

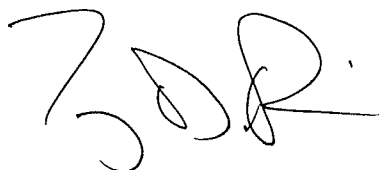
**NOTICE OF MEETING**  
**Board of Governors, Truman State University**  
**Saturday, June 13, 2015**

The Board of Governors for Truman State University will hold a retreat/meeting on Saturday, June 13, 2015. The retreat/meeting will be held at the Mark Twain Boyhood Home and Museum in Hannibal, Missouri, with the retreat scheduled to begin at 9:00 a.m. and the meeting scheduled to begin at 1:00 p.m. The public is invited to attend.

The tentative agenda for the meeting is attached to this notice. Items K, L and M 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 5<sup>th</sup> day of June, 2015.

A handwritten signature in black ink, appearing to read 'Troy D. Paino', with a stylized flourish at the end.

Troy D. Paino  
President of the University

**TENTATIVE AGENDA**  
**Board of Governors, Truman State University**  
**Saturday, June 13, 2015**

Wednesday, June 3, 2015

8:00 a.m. Board of Governors Presidential Review Committee Conference Call Meeting  
McClain Hall 200  
(Governors Cozette, Plassmeyer and O'Donnell)

Monday, June 8, 2015

8:30 a.m. Board of Governors Finance and Auditing Committee Conference Call Meeting  
McClain Hall 200  
(Governors Burkemper, Potter, Zito and O'Donnell)

Tuesday, June 9, 2015

12:30 p.m. Board of Governors Board Policy Review Committee Conference Call Meeting  
McClain Hall 200  
(Governors Potter, Burkemper, Cozette, Haber, Plassmeyer and O'Donnell)

3:00 p.m. Board of Governors Academic and Student Affairs Committee Conference Call Meeting  
McClain Hall 200  
(Governors Cozette, Bonner, Kochanski and O'Donnell)

Wednesday, June 10, 2015

8:15 a.m. Board of Governors Budget and Capital Projects Committee Conference Call Meeting  
McClain Hall 200  
(Governors Plassmeyer, LaBeth, Haber and O'Donnell)

Friday, June 12, 2015

6:00 p.m. Board of Governors Dinner  
Mark Twain Brewing Company, 422 North Main Street, Hannibal, Missouri

8:30 p.m. Haunted Hannibal Ghost Tour

Saturday, June 13, 2015

9:00 a.m. Board of Governors Retreat  
Mark Twain Boyhood Home and Museum, 120 North Main Street, Hannibal, Missouri

12:00 noon Board of Governors Luncheon  
Mark Twain Boyhood Home and Museum, 120 North Main Street, Hannibal, Missouri

1:00 p.m. Open Session of Board of Governors Meeting  
Mark Twain Boyhood Home and Museum, 120 North Main Street, Hannibal, Missouri

- ITEM A Call to Order and Chair Report
- ITEM B Minutes for Open Sessions of Meetings on April 11, 2015 and May 6, 2015
- ITEM C President's Report
- ITEM D Finance and Auditing Committee Report
- ITEM D.1 Financial Report
- ITEM D.2 External Audit Scope Revision
- ITEM E Academic and Student Affairs Committee Report
- ITEM F Budget and Capital Projects Committee Meeting
- ITEM F.1 Construction Projects Report
- ITEM F.2 Contracts for Construction Projects and Equipment Purchases Report
- ITEM F.3 State Capital Improvement and Maintenance Request
- ITEM F.4 Operating Budgets FY 2016
- ITEM F.5 Salary Policies FY 2016
- ITEM G Board Policy Review Committee Report
- ITEM G.1 Resolution Amending Chapter 15 of the Code of Policies of the Board of Governors Pertaining to Procedures for Addressing Sexual Harassment Issues
- ITEM H Agenda Items for Future Meetings
- ITEM I Dates for Future Meetings
- ITEM J Agenda Items for Closed Session
- Closed Session of Board of Governors Meeting
- ITEM K Minutes for Closed Session of Meeting on April 11, 2015
- ITEM L Personnel Actions Report
- ITEM L.1 Faculty Promotions
- ITEM L.2 Academic Tenure
- ITEM L.3 Annual Presidential Review
- ITEM L.4 Conclusion of Annual General Counsel Review
- ITEM M General Counsel Report
- ITEM M.1 Motion to Adjourn

**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.

**ITEM B**

**Minutes for Open Sessions of Meetings on April 11, 2015 and May 6, 2015**

**RECOMMENDED ACTION**

BE IT RESOLVED that the minutes for the open sessions of the meetings on April 11, 2015 and May 6, 2015, be approved.

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Vote: Aye \_\_\_\_\_  
Nay \_\_\_\_\_

**ATTACHMENTS**

Minutes for Open Session of Meeting on April 11, 2015  
Minutes for Open Session of Meeting on May 6, 2015

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OPEN SESSION  
OF MEETING ON  
APRIL 11, 2015

The Board of Governors for Truman State University met on Saturday, April 11, 2015, 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 Vice Chair of the Board of Governors, Sarah Burkemper.

Participating in the meeting were six of the seven voting members: Sarah Burkemper, Cheryl J. Cozette, Karen Haber, Mike LaBeth, Susan Plassmeyer and Matthew W. Potter. Jim O'Donnell was unable to participate in the meeting due to another commitment, and his absence was recorded as excused.

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

Call to Order and Chair Report

Sarah Burkemper, Vice Chair of the Board of Governors, called the meeting to order and welcomed all in attendance.

Minutes for Open Sessions of Meetings on February 7, 2015 and March 10, 2015

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open sessions of the meetings on February 7, 2015 and March 10, 2015, be approved.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 6 to 0. Sarah Burkemper then declared the motion to be duly adopted.

President's Report

Dr. Troy D. Paino, University President, provided a report on several items of current interest. He shared a selected engagements report summarizing his external and internal relations activities from February 7, 2015 through April 10, 2015. Within that report, he highlighted a Coordinating Board of Higher Education (CBHE) public hearing held on campus on March 16 which included a panel of employers who spoke on the value of a liberal arts education in a 21<sup>st</sup> Century economy. He highlighted his recent President's Advisory Council meeting hosted by council member Chuck Foudree and held at the Truman Library in Independence, and he reported on the recent Higher Learning Commission (HLC) reaccreditation campus visit and expressed his appreciation for the work of the University's HLC Leadership Team under the direction of Dr. Karen Vittengl, Professor of Psychology. President Paino then provided a legislative report, a brief report on the work of the six actions teams formed following his state of the university address in January, and an enrollment report. President Paino ended his remarks by noting the recent passing of Dr. Charles J. McClain, President Emeritus.

Annual Faculty Senate Report

Dr. Vaughan Pultz, Faculty Senate President and Professor of Chemistry, and Dr. Debra Cartwright, Faculty Senate President Pro Tempore and Professor of Business Administration, provided the annual Faculty Senate Report.

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Advancement/Foundation Board Report

Mark Gambaiana, Vice President for University Advancement, provided an update on Advancement activities, including a report on the Foundation Board Meeting held earlier in the day. Mr. Gambaiana was joined by Dr. Sharron Quisenberry, Chair of the "Pursue the Future" Campaign Steering Committee, who provided a report on the campaign.

Finance and Auditing Committee Report

Sarah Burkemper, chair of the Finance and Auditing Committee, provided a report on the committee meeting held on April 3, 2015.

Financial Report

Sarah Burkemper provided a review of the financial reports which included a review as of February 28, 2015, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of February 28, 2015, of the Truman State University Foundation revenues and expenditures.

