addition, the second floor functions as a demonstration center for new and advanced technologies, and serves as a test site for instruction applications of these technologies.
Carlsen Center  
Johnson County Community College - Overland Park, Kansas

The Cultural Education Center was conceived to provide a focal point in Johnson County for arts and entertainment, expand fine arts education for students of all ages, provide additional museums and classroom space for the College's growing humanities and community education programs, and establish an identifiable front door to the campus. The facility contains a variety of performance, music, conference, classrooms, and office spaces along a light-filled atrium silently inhabited by 32 heroic, brick figures.

More testimony to performances past, the commissioned figures vie for one to explore the 1,400-seat multipurpose theatre, the 400-seat drama theatre, the 100-seat experimental (black box) theatre and the intimate recital hall, which comprise the building's performance core. These are supported by dressing rooms, backstage, complete scene shop and a state-of-the-art computerized sound and lighting system.

Roland Fine Arts Center  
Hannibal-LaGrange University - Hannibal, Missouri

The Roland Fine Arts Center is located at a prominent intersection and houses the art department with spacious modern studio facilities, as well as the finest computer art lab in northeast Missouri. The faculty brings top-notch instruction in painting, drawing, design and ceramics. The faculty also offer real professional experience in their fields as designers, illustrators and exhibiting artists.

The theatre features a 400-seat theatre, as well as 2,000-square-foot stage, a 600-square-foot orchestra pit, dressing room and makeup rooms, a green room, control booth and storage. Additional work areas include general classrooms, lighting lab, rehearsal room, paint and scene shops, prop shop, costume and sewing shops, laundry room and storage areas for all. Areas designed for public use include a 6,000-square-foot lobby, a box office and restrooms. Classrooms and studio accommodate painting, drawing, ceramics, sculpture, photography, print making, graphics and music classes. A gallery to display the works created by the students is also included in the facility.

Construction Cost: $35,000
Completion: 1991

Construction Cost: $35,000,000
Completion: 2004

Construction Cost: $5,000,000
Completion: 2004

Construction Cost: $6,000,000
Completion: 2004

Owner Reference:  
Dr. Dennis Le, Vice President of Student Success and Engagement  
913-469-3303

Owner Reference:  
Academics Office  
913-620-1692  
academics@kcc.edu  
J. Robin Stover  
Chair, Division of Fine Arts

Owner Reference:  
Academics Office  
913-620-1692  
academics@hlg.edu  
J. Robin Stover  
Chair, Division of Fine Arts
Blue Valley North Renovation and Addition
Blue Valley School District - Overland Park, Kansas

Professional Services:
PGAV provided space programming, design and construction phase services, interior design and FF&E.

Size: square feet additions - square feet renovations

Construction Cost: $75,950,000
Completion: 2009
Delivery Method: Design-Bid-Build

Architect: PGAV Architects

Owner Reference:
Scott Crain, Director of Design and Construction
Blue Valley Unified School District
14950 Merriam Avenue
Overland Park, Kansas 66223
913-239-6099

Starting in 2000, PGAV began working with administration and staff in small groups to address the comprehensive vision for the school and specific factors that affect the creative learning process. The result was a series of additions and renovations that reinvented the main entrance to the facility, added quality program space to the building, consolidated administrative offices and integrated a whole range of functional and cosmetic upgrades to the school.

The southwest building addition entirely redefines the architectural context and identity of the high school. It adds a secure, light-filled administrative space, athletic weight room, performing arts theater and creates a true focal point for the students and visitors as an element that was lacking in the previous configuration. Drive lanes were reconfigured to improve vehicular and pedestrian circulation in and out of the facility.

At the core, this building addition is a 240-seat, state-of-the-art theater that creates an intimate venue for both spoken word and instrumental performances. The performance floor is set flush at audience level in a thrust configuration eliminating the perceived barrier of a stage between speaker and patron. Designed for functional and acoustical variability, the house space performs equally well for staged dramatic productions as it does in the "live" room configuration for jazz bands or concerts, to anywhere in between as lecture hall, meeting room or multimedia presentation space.

The Blue Valley North Little Theater has become a valued asset for the drama department, the school and the local community.

Edmon Low Library
Oklahoma State University - Stillwater, Oklahoma

Professional Services:
Programming, master planning and concept design

Size:
Stage 1 - 97,354 square feet
Stage 2 - 19,220 square feet
Stage 3 - 104,114 square feet

Estimated Construction Cost:
Initial Renovations - Stage 1 are estimated at a total construction cost of $12,500,000. The North Addition planned as Stage 2 is estimated at a total construction cost of $8,870,000. The Later Renovations of Stage 3 are estimated at a total construction cost of $7,120,000.

Architect: Studio Architecture in association with PGAV Architects

Owner Reference:
Shelia Grant Johnson
Dean of Libraries
Oklahoma State University
shelia.johnson@okstate.edu
405-744-6321

With the completion of the Library Auxiliary high density off-site Storage facility in the summer of 2014, OSU presented with a unique opportunity to re-evaluate and redefine the role of Edmon Low Library in the academic life of the Library. Much has changed since the Library first opened 60 years ago, but its mission remains the same: to expand the learning potential of students and citizens of the State of Oklahoma, and to enhance the teaching and research capabilities of the faculty.

PGAV Architects, in association with Studio Architecture of Oklahoma City, was commissioned to prepare a space utilization study identifying assets and limitations of the existing facility, and explore and prioritize opportunities to leverage the space vacated when 1.5 MFi - volumes move to Library Auxiliary. Our recommendations included extending the existing grand stair to the building's third floor to improve circulation and connectivity, a major addition on the building's north side to address deficiencies identified in the report, and a dramatic increase in the quality and quantity of student spaces throughout the building. Proposed new program elements include a digital visualization suite, animation studios, technology-equipped group study rooms, an expanded cafe, gallery and display space, a digital scholars lab, seminar and training rooms, and an outdoor roof terrace.