A Resolution Authorizing the Offering for Sale of Housing System Refunding Revenue Bonds of Truman State University and Authorizing the Redemption of the University's Housing System Revenue Bonds, Series 2006

Cheryl J. Cozette moved the adoption of the proposed resolution. The motion was seconded by Susan Plassmeyer and carried by a unanimous vote of 6 to 0. The Secretary designated a copy of the resolution as Exhibit AA and noted that a copy of the resolution would be attached to the minutes as an exhibit. Sarah Burkemper then declared the motion to be duly adopted

Academic and Student Affairs Committee Report

Cheryl Cozette, chair of the Academic and Student Affairs Committee, provided a report on the committee meeting held on April 3, 2015.

Academic Calendar

Cheryl J. Cozette moved the adoption of the following resolution:

BE IT RESOLVED that the Academic Calendar for August Interim 2016 thru Summer Session 2018 be approved; and

BE IT FURTHER RESOLVED that a copy of the calendar be attached to the minutes as an exhibit.

The motion was seconded by Karen Haber and carried by a unanimous vote of 6 to 0, and the Secretary designated a copy of the document as Exhibit BB. Sarah Burkemper then declared the motion to be duly adopted.

Resolution amending Section 5.010.2 of the Code of Policies of the Board of Governors—Academic Programs

Cheryl J. Cozette moved the adoption of the following resolution:

BE IT RESOLVED that Section 5.010.2 of the Code of Policies of the Board of Governors of Truman State University entitled Academic Programs be amended by the addition of the following graduate program:

Data Science, Graduate Certificate

BE IT FURTHER RESOLVED that the adoption of such program be subject to the approval of the Coordinating Board for Higher Education

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 6 to 0. Sarah Burkemper then declared the motion to be duly adopted.

Budget and Capital Projects Committee Report

Susan Plassmeyer, chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on April 7, 2015.

Construction Projects Report

Susan Plassmeyer provided an update on construction projects which had been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report

Susan Plassmeyer reported that one single item of equipment totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board:

<u>Item</u>	<u>Cost</u>
38 Terabyte Data Storage Unit	\$43,062.93

Construction Project: 2015 Roofing and Building Repairs Project

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
2015 Roofing and Building Repairs Project	\$2,235,000

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0, and the Secretary designated a copy of the document as Exhibit C. Sarah Burkemper then declared the motion to be duly adopted.

Construction Project: McClain Hall/Student Union Building Mall Replacement Project

Susan Plassmeyer moved the adoption of the following resolution:



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BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
McClain Hall/Student Union Building Mall Replacement Project	\$1,410,000

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Karen Haber and carried by a unanimous vote of 6 to 0, and the Secretary designated a copy of the document as Exhibit D. Sarah Burkemper then declared the motion to be duly adopted.

Construction Project: Summer 2015 Concrete Project

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
Summer 2015 Concrete Project	\$110,000

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 6 to 0, and the Secretary designated a copy of the document as Exhibit E. Sarah Burkemper then declared the motion to be duly adopted.

Guaranteed Energy Savings Program

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the following projects as outlined in Attachment A be approved:

<u>Project Name</u>	<u>Project Budget</u>
Guaranteed Energy Savings Program	\$10,500,000

BE IT FURTHER RESOLVED that the President of the University, or his designee, be authorized to execute the contract to perform the list of projects developed by Energy Solutions Professionals, LLC for completion; and

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

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0, and the Secretary designated a copy of Attachment A as Exhibit F. Sarah Burkemper then declared the motion to be duly adopted.

Enrollment Fees

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the following enrollment fees for full-time students be approved, effective with the 2015 Fall Semester:

- 1) Undergraduate students who are enrolled in 12 or more, but less than 18, hours of academic credit for each semester:

Missouri Students	\$7,152 per academic year
Out-of-State Students	\$13,376 per academic year

- 2) Graduate students who are enrolled in 12 or more, but less than 15, hours of academic credit for each semester:

Missouri Students	\$8,252 per academic year
Out-of-State Students	\$14,154 per academic year

BE IT FURTHER RESOLVED that the designated fee for the Student Recreation Center included above be maintained at \$111 per full-time equivalent student for each semester; and

BE IT FURTHER RESOLVED that the designated fee for the Student Union included above be maintained at \$95 per full-time equivalent student for each semester; and

BE IT FURTHER RESOLVED that the following additional enrollment fees for students enrolled in 6 or more semester hours during the academic year be approved as follows:

- 1) A student activity fee of \$86 per academic year (\$43 per semester); and
- 2) A student government fee of \$4 per academic year (\$2 per semester); and

- 3) A student health fee of \$54 per academic year (\$27 per semester); and
- 4) An athletic fee of \$100 per academic year (\$50 per semester); and
- 5) An information/technology (itech) fee of \$34 per academic year (\$17 per semester)

BE IT FURTHER RESOLVED that the freshman orientation fee be \$315 for freshman students during the fall semester, and a corresponding fee for freshman students participating in comparable orientation programs during other semesters, with each freshman student to pay such an orientation fee only a single time; and

BE IT FURTHER RESOLVED that the President of the University is authorized to establish summer school rates designed to enhance enrollment in such programs; and

BE IT FURTHER RESOLVED that the enrollment fees for part-time students, interim sessions, study abroad, professional development, on-line classes and the other enrollment fees, and miscellaneous charges not listed in this resolution, be established by the President of the University, based on the above fees and charges, in accordance with Section 11.010 and 11.020 of the Code of Policies

The motion was seconded by Cheryl J. Cozette and carried by a unanimous vote of 6 to 0. Sarah Burkemper 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

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled in conjunction with a planning retreat, which will be held on Saturday, June 13, 2015, at the Mark Twain Boyhood Home and Museum in Hannibal, Missouri, with the planning retreat scheduled to begin at 9:00 a.m. and the meeting scheduled to begin 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, August 1, 2015;  
Friday, October 9, 2015;

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Saturday, December 5, 2015;  
Saturday, February 6, 2016; and  
Saturday, April 9, 2016.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 6 to 0. Sarah Burkemper then declared the motion to be duly adopted.

Agenda Items for Closed Session

Matthew W. Potter 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

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 Mike LaBeth and carried by a unanimous vote of 6 to 0. Sarah Burkemper then declared the motion to be duly adopted.

The closed session of the meeting began shortly after 2:40 p.m.

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Mike LaBeth  
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 13th day of June, 2015.

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Jim O'Donnell  
Chair of the Board of Governors

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OPEN SESSION  
OF MEETING ON  
MAY 6, 2015

The Board of Governors for Truman State University met by conference call on Wednesday, May 6, 2015, on the University campus in Kirksville, Missouri. The meeting was held in the President's Office located in McClain Hall 200. The open session of the meeting was called to order shortly after 8:30 a.m. by the Chair of the Board of Governors, Jim O'Donnell.

Participating in the meeting were six of the seven voting members: Sarah Burkemper, Cheryl J. Cozette, Karen Haber, Mike LaBeth, Jim O'Donnell and Susan Plassmeyer. Matthew W. Potter was unable to participate in the meeting due to another commitment, and his absence was recorded as excused.

All three non-voting members also participated in the meeting: David Lee Bonner and Michael A. Zito, the two out-of-state members, and Kelly Kochanski, student representative.

Call to Order

Jim O'Donnell, Chair of the Board of Governors, called the meeting to order and welcomed all in attendance.

Student Athletic Fee Increase 2015-16

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that the following additional enrollment fee for students enrolled in 6 or more semester hours during the 2015-16 Academic Year be approved as follows:

- 1) A student athletic fee of \$116 per academic year (\$58 per semester)

BE IT FURTHER RESOLVED that the additional enrollment fee, be established by the President of the University, based on the above fee and charge, in accordance with Section 11.010 and 11.020 of the Code of Policies.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Jim O'Donnell then declared the motion to be duly adopted.

Student Environmental Sustainability Fee 2015-16

Cheryl J. Cozette moved the adoption of the following resolution:

BE IT RESOLVED that the following additional enrollment fee for students enrolled in 6 or more semester hours during the 2015-16 Academic Year be approved as follows:

- 2) A student environmental sustainability fee of \$10 per academic year (\$5 per semester)

BE IT FURTHER RESOLVED that the additional enrollment fee, be established by the President of the University, based on the above fee and charge, in accordance with Section 11.010 and 11.020 of the Code of Policies.

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OPEN SESSION  
OF MEETING ON  
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The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Jim O'Donnell then declared the motion to be duly adopted.

A Resolution Authorizing the Issuance and Sale of Housing System Refunding Revenue Bonds, Series 2015, of Truman State University for the Purpose of Providing Funds to Refund Certain Outstanding Housing System Revenue Bonds of the University; Prescribing the Form and Details of the Bonds and the Covenants and Agreements Made by the University to Facilitate and Protect the Payment Thereof; and Prescribing Other Matters Relating Thereto

Susan Plassmeyer moved the adoption of the proposed resolution. The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. The Secretary designated a copy of the resolution as Exhibit AA and noted that a copy of the resolution would be attached to the minutes as an exhibit. Jim O'Donnell then declared the motion to be duly adopted.

Resolution Authorizing the Execution and Delivery of an Equipment Lease/Purchase Agreement and Related Documents in a Principal Amount not to Exceed \$10,500,000 to Provide Funds to Finance Certain Energy Savings Improvements to University Facilities and Prescribing the Security Therefor; and Prescribing Other Matters Relating Thereto

Karen Haber moved the adoption of the proposed resolution. The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. The Secretary designated a copy of the resolution as Exhibit BB and noted that a copy of the resolution would be attached to the minutes as an exhibit. Jim O'Donnell then declared the motion to be duly adopted.

There being no further business, Mike LaBeth moved that the meeting be adjourned. The motion was seconded by Cheryl J. Cozette and carried by a unanimous vote of 6 to 0. Jim O'Donnell then declared the motion to be duly adopted, and the meeting adjourned shortly after 8:45 a.m.

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Mike LaBeth  
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 13th day of June, 2015.

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Jim O'Donnell  
Chair of the Board of Governors

**ITEM C**  
**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 D****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 on June 8, 2015.

**RECOMMENDED ACTION**

This is a discussion item only.



**ITEM D.1**  
**Financial Report**

**DESCRIPTION AND BACKGROUND**

The following financial reports include a review as of April 30, 2015, of education and general revenues and expenditures and auxiliary systems revenues and expenditures, and a review as of April 30, 2015, of the Truman State University Foundation revenues and expenditures.

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENTS**

Financial Report

**Truman State University**  
**Financial Report**  
**April 30, 2015 compared to April 30, 2014**

**Education & General** (Pages A1-A3)

Revenues total \$87.4 million this year compared to \$85.7 million a year ago, representing 92.3% of revenue budgeted for FY15 compared to 92.4% of the revenue budgeted for FY14. Total revenues are up \$1.7 million, or 2% over last year.

State Appropriations for FY15 received as of April 30 total \$34.3 million compared to \$32.7 million a year ago, up \$1.6 million, or 4.8%. At yearend, if the traditional 3% withholding stands for FY15, the increase over FY14 will be \$2,781,946.

The enrollment and related fees category is up \$229,011 or .45% over last year. Enrollment is steady with a spring headcount for the University at 5,576 this spring compared to 5,598 last spring. Full-time equivalent enrollment (FTE) is at 5,021 this year compared to 5,112 last year.

Overall expenditures are up \$2.1 million, or 2.7% over last year. There are three expenditure categories up more than \$200,000 as follows: salaries (up \$771,537), fringe benefits (up \$363,706), and scholarships (up \$943,233).

Faculty and staff salaries are up \$771,537 primarily due to salary increases of 2%. Fringe benefits are up \$363,706. This increase is attributed to retirement (up \$65,062), FICA (up \$44,355), and health insurance (up \$211,689).

Scholarship expense is up \$943,233 primarily due to the Midwest Student exchange program, need-based aid and increases in merit aid.

**Auxiliary Systems** (Pages B1-B3)

Revenues total \$24.7 million this year compared to \$23.2 million a year ago, representing 102.3% of the budgeted revenues for this year compared to 93.4% for last year. Total revenues are up \$1.6 million, or 6.8% over last year. The majority of the increase is due to increased housing contracts. Housing occupancy is up 109 residents, with 2,466 residents for spring compared to 2,357 a year ago.

Expenditures total \$17 million this year compared to \$16.3 million last year, representing 67.9% of the current year's budget compared to 62.8% of the expenditures budgeted for last year. Total expenditures are up \$742,499 from last year, or 4.6%

There are two expense categories up more than \$100,000 as follows: scholarships and meal expense.

Scholarship expense is up \$142,858 over last year as a result of more need-based aid and an increase in merit aid.

Meal expense is up \$749,480, or 12.1%, primarily due to increased rate, housing occupancy and additional meal plan options.

## **Truman State University Foundation**

### **Statement of Net Position (Page C-1)**

Net position increased from \$41.5 million a year ago to \$44.8 million this year, an increase of \$3.3 million. The most significant asset, cash and investments, is up from \$41.2 million last year to \$44.6 million this year. Loans Receivable is down \$75,621 from \$775,690 last year to \$700,069 this year.

Liabilities are consistent with last year totaling \$573,390 and this year totaling \$611,364.

### **Statement of Revenues, Expenses and Changes in Net Position (Pages C-2)**

Through April 30, contributions and additions to permanent endowments total \$1.8 million last year compared to \$2.1 million this year, an increase of \$314,055. Both endowed and non-endowed contributions are up with \$192,845 increase in contributions and \$121,210 increase in donations classified as additions to permanent endowments.

Investment income net of fees shows a gain of \$1.6 million this year compared to \$4.1 million a year ago, a decrease of \$2.5 million. Realized gains totaled \$1.4 million this year compared to \$527,344 last year. Unrealized losses totaled \$387,568 this year compared to a \$3 million gain last year.

Expenditures and transfers to other funds total \$1.8 million this year compared to \$1.7 million a year ago, an increase of \$113,322. Significant differences are in scholarships (up \$218,034), Transfer to Truman's Education and General Fund (up \$121,951), and Transfers to Truman's Capital Fund (down \$267,355).

### **Investments Schedule (Page C-3)**

Investments held by the Foundation including endowment, short-term, Long Trust, and annuities totaled \$44.1 million this year compared to \$40.7 million a year ago, an increase of \$3.4 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 compared to \$3.4 million last year, an increase of \$29,087 with increases in all three trusts.