The resulting space utilization report will give the Library a road map for implementing renovations that will maximize the building's potential and make the Library more effective in accomplishing its mission.
Name of Firm: McClure Engineering
Address: 4540 Olive Ave
St. Louis, Missouri 63108
Telephone: 314-645-6323
Primary Contact: Peter McDonnell, P.E., LEED AP
Year Established: 1856

McClure Engineering, established in 1856, is a full service engineering firm with expertise in mechanical, electrical, plumbing, fire protection, temperature control, lighting design, theatrical, audiovisual systems, acoustics, and commissioning.

McClure Engineering has developed extensive experience in the analysis, testing, evaluation, design, and inspection of mechanical and electrical systems applied to a wide range of buildings. Special emphasis has been placed upon HVAC system analysis, integration of energy systems, and automation. Our clients include owners of public buildings and private corporations, universities, colleges, hospitals, religious institutions, museums, correctional facilities, state and local governments, industrial facilities, elementary and secondary schools. McClure has specialized in developing uniquely superior solutions for building facility engineering problems. In these activities we have pioneered designs in cogeneration systems, chilled water systems, variable air volume systems, and computerized methods.

McClure Engineering has provided design services for Truman State University since 2006. We have provided a variety of services ranging from studies of space acoustics to boiler plant operations. This work has resulted in the implementation of these studies into construction projects for major architectural & MEP renovations of buildings. Our services have also included the master planning of mechanical & electrical utilities and the campus fiber optic network.

Principals:
- Peter McDonnell, P.E., LEED AP BD+C
- Nick Allen, P.E.
- Keith Cooper, P.E.
- Chuck Daley, P.E., LEED AP
- Keith Eaves, P.E., LEED AP
- Randy Hender, P.E., LEED AP
- Kyle Kondrath, P.E., CIP
- Phil Weisz, P.E.

Current Staffing:
- Mechanical Engineers: 29
- Electrical Engineers: 9
- Lighting Designers: 1
- Acoustical Engineers: 1
- Engineering Technicians: 3
- Designers/Others: 19
- Administrative: 7
- Total: 69
RENOVATIONS & RETROFFITS

PROJECT: Washington University - Busch Hall Renovation
OWNER: Washington University - St. Louis, MO
CHALLENGE: Convert a 1909-era Academic Hall to a modern facility with central HVAC, updated plumbing, electrical, fire protection, and data communication systems. The age of the building posed many design and construction challenges, including the need to maximize the usable floor area. The entire interior of the building was stripped to its structural shell, yet no exterior renovations were required.
CONSTRUCTION COST: Confidential
BUILDING SIZE: 42,100 sq ft
SCOPE: Busch Hall, a historic building dating back to 1901, was the first building constructed on the University's Danforth Campus. A previously unused sloped ceiling mezzanine was converted into a mechanical space housing four of the building's five air handling units. Floor space was maximized with the use of several duct risers. The renovated space now includes new restrooms, elevators, several offices, classrooms, and a lecture hall.
APPROACH: A key priority for McClure and the owner was to avoid any loss of utility support to surrounding buildings, as a result of the upgrades. The project was completely successful.
COMPLETION: 2009
AWARD: 2010 LEED NC certified Silver Level

UNIVERSITY NEW CONSTRUCTION

PROJECT: South County Education Center
OWNER: St. Louis Community College
CHALLENGE: Maximizing energy efficiency is always an important design aspect for St. Louis Community College as well as for McClure Engineering.
CONSTRUCTION COST: $10 million
BUILDING SIZE: 59,500 sq ft
SCOPE: The new facility includes a 2,100 square foot multi-purpose room, 3,000 square foot academic support center, 3 computer labs, 2 interactive classrooms, 17 classrooms equipped with advance computer and audio/video technology equipment, a cyber cafe and an outdoor patio.
APPROACH: The HVAC systems use a dedicated outdoor air unit that provides ventilation air to the building. An energy recovery wheel in the outdoor air unit reduces the required equipment capacity, and reduces the operating costs of providing ventilation air. Commons spaces utilize carbon dioxide sensors to reduce ventilation air requirements when spaces are occupied, thus reducing energy usage. The systems are monitored by a complete energy management system for facility control and performance tracking. The classrooms have indirect light fixtures, which provide more diffuse light to the space and a more comfortable lighting design. McClure Engineering also provided complete commissioning services for the project on all the building systems to ensure a fully functional facility.
COMPLETION: 2013
AWARD: 2003 Architectural Portfolio Award from American School & University (AS&U) Magazine
YOUR PROJECT TEAM

The PGAV Team shares important core values, including a commitment to design excellence and customer service and a passion for working in partnership with our clients to create breakthrough solutions. Our team's "value proposition" lies in the remarkable combination of talent and experience of our principal leadership and key personnel who will be engaged in your project from start to finish. The following principals and key staff form the core of our Project Team.

PGAV ARCHITECTS

Steve Travers, AIA, LEED AP
Principal

Steve Cramen, LEED AP BD+C
Project Manager

Chris Davis, AIA, LEED AP BD+C
Project Architect/Quality Control

Rick Schubert, RA, LEED AP BD+C
Project Designer

Dale Thies, RA
Architect, Construction Administration

Anissa Sholk
Interior Designer

McClure Engineering

Mechanical-Electrical-Plumbing Engineers

Peter McDonnell
Project Principal and Project Manager

Keith Cooper
Electrical Engineer

Emily Spencer
Mechanical Engineer

Matt Meyers
Electrical and Acoustical Engineer

Amy Hughes
Lighting Designer

PROJECT: Touhill Performing Arts Center
OWNER: University of Missouri-St. Louis

CHALLENGE: The University wanted a state-of-the-art performing arts center, which allowed the regional community to experience and appreciate the power of the performing arts. It is a symbol of this University's commitment to integrate education, innovation and excellence. The site selected was challenging from a construction and acoustical perspective with the building located just 20 feet from an active St. Louis MetroLink commuter train line, also right in the flight path of commercial traffic to St. Louis Lambert International Airport. In addition, the central plate that serves the building is located on the opposite side of the commuter rail tracks.