**Truman State University  
Educational & General  
Budget to Actual  
For the period ending April 30**

	<b>FY15 Budget</b>	<b>FY15 To Date</b>	<b>Percent of Budget This Year</b>	<b>Percent of Budget Last Year</b>
<b>Education &amp; General</b>				
<b>Revenues</b>				
State Appropriation	\$ 42,538,644	\$ 34,324,095		
Local Income	\$ 52,119,356	\$ 53,064,434		
<b>Total Budgeted Revenues</b>	<b><u>\$ 94,658,000</u></b>	<b><u>\$ 87,388,529</u></b>	<b><u>92.32%</u></b>	<b><u>92.37%</u></b>
Rollover from prior year	\$ 1,771,770			
<b>Total Resources to Spend</b>	<b><u>\$ 96,429,770</u></b>			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Faculty/Staff Salaries	\$ 37,630,971	\$ 32,573,953	86.56%	
Student Employment	\$ 3,204,619	\$ 3,007,021	93.83%	
Fringe Benefits	<u>\$ 16,030,667</u>	<u>\$ 10,555,472</u>	65.85%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b><u>\$ 56,866,257</u></b>	<b><u>\$ 46,136,446</u></b>	<b><u>81.13%</u></b>	<b><u>91.09%</u></b>
<b>Equipment &amp; Capitalized Expense</b>	<b>\$ 2,635,965</b>	<b>\$ 2,131,529</b>	<b>80.86%</b>	<b>52.93%</b>
<b>Operations</b>				
Other Expense	\$ 13,809,859	\$ 10,421,529	75.46%	
Institutional Aid	\$ 19,587,480	\$ 20,219,871	103.23%	
Utilities	<u>\$ 3,530,209</u>	<u>\$ 2,250,439</u>	63.75%	
<b>Total Operations</b>	<b><u>\$ 36,927,548</u></b>	<b><u>\$ 32,891,839</u></b>	<b><u>89.07%</u></b>	<b><u>86.99%</u></b>
<b>Total Education &amp; General Expense</b>	<b><u>\$ 96,429,770</u></b>	<b><u>\$ 81,159,814</u></b>	<b><u>84.16%</u></b>	<b><u>82.78%</u></b>

**Truman State University  
Operating Receipts by Fund  
For the period ending April 30**

	<u>FY13 Receipts</u>	<u>FY14 Receipts</u>	<u>FY15 Receipts</u>	<u>Change FY14 to FY15</u>	<u>% Change FY14 to FY15</u>
<b>Education &amp; General</b>					
<b>State Appropriation</b>					
State Appropriation	\$ 32,126,862	\$ 32,748,010	\$ 34,324,095	\$ 1,576,085	4.81%
<b>Total State Sourced Income</b>	<u>\$ 32,126,862</u>	<u>\$ 32,748,010</u>	<u>\$ 34,324,095</u>	<u>\$ 1,576,085</u>	<u>4.81%</u>
<b>Enrollment Fees</b>					
Enrollment Fees	\$ 47,775,034	\$ 49,193,566	\$ 49,406,315	\$ 212,749	0.43%
Student Activity Fees	\$ 464,245	\$ 459,346	\$ 485,928	\$ 26,582	5.79%
Athletic Fees	\$ 552,635	\$ 546,653	\$ 539,920	\$ (6,733)	-1.23%
Health Clinic Fees	\$ 298,424	\$ 295,194	\$ 291,607	\$ (3,587)	-1.22%
<b>Total Student Fees</b>	<u>\$ 49,090,338</u>	<u>\$ 50,494,759</u>	<u>\$ 50,723,770</u>	<u>\$ 229,011</u>	<u>0.45%</u>
Other Income	\$ 2,031,242	\$ 2,450,369	\$ 2,340,664	\$ (109,705)	-4.48%
<b>Total Education &amp; General</b>	<u>\$ 83,248,442</u>	<u>\$ 85,693,138</u>	<u>\$ 87,388,529</u>	<u>\$ 1,695,391</u>	<u>1.98%</u>

**Truman State University  
Operating Expense by Fund  
For the period ending April 30**

	<u>FY13 Expense</u>	<u>FY14 Expense</u>	<u>FY15 Expense</u>	<u>Change FY14 to FY15</u>	<u>% Change FY14 to FY15</u>
<b>Education &amp; General</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Faculty & Staff Salaries	\$ 31,476,371	\$ 31,802,416	\$ 32,573,953	\$ 771,537	2.43%
Student Salaries	\$ 3,086,277	\$ 2,952,673	\$ 3,007,021	\$ 54,348	1.84%
Fringe Benefits	\$ 9,392,028	\$ 10,191,766	\$ 10,555,472	\$ 363,706	3.57%
<b>Total Salary &amp; Fringe Benefits</b>	<b><u>\$ 43,954,676</u></b>	<b><u>\$ 44,946,855</u></b>	<b><u>\$ 46,136,446</u></b>	<b><u>\$ 1,189,591</u></b>	<b><u>2.65%</u></b>
<b>Equipment &amp; Capital Expenses</b>	<b>\$ 971,797</b>	<b>\$ 1,969,938</b>	<b>\$ 2,131,529</b>	<b>\$ 161,591</b>	<b>8.20%</b>
<b>Operations</b>					
Institutional Aid	\$ 18,359,375	\$ 19,276,638	\$ 20,219,871	\$ 943,233	4.89%
Professional Services	\$ 1,701,258	\$ 1,594,796	\$ 1,408,455	\$ (186,341)	-11.68%
Travel	\$ 2,302,711	\$ 2,508,137	\$ 2,488,451	\$ (19,686)	-0.78%
Utilities	\$ 1,968,178	\$ 2,315,012	\$ 2,250,439	\$ (64,573)	-2.79%
Supplies	\$ 1,206,491	\$ 1,515,571	\$ 1,479,570	\$ (36,001)	-2.38%
Maintenance Contracts	\$ 1,086,335	\$ 1,139,886	\$ 1,219,484	\$ 79,598	6.98%
Communications	\$ 758,773	\$ 812,336	\$ 862,664	\$ 50,328	6.20%
Other Expense	\$ 2,906,302	\$ 2,950,102	\$ 2,962,905	\$ 12,803	0.43%
<b>Total Operations</b>	<b><u>\$ 30,289,423</u></b>	<b><u>\$ 32,112,478</u></b>	<b><u>\$ 32,891,839</u></b>	<b><u>\$ 779,361</u></b>	<b><u>2.43%</u></b>
 <b>Total Education &amp; General</b>	 <b><u>\$ 75,215,896</u></b>	 <b><u>\$ 79,029,271</u></b>	 <b><u>\$ 81,159,814</u></b>	 <b><u>\$ 2,130,543</u></b>	 <b><u>2.70%</u></b>

**Truman State University  
Auxiliary  
Budget to Actual  
For the period ending April 30**

	<u>FY15 Budget</u>	<u>FY15 To Date</u>	<u>Percent of Budget This Year</u>	<u>Percent of Budget Last Year</u>
<b>Auxiliary Systems</b>				
<b>Revenues</b>				
Residence Halls	\$ 20,782,500	\$ 21,639,313	104.12%	
Student Union	\$ 1,395,000	\$ 1,352,517	96.95%	
Recreation Center	\$ 1,335,000	\$ 1,296,165	97.09%	
Other Auxiliary	\$ 686,000	\$ 464,299	67.68%	
<b>Total Budgeted Revenues</b>	<b><u>\$ 24,198,500</u></b>	<b><u>\$ 24,752,294</u></b>	<b><u>102.29%</u></b>	<b><u>93.42%</u></b>
Rollover from prior year	\$ 879,829			
<b>Total Resources to Spend</b>	<b><u>\$ 25,078,329</u></b>			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Salaries	\$ 2,100,248	\$ 1,692,949	80.61%	
Student Salaries	\$ 1,404,915	\$ 973,874	69.32%	
Fringe Benefits	\$ 1,116,091	\$ 837,999	75.08%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b><u>\$ 4,621,254</u></b>	<b><u>\$ 3,504,822</u></b>	<b><u>75.84%</u></b>	<b><u>76.60%</u></b>
<b>Equipment /Capitalized Expense</b>	<b><u>\$ 763,883</u></b>	<b><u>\$ 145,725</u></b>	<b><u>19.08%</u></b>	<b><u>16.45%</u></b>
<b>Operations</b>				
Bond Principal & Interest	\$ 4,032,393	\$ 1,171,151	29.04%	
Meals/Banquets/Refreshments	\$ 7,150,000	\$ 6,933,660	96.97%	
Other Expense	\$ 5,124,444	\$ 1,720,548	33.58%	
Institutional Aid	\$ 1,575,000	\$ 1,833,588	116.42%	
Utilities	\$ 1,811,355	\$ 1,708,089	94.30%	
<b>Total Operations</b>	<b><u>\$ 19,693,192</u></b>	<b><u>\$ 13,367,036</u></b>	<b><u>67.88%</u></b>	<b><u>61.58%</u></b>
<b>Total Auxiliary Expense</b>	<b><u>\$ 25,078,329</u></b>	<b><u>\$ 17,017,583</u></b>	<b><u>67.86%</u></b>	<b><u>62.83%</u></b>