CONSTRUCTION COST: $52 million

BUILDING SIZE: 123,000 sq ft

SCOPE: The state-of-the-art performing arts facility includes a 1,425-seat performance hall with orchestra pit (the only performance space of its size in St. Louis), a 300-seat theater, 15 dressing rooms, and a 2,300 square foot rehearsal room.

APPROACH: Close cooperation with the acoustical consultant, Kriegaard & Associates, was required to design HVAC systems to meet the strict acoustical requirements. An under-floor distribution system was designed for the performance theater due to its huge volume, and floor-to-ceiling heights of 60 feet. The low velocity, low pressure, displacement ventilation system delivers 60°F air directly below the seats to maintain space comfort conditions in the areas occupied by people. Due to the complexity of the building systems, commissioning of the building systems was essential. McClure Engineering provided comprehensive building commissioning services for all major building systems, including mechanical, electrical, emergency power, lighting, theatrical lighting, plumbing, fire alarm and suppression, smoke exhaust, temperature controls, and telephone/data systems.

COMPLETION: 2004

AWARD: 2004 St. Louis Construction News & Review Regional Excellence Award
Steve Cramer, LEED AP BD+C, Vice President
Project Manager

Steve will serve as Project Manager and the University’s day to day point of contact for project coordination and information sharing. He will be responsible for identifying and solving design and construction challenges, working with the entire design team and ensuring that every opportunity to integrate sustainable and efficient design is explored. Steve is a highly capable and conscientious architect with a history of diverse higher education experience.

Steve’s recent projects include the new College of Business Administration for Kansas State University and the Miller Nichols Interactive Learning Center for the University of Missouri – Kansas City. On both of these projects, Steve has helped the client realize at the highest level regarding their goals and realize the greatest possible vision for their project.

Steve has taken his responsibilities as not only the quantitative aspects of the client’s needs, but also those qualitative attributes that make their organization successful and represent a growth potential.

Steve joined the firm in 2009 and was recently promoted to Vice President.

REPRESENTATIVE EXPERIENCE

Kansas State University - Manhattan, Kansas
College of Business Administration
Library Annex

University of Missouri - Kansas City
Miller Nichols Interactive Learning Center Addition
Automated Stacking & Retrieval System Addition
Information Commons Renovation
Browserside Collections Renovation
Special Collections Renovation

Fort Hays State University - Hays, Kansas
Center for Networking Learning

University of Kansas - Lawrence, Kansas
Library Annex Expansion

University of Central Missouri - Warrensburg, Missouri
Todd Hall Commons Renovation

University of Florida - Gainesville
Auxiliary and High Density Library Storage

Oklahoma State University - Stillwater
Library Auxiliary

Edison Law Library - Master Plan

Blue Valley School District – Overland Park, Kansas
School District Bond Issue Planning Studies
School District Site Evaluations and Acquisition Study
North High School Expansion Study and Building Addition

Early Childhood Center

Kansas State University - Manhattan, Kansas
Biological and Industrial Value-Added Program Facility

Jr. High College of Human Ecology Addition
Linda Hall Library of Science, Language & Technology - Kansas City, Missouri

EDUCATION

Bachelor of Architecture
University of Kansas

MEMBERSHIP

Kansas Society of Collegiate Librarians (KSL)

REGISTRATION

LEED Accredited Professional (BD+C)

CONFERENCES

2009: PCAV in Kansas City

Stephen L. Troester, AIA, LEED AP
Principal In Charge

The moment of clarity. It happens when Steve Troester is in the room. As the pros and cons of possible outcomes are weighed, Steve has the uncanny ability to realize the “Ah-ha!” idea behind which a solution will form.

Steve Troester grew up in Kirkville around the family retail business, but was drawn to the construction industry early on. While earning his degree in business administration, he worked as a carpenter for four years.

Steve has served as Principal on a wide range of projects during his 20 years with PGAV and has been the Principal In Charge overseeing more than $503 million in educational and campus master planning projects.

Steve’s good natured, nononsense approach and affable demeanor have been one of the key factors in many clients returning to PGAV.

Steve has been with the firm for 20 years and became a Principal in 2010.

REPRESENTATIVE EXPERIENCE

Baker University - Baldwin City, Kansas
Campus Master Plan

Harter (Student Union and Wildcat Cafe)

Collins Library renovation and expansion

McClain Hall Allied Sciences renovation and addition

Marshall and Horn Residence Halls

St. Paul School of Theology - Kansas City, Missouri
Campus Master Plan

Rockhurst University - Kansas City, Missouri
Campus Master Plan

Manor Hall

Helsberg School of Management

Richmond Science Center

Rock Room

Hannibal LaGrange College - Hannibal, Missouri

Master Plan

Roland Fine Arts Center

T.M. Mathews Science Building Master Plan

Johnson County Community College – Overland Park, Kansas
Carlen Center for the Arts

Student Success Center

Classroom/Laboratory Building

Bookstore Warehouse Addition

Washburn University - Topeka, Kansas

Morgan Hall Welcome Center Addition

KBB - Northwest Science Laboratory

University of Oklahoma - Norman

Michael P. Price College of Business

Central Methodist University – Fayette, Missouri

Clastic Hall Renovation

Blue Valley School District - Overland Park, Kansas
School District Bond Issue Planning Studies

School District Site Evaluations and Acquisition Study

North High School Expansion Study and Building Addition

Northwest High School Addition

Early Childhood Center

Kansas State University - Manhattan, Kansas
Biological and Industrial Value-Added Program Facility

Justin Hall College of Human Ecology Addition

Linda Hall Library of Science, Language & Technology - Kansas City, Missouri

EDUCATION

Bachelor of Architecture

University of Kansas

MEMBERSHIP

Kansas Society of Collegiate Librarians (KSL)

REGISTRATION

LEED Accredited Professional (BD+C)
Chris Davis, AIA, LEED AP BD+C, Vice President
Project Architect / Quality Control

Chris joined our professional staff in January 2006 and has since proven to be an extremely effective leader in our organization. He has undertaken several assignments as project architect/manager and his professional approach and natural grasp of architecture have always benefited those around him. Clients sense these attributes as well, as he quickly gains their respect and trust. This is essential to our business as we continue to seek individuals who can not only manage and produce work, but represent the firm with the utmost integrity.

Chris is also the leader of PCAV's internal Quality Control and Quality Assurance program. The outcome under his leadership has been a greatly improved quality review process resulting in increased budget accuracy and a smoother project delivery. Chris continues to serve as our conscience on quality issues to ensure that the principles that were developed under his leadership continue to be reinforced.

REPRESENTATIVE EXPERIENCE

Longview Community College - Lees Summit, Missouri
Southland Baseball Facility
Blue Valley School District - Overland Park, Kansas
School District Bond Issue Planning Studies
School District Site Evaluations and Acquisition Study
North High School Building Additions
Early Childhood & Professional Development Center
Blue Valley Recreational Center - Overland Park, Kansas
RHEF Enforcer Academy - Kansas City, Missouri
City of Lenexa, Kansas
Chase Center at City Center
Municipal Services Building
Topeka High School Performing Arts Theater Concept Design - Topeka, Kansas
Elmoro Park Redevelopment - Tucson, Arizona
Desert Falls Sports Complex - Mesquite, Nevada
National Beef Corporate Headquarters & Training Floor - Kansas City, Missouri
Kansas City Zoo - Kansas City, Missouri
Zoo Master Plan
Tucson Cafe
Polar Bear Passage
Dayman Education Pavilion
University of the Pacific - Stockton, California
Klein Family Field Complex
Montgomery Riverwalk Stadium - Montgomery, Alabama
Albuquerque Isquias Stadium - Albuquerque, New Mexico
Ballpark at St. George Station - New York, New York
Tucson Electric Park - Tucson, Arizona
Roger Dean Stadium - Jupiter, Florida

EDUCATION

Bachelor of Architecture
University of Kansas

REGISTRATION

Missouri
PCAV Architectural Professional ID: 854

MEMBERSHIP

American Institute for Architects
Society of College and university Architects

Rick Schladweiler, RA, LEED AP BD+C
Design Architect

Rick recently joined PGAV, bringing a wide range of higher education experience with him. What Rick brings to the team is a tremendous creative energy and ability to generate out-of-the-box thinking. Transformative thinking requires bold vision, clarity of purpose, and the ability to move, touch, and inspire - attributes Rick will use to captivate the entire team.

Rick is focused on design excellence, with leadership experience in high profile and award-winning projects. Rick brings a collaborative environment with design partners and multi-disciplinary teams that achieve results in project goals and vision. Experienced in technical problem solving and detailing, Rick has assisted clients renovate buildings environments with sustainable design strategies. Rick has been involved in a variety of project sizes, budgets, and building types, including civic, educational, residential, historic preservation, and existing buildings and additions.

REPRESENTATIVE EXPERIENCE

Lenexa Civic Center - Lenexa, Kansas
Missouri State University - Springfield, Missouri
Blair - Shannon House - Exterior Renovation
Freudenberg "Freddy" House - Exterior Renovation
Homestead House - Exterior Renovation
Hutchens House - Exterior Renovation
Kentwood Hall Study
Kentwood Hall Partial Renovation
Grazing Dining Center - Exterior Renovation
Grazing Dining Center Exterior Renovation
Lowrey Hall (West Plaza Campus) - Exterior Renovation
Jordan Valley Innovative Center - Exterior Renovation
Rae - Shannon Dining Center Exterior Renovation and Addition
Walnut Street Housing
Lewis Center for Creative and Performing Arts - Princeton University
Paking Garage - University of Missouri at Kansas City
Christopher S. Bond Life Science Center - University of Missouri at Columbia
Fayez S. Sarofim Research Building - University of Texas
Todd Bolender Center for Dance and Creativity (preservation and adaptive reuse) - Power House at Union Station Kansas City

EDUCATION:

Master of Architecture
University of Kansas
Bachelor of Arts, Visual Arts & Graphic Design
Southern Illinois University

REGISTRATION:

Missouri
PCAV Architectural Professional ID: 854

ACTIVITIES:

Alumni Institute, College of Architecture, Planning, and Design
Boise State University

* indicates relevant projects while with another firm
Dale Thies, RA
Project Architect / Construction Administration

Dale has dedicated his architectural career of over 23 years to the successful design and construction of a variety of facility types. In order to ensure the highest quality of construction and service, he will be involved in every part of the design process and serve as our construction administrator throughout the project. His attention to detail, approachable demeanor and experience with large, complex construction projects will undoubtedly ensure a seamless delivery.

ANDREA SISK

Andrea Sisk

Andrea's focus is the planning and design of interior spaces that support the needs of the users and communicate a sense of identity. She believes spaces should spark imagination and inspiration, while capturing the personality and mission of the organization.

Her careful consideration to finish and furniture selections include aesthetics, durability, functionality, and special requirements of any given project. The environments created reflect the client's vision with particular consideration to the end users' safety, comfort, and enjoyment.

Andrea joined P&G's interior design department after graduating from K-State in May 2013.