**Truman State University  
Operating Receipts by Fund  
For the period ending April 30**

	<u>FY13 Receipts</u>	<u>FY14 Receipts</u>	<u>FY15 Receipts</u>	<u>Change FY14 to FY15</u>	<u>% Change FY14 to FY15</u>
<b>Auxiliary</b>					
Residence Halls	\$ 20,965,724	\$ 19,943,547	\$ 21,639,313	\$ 1,695,766	8.50%
Student Union	\$ 1,292,150	\$ 1,350,091	\$ 1,352,517	\$ 2,426	0.18%
Recreation Center	\$ 1,247,609	\$ 1,430,971	\$ 1,296,165	\$ (134,806)	-9.42%
Other Auxiliary	\$ 466,373	\$ 458,716	\$ 464,299	\$ 5,583	1.22%
<b>Total Auxiliary</b>	<u><u>\$ 23,971,856</u></u>	<u><u>\$ 23,183,325</u></u>	<u><u>\$ 24,752,294</u></u>	<u><u>\$ 1,568,969</u></u>	<u><u>6.77%</u></u>



**Truman State University  
Operating Expense by Fund  
For the period ending April 30**

	<u>FY13 Expense</u>	<u>FY14 Expense</u>	<u>FY15 Expense</u>	<u>Change FY14 to FY15</u>	<u>% Change FY14 to FY15</u>
<b>Auxiliary</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Salaries	\$ 1,656,006	\$ 1,724,581	\$ 1,692,949	\$ (31,632)	-1.83%
Student Wages	\$ 937,994	\$ 978,347	\$ 973,874	\$ (4,473)	-0.46%
Fringe Benefits	\$ 763,054	\$ 823,980	\$ 837,999	\$ 14,019	1.70%
<b>Total Salary &amp; Fringe Benefits</b>	<u>\$ 3,357,054</u>	<u>\$ 3,526,908</u>	<u>\$ 3,504,822</u>	<u>\$ (22,086)</u>	<u>-0.63%</u>
<b>Equipment &amp; Capital Expenses</b>	<u>\$ 102,494</u>	<u>\$ 134,190</u>	<u>\$ 145,725</u>	<u>\$ 11,535</u>	<u>8.60%</u>
<b>Operations</b>					
Institutional Aid	\$ 1,530,131	\$ 1,690,730	\$ 1,833,588	\$ 142,858	8.45%
Supplies	\$ 368,232	\$ 512,844	\$ 494,339	\$ (18,505)	-3.61%
Maintenance Contracts	\$ 198,747	\$ 242,521	\$ 224,973	\$ (17,548)	-7.24%
Communications	\$ 153,922	\$ 89,682	\$ 73,321	\$ (16,361)	-18.24%
Meals	\$ 6,442,217	\$ 6,184,170	\$ 6,933,660	\$ 749,490	12.12%
Utilities	\$ 1,681,114	\$ 1,721,439	\$ 1,708,089	\$ (13,350)	-0.78%
Professional Services	\$ 168,505	\$ 153,108	\$ 187,429	\$ 34,321	22.42%
Bond Principal & Interest	\$ 1,405,247	\$ 1,199,664	\$ 1,171,151	\$ (28,513)	0.00%
Other Expense	\$ 744,084	\$ 819,828	\$ 740,486	\$ (79,342)	-9.68%
<b>Total Operations</b>	<u>\$ 12,692,199</u>	<u>\$ 12,613,986</u>	<u>\$ 13,367,036</u>	<u>\$ 753,050</u>	<u>5.97%</u>
<b>Total Auxiliary</b>	<u>\$ 16,151,747</u>	<u>\$ 16,275,084</u>	<u>\$ 17,017,583</u>	<u>\$ 742,499</u>	<u>4.56%</u>

**Truman State University Foundation**  
**Statement of Net Position**  
**April 30, 2014 Compared to April 30, 2015**

<b>Assets</b>	<b>30-Apr-14 FY14</b>	<b>30-Apr-15 FY15</b>
<b>Current Assets</b>		
Cash	\$ 487,476	\$ 482,564
Short Term Investments	\$ 1,808,321	\$ 2,076,242
Prepaid Expenses	\$ 9,900	\$ 1,375
Loans Receivable, net of allowance	\$ 299,649	\$ 275,827
<b>Total Current Assets</b>	<b>\$ 2,605,346</b>	<b>\$ 2,836,009</b>
<b>Non-Current Assets</b>		
Investments	\$ 38,903,370	\$ 42,044,652
Loans Receivable, net of allowance	\$ 476,041	\$ 424,242
Cash Value of Life Insurance	\$ 87,120	\$ 96,338
<b>Total Non-Current Assets</b>	<b>\$ 39,466,531</b>	<b>\$ 42,565,231</b>
<b>Total Assets</b>	<b>\$ 42,071,877</b>	<b>\$ 45,401,240</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 45,376	\$ 87,731
Annuities & Trusts Payable	\$ 3,465	\$ 12,875
<b>Total Current Liabilities</b>	<b>\$ 48,841</b>	<b>\$ 100,606</b>
<b>Non-Current Liabilities</b>		
Annuities & Trusts Payable	\$ 524,549	\$ 510,758
<b>Total Non-Current Liabilities</b>	<b>\$ 524,549</b>	<b>\$ 510,758</b>
<b>Total Liabilities</b>	<b>\$ 573,390</b>	<b>\$ 611,364</b>
<b>Total Net Position</b>	<b>\$ 41,498,487</b>	<b>\$ 44,789,876</b>

**Truman State University Foundation**  
**Statement of Revenues, Expenses & Changes in Net Position**  
**April 30, 2014 Compared to April 30, 2015**