REPRESENTATIVE EXPERIENCE

Morgan Hall Renovation and Addition, Washburn University - Topeka, Kansas

New Forensic Science Laboratory, Kansas Bureau of Investigation at Washburn University - Topeka, Kansas

KSU - Music Hall Research Center Renovation - FF&E Install Observation and Punch - Manhattan, Kansas

Westwood Place Building Renovation and Addition - Westwood, Kansas

Blue Valley Recreation Center - Overland Park, Kansas

Showers Lab Visioning Study - Kansas City, Missouri

GARMIN International, Miscellaneous Interiors - Olathe, Kansas

Grand Court Assisted Living - Kansas City, Missouri

Brookdale Grand Court Assisted Living - Kansas City, Missouri

Overland Park Convention Center Renovations - Overland Park, Kansas

EDUCATION

Bachelor of Architecture
Kansas State University

Master of Interior Design
Penn State University

REGISTRATION

Missouri
Peter McDonnell, P.E., LEED BD+C, Principal
Mechanical Engineer

Mr. McDonnell has 30 years of experience in all phases of mechanical engineering analysis and design for HVAC systems, thermal energy storage, smoke management, and fire protection systems for all building types. He is proficient in all aspects of project management, including scope of work development, facility survey/construction inspections, cost estimating, project coordination, construction documentation preparation, project budget control, and project quality assurance. Mr. McDonnell has been responsible for many project types, including airports, central energy plants, church facilities, convention centers, and medical facilities. He has also worked on museums and exhibit facilities, residential facilities, hotels, courthouses, restaurants, educational facilities, healthcare facilities, correctional institutions, libraries, military facilities, office buildings, postal facilities, recreational and cultural areas, recreation facilities, retail facilities, design-build projects, and value engineering peer reviews. In addition, he served as an adjunct professor in the Construction Engineering Program at the University of Central Florida.

REPRESENTATIVE EXPERIENCE

Truman State University – Kirksville, Missouri
Ruth Buying Museum & Visitor Center
McGraw Hall Classroom Modifications
McClain Hall Renovation
Peden Hall Renovation
Peckler Library/Remodeling

East Central Community College – Union, Missouri
Site Utility Master Planning
School of Health Sciences

Fontbonne University – University City, Missouri
Renovations of Classrooms & Theater Space for Hearing Impaired Therapy & Testing

Lincolnwood University – St. Louis, Missouri
The Linwood Center for Fine & Performing Arts

Ivy Tech Community College – Madison, Indiana
Medication Campus Expansion and Renovation
Welding Building

South East Missouri State University – Cape Girardeau, Missouri
Sikes Area Higher Education Center Expansion

Stephen F. Austin State University – College Station, Texas
Purdue Hall Renovation

Washington University – St. Louis, Missouri
Busch Hall Renovation for LEED Silver Certification
School of Music Train Building Renovation

Keith Cooper, P.E., President and Principal
Electrical Engineer

Mr. Cooper has been responsible for electrical design for a variety of projects, including university and community recreation centers, primary and secondary schools, performance auditoriums, retail mall tenant spaces, healthcare facilities, commercial buildings, medium voltage power distribution, university classroom buildings, university residential buildings, data centers, central chilled water plants, and building communications infrastructure. Projects have included both new construction and major renovations. Mr. Cooper has been President of McClure Engineering since 2008. Prior to joining McClure, Mr. Cooper was employed as a construction manager on a $200 million nuclear power plant project for the client. Since 1992, he has been employed in the electrical contracting industry where he has been project manager and estimator on a variety of smaller and several large projects, including a federal prison and a weapons assembly facility. Projects also included renovation of a variety of buildings, including a federal prison and a weapons assembly facility. Projects also included

REPRESENTATIVE EXPERIENCE

Truman State University – Kirksville, Missouri
McGraw Hall Classroom Modifications
Peden Hall Renovation

East Central Community College – Union, Missouri
Site Utility Master Planning
School of Health Sciences

Hanover College – Hanover, Indiana
Agnes Brown Dutton Library Renovation
Chapman Hall Renovation
Hendricks Hall Renovation
Health & Recreation Center
New Residence Hall
New Farmhouse Building

Oberlin College – Oberlin, Ohio
Allen Memorial Art Museum Facility Assessment

South East Missouri State University – Cape Girardeau, Missouri
Student Recreation Center and Natatorium
Various Campus Renovations & Additions

University of Missouri – Columbia, Missouri
Brewer Fieldhouse and Natatorium
Residential Halls
Telecommunications Building Electrical Distribution

University of Missouri – St. Louis – St. Louis, Missouri
Substation Replacement

University of Nevada Las Vegas – Las Vegas, Nevada
Student Recreation & Wellness Center

Walsh College – Northville, Michigan
Student Recreation Center
Athletic Fields
Emily Spencer, P.E.
Mechanical Engineer

Ms. Spencer is a mechanical engineer with experience in HVAC and plumbing design in the building construction industry. Her projects with McClure include university recreational facilities, an indoor water park, an art museum, and animal facilities for the St. Louis Zoo. Her contributions to these projects involve building load calculations, equipment selection, project cost estimation, and construction administration.

Prior to joining McClure Engineering, Ms. Spencer worked for a large architectural and engineering firm. These two years her work focused on hospitals, educational facilities, libraries, and commercial office buildings. Her responsibilities in these projects included building load calculations, building energy models, ductwork design and layout, equipment selection, and construction administration. Some of her clients included the University of Chicago and the Chicago Public School District.

REPRESENTATIVE EXPERIENCE

Carthage College – Kenosha, Wisconsin
Athletics and Recreation Center

Clayton School District – St. Louis, Missouri
High School Addition and Renovation
Wydown Middle School

Francis Howell School District – St. Charles, Missouri
Daniel Boone Elementary School Additions
High School Additions and Renovations

Lindenwood University – St. Charles, Missouri
Student Recreation Center Addition (including classrooms)

Mount Union College – Alliance, Ohio
Recathedral Center

Oberlin College – Oberlin, Ohio
Allen Memorial Art Museum

University of Chicago – Chicago, Illinois
Law School Library

Matt Meyers
Electrical and Acoustical Engineer

Mr. Meyers has been responsible for the electrical design in a variety of projects involving colleges and universities, industrial testing facilities, K-12 educational facilities, campus wide electrical system designs. He has been responsible for medium voltage campus design, electrical metering and analysis, substations installation, building and campus electrical load calculations, arc flash and coordination analysis, building electrical design, commissioning, acoustical analysis, and construction administration.

REPRESENTATIVE EXPERIENCE

Truman State University – Kirksville, Missouri
McClain Hall and Pickler Library
Baseball and Softball A.D.A. Lighting
Ophelia Parnell Acoustic Study

American Power Conversion – O'Fallon, Missouri
Super User Testing Lab Design
Factory Acceptance Testing Lab Design

Commonwealth of Pennsylvania – Englewood, Pennsylvania
SCI Phoenix Prison Campus Medium Voltage Distribution Electrical Design

Kirkwood School District – Kirkwood, Missouri
Robinson Elementary Addition and Renovation Electrical Design
Keyser Elementary Addition and Renovation Electrical Design
North Glendale Elementary Addition and Renovation Design

Missouri University of Science & Technology, Rolla, Missouri
Substation Replacement
Chilled Water Distribution Reconstruction
Campus Geothermal Energy System
Stroumias James Hall Renovation
Thomas Jefferson Hall Renovation

The Priory - Saint Louis, Missouri
Campus Utilities Study and Master Planning

University of Missouri, St. Louis – St. Louis, Missouri
North Campus Electrical Substation Upgrade

Washington University in St. Louis – St. Louis, Missouri
Brookings Hall Renovation
Chilled Water Energy Metering
Amy Hughes, LEED AP BD+C
Electrical Engineer and Lighting Designer

Amy Hughes has been responsible for developing unique lighting solutions for a variety of projects, including universities, community recreation centers, museums, residential buildings and theaters. Amy’s lighting solutions not only convey the aesthetic appeal desired by her clients but are also engineered for performance. Having earned a Bachelor’s of Science degree in Electrical Engineering from Purdue University and her LEED AP BD+C certification allows Amy to balance her creative and innovative approach with practical considerations of maintenance, sustainability and lighting control. Amy stays current with lighting trends by being an active member with both local and national professional organizations such as IES (Illuminating Engineering Society) and USGBC.

Amy began her career by working for Cooper Crouse-Hinds in technical sales where she trained maintenance personnel and electrical contractors in the oil refineries of Southern California. Prior to joining the firm, Amy worked in electrical distribution as a lighting product manager, where one of her main responsibilities was lighting design for projects that included work at SSM Health Care, a local automotive plant, as well as a myriad of smaller projects with local property management companies and various schools.

REPRESENTATIVE EXPERIENCE

Truman State University – Kirksville, Missouri
Ophelia Pantl Acoustics Study
Pershing Hall Renovation

Lindsey Wilson College - St. Charles, Missouri
J. Scheidtger Center for the Arts

Oberlin College – Oberlin, Ohio
Allen Memorial Art Museum
Health and Wellness Center

Stephens College – Columbia, Missouri
Lea Ramsey Hall 2nd and 3rd Floors

Southern Illinois University Edwardsville – Edwardsville, Illinois
Department of Art and Design East Renovation
Department of Art and Design West Addition

University of Missouri - Columbia, Missouri
Brewer Fieldhouse and Natatorium

University of Missouri St. Louis - St. Louis, Missouri
Teach Performing Arts Center

University of Nevada - Las Vegas - Las Vegas, Nevada
Student Recreation Center

Washington University in St. Louis - St. Louis, Missouri
Braith Hall Renovation
CRC Athletic Field Lighting
Fitness, Recreation, and Athletic Center
ITEM J
Board Policy Review Committee Report

DESCRIPTION AND BACKGROUND

Matthew W. Potter, chair of the Board Policy Review Committee, will provide a report on the committee meeting held earlier in the day.

RECOMMENDED ACTION

This is a discussion item only.
ITEM J.1
Resolution amending Chapter 13 of the Code of Policies of the Board of Governors pertaining to Advancement – Naming Opportunities

DESCRIPTION AND BACKGROUND

Recently, a situation arose when a University donor who funded a campus facility proposed to name the facility as part of their gift agreement. While it is well recognized that the Board of Governors has the authority to assign a name to a University facility, the administration concluded that it would be beneficial for future situations to have a specific policy in place addressing this issue.

The recommended policy below defines various facilities and naming opportunities and provides guidelines for application of the policy. The policy also provides guidance for those situations when it may be appropriate to discontinue the use of a particular name for a facility.

Section 5.090 of the Foundation Board Policies entitled Named Giving Opportunities, follows this page.

RECOMMENDED ACTION

BE IT RESOLVED that Chapter 13 of the Code of Policies of the Board of Governors be amended by the addition of one new section to be known as Section 13.050, entitled Naming Opportunities, to read as follows:

13.050. Naming Opportunities. The exterior areas, landmarks, programs and interior spaces of the University may bear distinctive names which reflect outstanding contributions in keeping with the nature and mission of the University. The guidelines set out below will provide the criteria to be used and the approvals needed in naming such Exterior Areas, University Landmarks, University Programs and Interior Spaces in honor of individuals and Organizations.

1. Definitions:
   a. “Exterior Areas” shall mean University owned or leased buildings, locations, including open air spaces, and major facilities, such as arenas and stadiums, where the name is displayed on the outside of a structure or is easily viewable by the general public.
   b. “University Landmarks” shall mean statutes and other landmarks on or in University owned or leased property.
   c. “University Programs” shall mean programs of research or teaching, departments, faculties, schools, special lecture series, library collections of books or other materials, collections of art works and such other similar University activities and programs as the University may choose to recognize.
d. “Interior Spaces” shall mean physical spaces such as, but not limited to, auditoriums, laboratories, class rooms, conference rooms, or special research, teaching, recreational, service or other similar facilities.

e. “Organizations” shall mean foundations, trusts, not-for-profit entities, corporations or other legal entities.

2. **Approvals.** The naming of Exterior Spaces, University Landmarks, University Programs and Interior Spaces shall require the approval of the Board of Governors.

3. **Guidelines.** Names for Exterior Areas, University Landmarks, University Programs and Interior Spaces should enhance the public reputation of the University. In keeping with this principle, names should be proposed and approved with the following guidelines in mind:
   
a. Faculty, staff members or Organizations who have rendered distinctive service to the University;
   
b. Graduates, former students, individuals such as members of the Board of Governors, or Organizations who have rendered distinctive service to the University;
   
c. Persons or Organizations dedicated to the purpose, nature and mission of the University who have achieved outstanding distinction through civic, intellectual or artistic contributions to the development of the area, state and nation or to Missouri history; and
   
d. Persons or Organizations who make or have made a substantial financial contribution toward the cost of the construction or renovation of the Exterior Area, University Landmark, University Program or Interior Area.