	<u>30-Apr-14</u> <u>FY14</u>	<u>30-Apr-15</u> <u>FY15</u>
<b>Operating Revenue</b>		
Interest on Student Loan Receivable	\$ 35,473	\$ 30,347
Total Operating Revenues	<u>\$ 35,473</u>	<u>\$ 30,347</u>
<b>Operating Expenses</b>		
Scholarships	\$ 590,055	\$ 808,089
Supplies & Other Services	\$ 298,306	\$ 297,626
Travel Expense	\$ 101,553	\$ 126,764
Other Expense	\$ 126,802	\$ 148,864
Total Operating Expenses	<u>\$ 1,116,716</u>	<u>\$ 1,381,344</u>
<b>Operating Gain (Loss)</b>	<u>\$ (1,081,244)</u>	<u>\$ (1,350,996)</u>
<b>Non-Operating Revenues (Expenses)</b>		
Contributions	\$ 980,086	\$ 1,172,931
Interest & Dividends	\$ 662,507	\$ 745,000
Realized Gain (Loss)	\$ 527,344	\$ 1,367,233
Unrealized Gain (Loss)	\$ 2,994,346	\$ (387,568)
Other Non-Operating Income	\$ 38,889	\$ 41,602
Other Non-Operating Expense	\$ (75,539)	\$ (80,406)
Net Non-Operating Revenues (Expenses)	<u>\$ 5,127,631</u>	<u>\$ 2,858,792</u>
<b>Income before other Revenues, Expenses, Gains, Losses &amp; Transfers</b>	\$ 4,046,388	\$ 1,507,795
Additions to Permanent Endowments	\$ 832,438	\$ 953,648
Transfers to Education & General for Administration	\$ (99,417)	(99,417)
Transfers to Education & General	\$ (197,688)	(319,639)
Transfer to Auxiliary - Other	\$ (33,103)	(27,038)
Transfer to Auxiliary - Student Union	\$ -	(196)
Transfer to Fundraising	\$ (33)	-
Transfer to Capital Fund	\$ (270,000)	(2,645)
Increase (Decrease) in Net Assets	<u>\$ 4,278,584</u>	<u>\$ 2,012,509</u>
Net Position, Beginning of Year	\$ 37,219,903	\$ 42,777,367
<b>Net Position Ending Balance</b>	<u><u>\$ 41,498,487</u></u>	<u><u>\$ 44,789,876</u></u>

**Truman State University Foundation  
Investments Schedule  
April 30, 2014 Compared to April 30, 2015**

<b>Investments</b>	<b>30-Apr-14 FY14</b>	<b>30-Apr-15 FY15</b>
<b>Invested with Outside Manager</b>		
Endowment Pool	\$ 37,253,825	\$ 40,317,149
Total Endowment Pool	<u>\$ 37,253,825</u>	<u>\$ 40,317,149</u>
Short-Term Pool	\$ 1,808,321	\$ 2,076,242
Long Trust	\$ 661,686	\$ 687,972
Courtright Elmwood Unitrust	\$ 34,959	\$ 35,070
Rufener M.E.T. Unitrust	\$ 30,943	\$ 30,681
Annuities Payable - CGA	\$ 821,298	\$ 872,290
Fitzpatrick - CA CGA	\$ 75,171	\$ 75,320
Annuities Payable - FL CGA	\$ 25,487	\$ 26,169
<b>Total Investments</b>	<u><u>\$ 40,711,691</u></u>	<u><u>\$ 44,120,894</u></u>
 <b>Beneficial Interest in Trusts</b>		
<b>Invested through Citizens Bank, Chillicothe, MO</b>		
Ludlow Trust	\$ 239,196	\$ 242,981
<b>Invested through First Bankers Trust, Quincy, IL</b>		
Cozean Trust	\$ 307,211	\$ 318,186
<b>Invested through Citizens Bank, Chillicothe, MO</b>		
Lyle Ingraham Trust	\$ 2,902,683	\$ 2,917,011
<b>Total Beneficial Interest in Trusts</b>	<u><u>\$ 3,449,091</u></u>	<u><u>\$ 3,478,178</u></u>

**ITEM D.2**  
**External Audit Scope Revision**

**DESCRIPTION AND BACKGROUND**

Included in the University's contract with RubinBrown (auditor) is a required audit of federal funds under rules issued by the Federal Government, Office of Management and Budget, Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (A-133 audit). The A-133 audit guidelines establish the rules which the University must follow in order to determine which federal programs are subject to an audit for a fiscal period.

The University's original request for proposal for audit services included student financial assistance as the only federal program subject to an A-133 audit. The basis for the additional work is the level of expenditures as of June 30, 2015, and two of the federal funds accounts reached the threshold. This request is for the Board of Governors to grant permission to the President of the University to approve two additional federal funds audits at the fee amounts listed below:

TRIO Program	\$ 5,000
National Science Foundation Program	<u>\$ 5,000</u>
Total additional fees	\$10,000
Plus out-of-pocket additional travel costs not to exceed	\$ 1,200

**RECOMMENDED ACTION**

WHEREAS, an audit scope change is necessary under the provisions of Office of Management and Budget, Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" that requires additional audit steps for certain federal programs;

NOW, THEREFORE, BE IT RESOLVED that the President of the University be authorized to execute an agreement with RubinBrown LLP of St. Louis, Missouri, for two additional federal funds audits for the period ending June 30, 2015, at the fee amounts listed below:

<u>Federal Funds Audits</u>	<u>Fees*</u>
TRIO Program	\$5,000
National Science Foundation Program	\$5,000

\*Plus out-of-pocket additional travel costs not to exceed \$1,200

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_

Vote: Aye \_\_\_\_\_  
Nay \_\_\_\_\_

**ATTACHMENT**

Letter from RubinBrown LLP dated June 3, 2015



RubinBrown LLP  
Certified Public Accountants  
& Business Consultants

One North Brentwood  
Saint Louis, MO 63105

T 314.290.3300  
F 314.290.3400

W rubinbrown.com  
E info@rubinbrown.com

June 3, 2015

Ms. Judy Mullins, Comptroller  
Truman State University  
McClain Hall  
100 East Normal Street  
Kirksville, MO 63501

Dear Judy:

We have determined that the University's expenditures for two federal programs have reached the threshold to be classified as major programs, and thus are subject to audit for the year ended June 30, 2015 under the provisions of the OMB Circular A-133 single audit act.

The University's original Request for Proposal (RFP) included the scope for one major federal program (student financial assistance), however, due to increased federal expenditures, the scope needs to be expanded.

Therefore we are submitting an amendment to our engagement letter to include the additional time, effort and travel required to complete the single audit for 2015 for additional fees as follows:

TRIO program	\$5,000
National Science Foundation program	5,000
Total additional fees	<u>\$10,000</u>
Out-of-pocket additional travel costs not to exceed:	\$1,200

We appreciate the opportunity to be of continued service to Truman State University and believe this letter accurately summarizes the scope of the additional work to be performed.

Sincerely,

RubinBrown LLP

Brent W. Stevens, CPA  
Partner in Charge  
Colleges & Universities Services Group  
Direct Dial Number: 314.290.3428  
E-mail: brent.stevens@rubinbrown.com

**ITEM E****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 on June 9, 2015.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM F**  
**Budget and Capital Projects Committee Report**

**DESCRIPTION AND BACKGROUND**

Governor Susan Plassmeyer, chair of the Budget and Capital Projects Committee, will provide a report on the committee meeting held on June 10, 2015.

**RECOMMENDED ACTION**

This is a discussion item only.



**ITEM F.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

<u>Project Name</u>	<u>Project Budget</u>	<u>Approval Date</u>	<u>Expenditure To Date</u>	<u>Status*</u>	<u>Completion Occupancy**</u>	<u>Project Completion</u>	<u>Final Project Cost</u>
Kirk Memorial Interior	\$1,290,000	4-12-14	\$ 1,146,083	100%		1-14-15	\$1,146,083
2014 Roofing, Masonry and Windows	\$1,686,000	4-12-14	\$ 724,647	42%	NA	6-30-15	
2015 Roofing and Building Repairs Project	\$2,235,000	4-11-15	\$ 71,770	3.2%	NA	8-14-15	
McClain Hall/Student Union Building Mall Replacement Project	\$1,410,000	4-11-15	\$ 11,292	.8%	8-7-15	9-18-15	
Summer 2015 Concrete Project	\$ 110,000	4-11-15					
Guaranteed Energy Savings Program	\$10,500,000	4-11-15				8-31-16	

\*completion status based on payments made

\*\*occupancy date based on primary construction contract

**ITEM F.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

<u>Project Name</u>	<u>Project Budget</u>
1110 South Franklin Abatement and Demolition	\$25,230

The house at 1110 South Franklin Street was purchased by the University in 2014, and the University chose to demolish the property. A construction bid was issued in October, and bids were received from three contractors. The contract for this project was awarded to Earthworks Excavation from Higginsville, Missouri. Payment of the final 10% retainage was made at the end of April.