   If named for a donor or a donor’s designee, the name should be based on the eminence of the donor or designee and the donor or designee’s relationship to the University as well as the significance of the gift.

4. **Duration of Name.** Naming of Exterior Areas, University Landmarks, University Programs and Interior Spaces in honor of individuals or Organizations is generally expected to last the lifetime of the Exterior Area, University Landmark, University Program or Interior Area or so long as it remains in use and serves its original function. When the use or program has changed such as it must be discontinued, demolished, substantially renovated or rebuilt, the University may discontinue use of the name.

5. **Reservations.** The Board of Governors reserves the right to change or remove the name of an Exterior Area, University Landmark, University Program or Interior Area if it determines that the name is no longer in the best interests of the University.

Moved by ______________________________

Seconded by ______________________________

Vote: Aye ____________

Nay ____________

Board of Governors — February 7, 2015
5.090. **Named Giving Opportunities.** Special named giving opportunities are available for individuals and organizations in recognition of significant contributions to the Corporation, and such opportunities are based upon, but not limited to, the minimum amounts shown in the following table of named giving opportunities:

**Named Annual Funds**
- Undergraduate Scholarship..................................$ 1,000 per year
- Graduate Fellowship........................................... 1,000 per year
- Library Book Fund ........................................... 1,500 per year
- Lectureship ......................................................... 2,500 per year
- Cultural Fund ..................................................... 5,000 per year
- Faculty Fellowships ........................................... 5,000 per year
- Faculty Development/Research ................................ 10,000 per year

**Named Endowed Funds**
- Undergraduate Scholarship..................................$ 15,000
- Graduate Fellowship........................................... 15,000
- Library Book Fund ........................................... 15,000
- Lectureship ......................................................... 25,000
- Cultural Fund ..................................................... 50,000
- Faculty Development/Research ................................ 100,000
- Endowed Professorship ....................................... 500,000
- Endowed Chair ..................................................... 1,000,000

**Named Academic Disciplines** ................................varies
Gifts for named academic disciplines must be of an unrestricted or capital nature.

**Named Campus Facilities**
New and existing facilities, and commemorative units within or associated with the named facilities, may be named for gifts equal to 20 percent of the facility’s cost. Such gifts must be of an unrestricted or capital nature.

The awarding of names in recognition of financial support for programs and facilities operated by the University is done in conjunction with the University, and such awards are subject to approval by the Board of Governors.

Source: Resolution of the Board dated October 20, 2000, October 17, 2003, October 21, 2005 and October 20, 2006
ITEM J.2
Resolution amending Chapter 13 of the Code of Policies of the Board of Governors pertaining to Advancement – Gifts from University Vendors

DESCRIPTION AND BACKGROUND

An issue arose recently when a vendor offered a gift to the Foundation while the procurement process was pending. This created a potential conflict of interest for the University and the vendor in that situation. At the time this occurred, we had no specific policy to address this issue.

This policy is designed to address this situation and to prevent future such occurrences. This policy specifically prohibits University staff, Board members and Foundation Board members from soliciting or accepting gifts in that situation and also prohibits vendors from offering a gift under those circumstances.

RECOMMENDED ACTION

BE IT RESOLVED that Chapter 13 of the Code of Policies of the Board of Governors be amended by the addition of one new section to be known as Section 13.060, entitled Gifts from University Vendors, to read as follows:

13.060. Gifts from University Vendors. No person acting on behalf of Truman State University or its Board of Governors or the Truman State University Foundation or its Board of Directors shall solicit or accept a gift to the University or the Foundation from anyone who is a potential vendor to the University or Foundation pursuant to an active or open bidding, purchasing or any other procurement process.

No person or company who is a potential vendor pursuant to an active or open bidding, purchasing or any other procurement process shall offer any gift to the University or its Board of Governors or the Truman State University Foundation or its Board of Directors or any of their representatives while such process is active or open.

Moved by ____________________
Seconded by ____________________
Vote: Aye __________
Nay __________
ITEM K
Agenda Items for Future Meetings

DESCRIPTION AND BACKGROUND

A list of projected agenda items for the regular meetings during the next year follows this page.

RECOMMENDED ACTION

This is a discussion item only.

ATTACHMENT

List of Projected Agenda Items
LIST OF PROJECTED AGENDA ITEMS
Regular Meetings of Board of Governors
Year Following the April 2015 Meeting

April 2015 Meeting
Participation in campus events
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs report
Student affairs report
Annual faculty senate report
Financial report
Construction projects report
Academic calendar (as needed)
Depositary bank for next two fiscal years (as contracts expire)
Food service contractor (as contracts expire)
Bookstore contractor (as contracts expire)
Enrollment fees for next fiscal year
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report
Treasurers for next fiscal year
Annual general counsel evaluation and appointment for next fiscal year
Board begins annual presidential review process as outlined in presidential review timeline

June 2015 Meeting/Retreat
Participation in campus events
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs/assessment report
Student affairs report
Financial report
Construction projects report
State capital funds request for next legislative session
Operating budgets for next fiscal year
Salary policies for next fiscal year
Union agreement renewal (in even numbered years)
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report
Tenure review
Faculty promotions
Annual presidential review and salary consideration
Annual general counsel salary consideration

(NOTE: Agenda items noted in red are discretionary reports and subject to change.)
August 2015 Meeting
Participation in campus events
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs report
Student affairs report
Annual athletics report
Financial report
Construction projects report
Local capital budgets for FY2016
General revenue request for FY2017
Honorary degree consideration
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report
Board concludes annual presidential review process as outlined in presidential review timeline

October 2015 Meeting
Participation in campus events
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs report
Student affairs report
Annual enrollment management report
Financial report
Audit report
Construction projects report
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report

December 2015 Meeting
Participation in campus events
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs report
Student affairs report
Financial report
Construction projects report
Housing charges for next fiscal year
Selection of officers for 2016 calendar year
Annual board committee appointments
Annual foundation board appointments

(NOTE: Agenda items noted in red are discretionary reports and subject to change.)