### **Equipment Purchases**

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

<u>Project Name</u>	<u>Project Budget</u>
High Performance Liquid Chromatograph Data System	\$32,526.76

This piece of equipment was requested by the Chemistry Department to replace a 20-year-old system that is out of date. This system takes complex mixtures of non-volatile compounds and allows them to be separated and then detects the compounds in the complex mixture.

**ITEM F.3**  
**State Capital Improvement and Maintenance Request**

**DESCRIPTION AND BACKGROUND**

Capital funds requests are submitted to the Coordinating Board for Higher Education and the Division of Design and Construction, Office of Administration. The state has asked for all institutions and agencies to develop priority lists for the next five years, or Fiscal Year 2017 through Fiscal Year 2021.

For FY 2017 to FY 2021, the requested funds are in the following broad categories:

Repair and Renovation	\$ 95,123,840
New Construction	\$ <u>11,073,920</u>
	\$106,197,760

1. McClain Hall Project, FY 2017

This renovation project will complete the cycle of academic building updates which began with Violette Hall in 1995. It is designed to update McClain Hall (39 years old) to meet current building standards and also provide renovated spaces for academic and administrative needs. Major changes will include the heating and air conditioning systems, lighting and related mechanical systems.

As part of the project the open bridge connecting Baldwin and McClain would be replaced with a structure linking the buildings at three levels. Academic departments benefiting from this project include History, Political Science, Economics, and Philosophy and Religion. Administrative offices would also be reconfigured to meet current needs.

2. Pershing Phase 2, FY 2017

This request would provide funding for the portions of the Pershing renovation project which were deleted when state funds were withheld. It includes an allowance for redesign and inflation in construction costs.

3. Emergency Electrical Backup System, FY 2017

The emergency electrical backup system would provide electrical power to campus in the event of a natural disaster, terrorist act and other emergencies. Truman currently houses over 2,600 of its 6,000 students on campus. Current backup power sources are very minimal and only provide basic lighting for emergency exits, elevators, and fire pumps. Heating, cooling, refrigeration, computer systems, food preparation equipment, and other critical systems would be unable to support the over 6,000 students and nearly 1,000 faculty and support staff. Emergency electrical power would also not be available to support the three emergency shelters located on campus that support the University, City of Kirksville, and Adair County. This project involves the construction of a building to house equipment and purchase of three diesel generators and necessary switch gear to support the majority of campus buildings especially maintaining heating or cooling for main buildings to include living areas, food services areas, and designated emergency shelter areas.

4. Central Energy Monitoring System/Steam Distribution and Condensate Loop, FY 2018

The central plant would be equipped to monitor and balance HVAC loads campus wide. Benefits include energy conservation and better teaching and learning conditions in various buildings. Replacement of the steam distribution and condensate return loop would result in energy and cost savings, as the current system loses over 45% of its steam as it is distributed to various buildings.

5. Power Systems Infrastructure, FY 2018

Much of the campus power and utility infrastructure dates from the period of rapid campus expansion in the 1960s. The current electrical substation is at capacity, and as a result, several major buildings have been removed from the campus grid. This project would implement plans identified in the utility master plan to upgrade the steam, chilled water and electrical service on campus.

6. Pickler Memorial Library, FY 2018

Renovation of Pickler Memorial Library is needed to meet evolving technology. By 2018 it will be 29 years since the major addition was constructed. It will be necessary to remodel the facility to meet current standards such as lighting and HVAC controls and make modifications to adapt to new technologies and instructional delivery patterns.

7. Violette Hall Project, FY 2019

Renovation of Violette Hall is needed to meet changing instructional needs and update the technological infrastructure as well as the HVAC systems in the building. This structure houses the School of Business as well as the Department of Education and the Departments of Mathematics, Statistics, and Computer Science. By 2019 it will be 26 years since the building was last renovated.

8. Kirk Building Project, FY 2019

The Kirk Building Project would provide funds for a major renovation of this structure. Kirk Building would house offices and classrooms with an emphasis on student support services as it is adjacent to the largest concentration of student residence halls. Building was constructed in 1922 and has not had a major renovation.

9. Maintenance/Central Receiving Facility, FY 2020

New maintenance shops, garages for vehicles and a central receiving facility would be considered the ninth project on the priority list. Existing facilities to be replaced include a former implement dealer site which is approximately 45 years old. Currently, Truman has no central receiving facility.

10. Barnett Hall Project, FY 2021

Renovation of Barnett Hall will be due based on a 20-year cycle. This will include updates to meet instructional needs, technology infrastructure, and HVAC systems. This structure houses five academic departments.

**FY 2017 State Capital Improvement and Maintenance Request**

<u>Project/Facility</u>	<u>Category</u>	<u>Priority</u>	<u>Request</u>	<u>Fiscal Year</u>
McClain Hall	RR	1	\$ 24,900,000	2017
Pershing Phase 2	RR	2	\$ 13,667,680	2017
Emergency Electrical Backup System	N	3	\$ 4,094,480	2017
Central Energy Monitor/Steam Loop	RR	4	\$ 5,073,120	2018
Power Systems Infrastructure	RR	5	\$ 16,638,960	2018
Pickler Memorial Library	RR	6	\$ 8,233,680	2018
Violette Hall Project	RR	8	\$ 7,030,400	2019
Kirk Building	RR	7	\$ 12,480,000	2019
Maintenance/Central Receiving Facility	N	9	\$ 6,979,440	2020
Barnett Hall Project	RR	10	\$ <u>7,100,000</u>	2021
		TOTAL	\$106,197,760	

RR = Repair and Renovation  
 N = New Construction

NOTE: The Office of Administration has not provided construction inflation rates for FY 2017 requests at this date. Projects have been increased by 4% from FY 2016 estimates, but may be adjusted if guidance is received from the Office of Administration.

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**RECOMMENDED ACTION**

BE IT RESOLVED that the FY 2017 State Capital Improvement and Maintenance Request, to be submitted to the Coordinating Board for Higher Education and the Office of Administration, be approved and ratified; and

BE IT FURTHER RESOLVED that a copy of the document, which lists total requests of \$106,197,760 for FY 2017 thru FY 2021, be attached to the minutes as an exhibit; and

BE IT FURTHER RESOLVED that the President of the University is authorized to revise costs estimated based on additional input from the Office of Administration and to negotiate the priorities list and requested amount with the legislature, Governor and MDHE staff as appropriate.

Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
 Vote: Aye \_\_\_\_\_  
 Nay \_\_\_\_\_

**ITEM F.4**  
**Operating Budgets FY 2016**

**DESCRIPTION AND BACKGROUND**

Operating budgets for the upcoming new fiscal year are traditionally presented to the Board of Governors for their review and approval at the June meeting after the legislative budget process has concluded and fall enrollment trends are available. The budget planning process begins in February at the office and department levels based on guidelines approved by the President. The President and the President’s Administrative Council jointly review all requests in April to understand institutional needs and to establish broad priorities. The major budget is finalized in late May and early June with the President establishing priorities for the coming year and allocating resources accordingly.