Board of Governors – February 7, 2015
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report
Paid leaves of absence for next fiscal year
Tenure review for faculty members completing their review period at end of fall semester

February 2016 Meeting
Participation in campus events
Annual photograph of board and president
Recognition of 2015 board chair
Minutes for open session of last meeting
President’s report
Advancement and/or foundation report
Academic affairs report
Student affairs report
Annual student government report
Financial report
Construction projects report
External audit firm (as contract expires)
Academic calendar (as needed)
Board of governors conflict of interest policy review
Dates and agenda items for future meetings
Minutes for closed session of last meeting
Personnel actions report
Annual general counsel evaluation committee appointments

The following items will be added to the agendas as needed:

- University strategic plan reports
- Campus master plan reports
- Reports from administrative areas
- Approval of new or revised policies
- Approval of architects and/or engineers for construction projects
- Approval of new construction projects over $100,000
- Approval of equipment purchases and leases over $100,000
- Approval of consulting services over $10,000
- Approval of change orders for major changes in construction projects
- Approval of real estate acquisitions
- Litigation and legal action reports

(Note: Agenda items noted in red are discretionary reports and subject to change.)

Board of Governors – February 7, 2015
ITEM L
Dates for Future Meetings

DESCRIPTION AND BACKGROUND
It is helpful to schedule, at least tentatively, the dates for board meetings during the next year. The tentatively scheduled dates are subject to change by the Board, but the preliminary action permits both Board members and staff members to avoid the scheduling of other activities on the targeted dates for board meetings. In addition to the regularly scheduled meetings, special meetings can be called by the President of the Board or by three members of the Board. A schedule of calendar events for the next year follows this page.

RECOMMENDED ACTION

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, April 11, 2015, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

BE IT FURTHER RESOLVED that other regular meetings of the Board during the next year be tentatively scheduled for the following dates:

Saturday, June 13, 2015;
Saturday, August 1, 2015;
Friday, October 9, 2015;
Saturday, December 5, 2015; and
Saturday, February 6, 2016.

Moved by __________________________
Seconded by _________________________
Vote: Aye ___________________________
Nay ____________________________

ATTACHMENT
Calendar of Events February 2015 – February 2016

Board of Governors – February 7, 2015
CAALENDAR OF EVENTS
February 2015 - February 2016

2015

February 3 Truman Showcase and Kirksville Day at the Capitol, 3rd Floor Rotunda, Jefferson
City, 9:30 a.m.-3:30 p.m.
3 Alumni Association Reception at the Capitol, 3rd Floor Rotunda, 1:30-3:30 p.m.
7 BOARD OF GOVERNORS MEETING
14 Lyceum, Montana Repertory Theater - "The Great Gatsby", 7:30 p.m.
19 University Conference

March 2-3 Higher Learning Commission (HLC) Accreditation Visit
2 HLC Lunch Meeting with members of the Board of Governors, 12:00 p.m.
3 Lyceum, Seven Brides for Seven Brothers, 7:30 p.m.
9-13 Mid-Term Break
20 Lyceum, American Shakespeare Center, 7:30 p.m.
21 Senior Showcase

April 6 Spring Break
11 BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
11 Foundation Board Meeting and Banquet (Tentative)
11 Holman Family Distinguished Speaker Series/Lyceum, Charles Miller, 8:00 p.m.
14 Student Research Conference
19-21 Association of Governing Boards National Conference on Trusteeship
(Phoenix, Arizona)
25 Junior Showcase

May 9 Spring Commencement, 2:00 p.m.
12 Service Recognition Luncheon, 11:30 a.m.
25 Memorial Day
26 Summer School Begins

June 13 BOARD OF GOVERNORS MEETING/RETREAT
(TENTATIVE DATE)

July 4 Independence Day

August 1 BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
15 Fall Semester Begins with Truman Week

September 7 Labor Day
12 Home Football - Missouri Baptist
19 Family Day
19 Home Football - Missouri S & T
26 September Showcase
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<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October</td>
<td>5-10</td>
<td>Homecoming Week</td>
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<td>9</td>
<td><strong>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</strong></td>
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<td>10</td>
<td>Home Football - Southwest Baptist</td>
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<td>15-16</td>
<td>Mid-Term Break</td>
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<td>November</td>
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<td>Home Football - St. Joseph's College</td>
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<td>November Showcase</td>
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<td>26</td>
<td>Thanksgiving</td>
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<td>December</td>
<td>5</td>
<td><strong>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</strong></td>
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<td>12</td>
<td>Winter Commencement, 11:00 a.m.</td>
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<td>25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>2016</td>
<td></td>
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</tr>
<tr>
<td>January</td>
<td>1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>January Showcase</td>
</tr>
<tr>
<td>February</td>
<td>6</td>
<td><strong>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</strong></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>University Conference</td>
</tr>
</tbody>
</table>
ITEM M
Agenda Items for Closed Session

RECOMMENDED ACTION

BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

1. Approval of minutes for the closed session of the last meeting under Subsection 14 of the statute for “Records which are protected from disclosure by law”;
2. Individual personnel actions under Subsection 3 of the statute for “Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded”;
3. Confidential communications with the General Counsel; and
4. Purchase of real estate under Subsection 2 of the statute for “Leasing, purchase or sale or real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; and

BE IT FURTHER RESOLVED that if any business not covered by the stated reasons for the closed session is raised during the closed session, then this meeting shall be reopened to the public and an announcement about a resumption of the open session shall be made in the hallway outside of the meeting room.

Moved by ____________________________
Seconded by __________________________
Vote: Aye ____________________________
Nay ____________________________