The budgets included in this agenda item are the result of this process and are designed to maximize student learning and preserve the excellence of the University with the limited resources that are available.

**RECOMMENDED ACTION**

BE IT RESOLVED that the “Operating Budgets for Fiscal Year 2016” be approved and adopted for the 2015-2016 Fiscal Year; and

BE IT FURTHER RESOLVED that the President of the University is authorized to adjust the operating budget should state appropriations levels change; and

BE IT FURTHER RESOLVED that a copy of the document be attached to the minutes as an exhibit.

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Vote: Aye \_\_\_\_\_  
Nay \_\_\_\_\_

**ATTACHMENT**

Operating Budgets for Fiscal Year 2016





**OPERATING BUDGETS  
FOR  
FISCAL YEAR 2016**

## FY 2016 BUDGET DOCUMENTS

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## **FISCAL YEAR 2016 EDUCATION AND GENERAL BUDGET NARRATIVE**

### **Executive Summary**

The Education and General (E&G) Budget is the operating budget which supports the primary functions of the University including instruction, research, public service, and the various support areas. It is funded by state appropriations, student fees, and other miscellaneous sources. The budget has been developed with the General Assembly recommendation as the appropriation which includes a 1.2 percent increase, with reserves to cover potential withholding. Tuition for 2015-2016 was increased slightly, several student approved fees increased, and enrollment for FY 2016 is projected to decline. The overall result is a projected increase in revenue and expenditures compared to the FY 2015 budget.

### **General Budget Priorities**

Functional areas of the University were asked to develop budget requests for FY 2016 based on projected enrollment and state funding and were also asked to identify functions or areas where reallocations could occur. State revenue for FY 2016 is projected to be within overall budgeted amounts. However, due to previous mid-year withholdings Truman's budget was developed to continue a reserve to handle a possible withholding of state funds of up to five percent of the appropriation. In addition, resources have been allocated to cover the following critical areas:

- Funds to cover increased property and medical insurance rates
- Funds to cover projected utility costs
- Funds for modest salary adjustments

The proposed budget continues Truman's focus on the academic and student-support areas. Funds have been allocated within the academic budget to create budgets which align with the key areas which support the mission. Resources have also been allocated to several budget areas to insure that services are continued which directly support student recruitment, retention, and learning.

## **Revenue Assumptions**

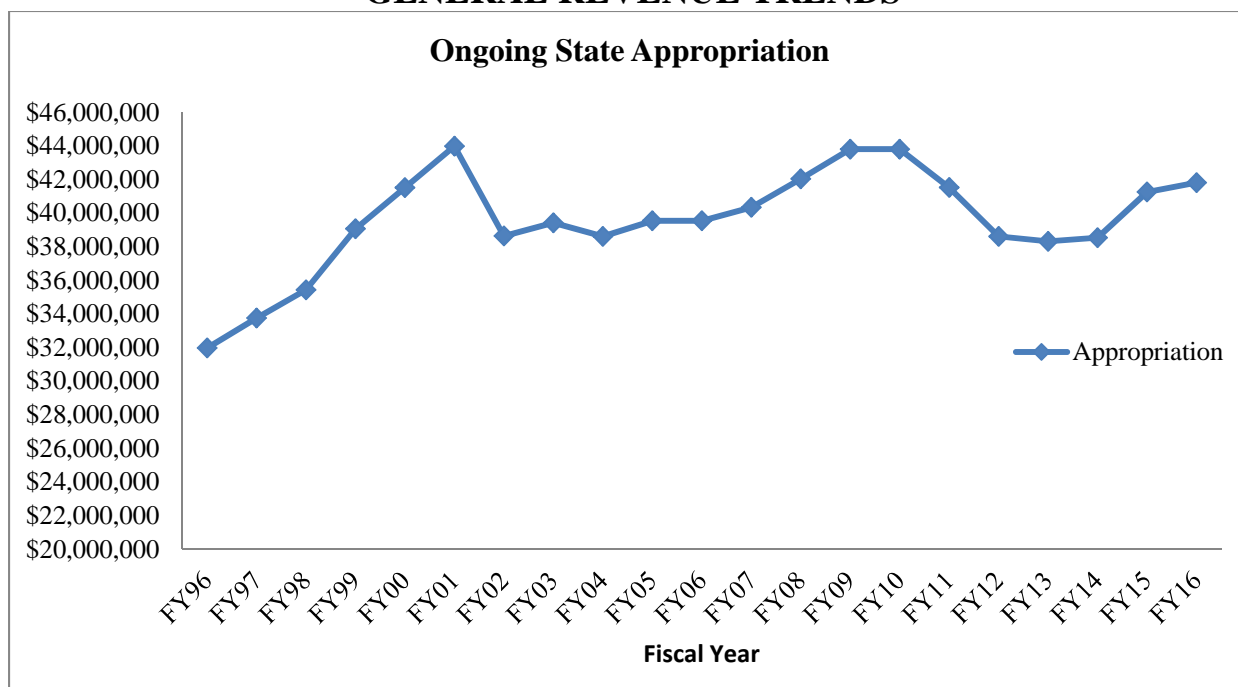
### **General Revenue**

The base general revenue appropriation for Truman from the State of Missouri approved by the General Assembly is 1.2% above FY 2015. Total funds appropriated from general revenue and lottery proceeds for FY 2016 are \$43,110,124. Historically, the Governor withholds at least three percent of these funds as a contingency. For Fiscal Year 2016 this requires a reserve of \$1,293,304 for the standard withholding. Table 1 provides a snapshot of total state revenue trends for FY 1996 through FY 2016 and reflects the actual funds received after all state withholding actions, including those beyond the 3% level. A comparison of initial appropriations and state funds received after withholding for FY99-FY16 is found on Table 2. Expected state support for the FY 2016 is roughly equal to the FY 2000 level.

### **Enrollment Fees and Other Income**

The Fall 2015 enrollment is projected for budget purposes at approximately 5,415 full-time equivalent students. This is lower than actual enrollment for Fall 2014. Spring 2016 enrollment is projected at the historical average of 93 percent of the fall semester total. Tuition and required fees were increased for undergraduate Missouri students by 0.8% and increased for non-resident and graduate students by 1.6% for 2015-2016. A sustainability fee was added and the athletic fee was increased, and this income is reflected in the budget. Sources of income in addition to enrollment fees include special fees, fines, charges for services, and interest income. Due to continued low interest rates on invested funds, the interest income available in FY 2016 is projected to be comparable to FY 2015.

**Table 1  
GENERAL REVENUE TRENDS**



Ongoing State Appropriations Received

Fiscal Year	Appropriation	% Change
FY96	\$31,979,820	8.7%
FY97	\$33,757,552	5.6%
FY98	\$35,437,909	4.7%
FY99	\$39,072,485	10.3%
FY00	\$41,522,860	6.2%
FY01	\$43,987,383	5.6%
FY02	\$38,640,023	-12.2%
FY03	\$39,427,733	2.0%
FY04	\$38,619,423	-2.1%
FY05	\$39,545,109	2.4%
FY06	\$39,545,109	0.0%
FY07	\$40,346,396	2.0%
FY08	\$42,040,945	4.2%
FY09	\$43,806,665	4.2%
FY10	\$43,806,665	0.0%
FY11	\$41,526,613	-5.2%
FY12	\$38,619,750	-7.0%
FY13	\$38,325,596	-0.8%
FY14	\$38,542,604	0.6%
FY15	\$41,262,248	7.1%
FY16*	\$41,816,820	1.3%

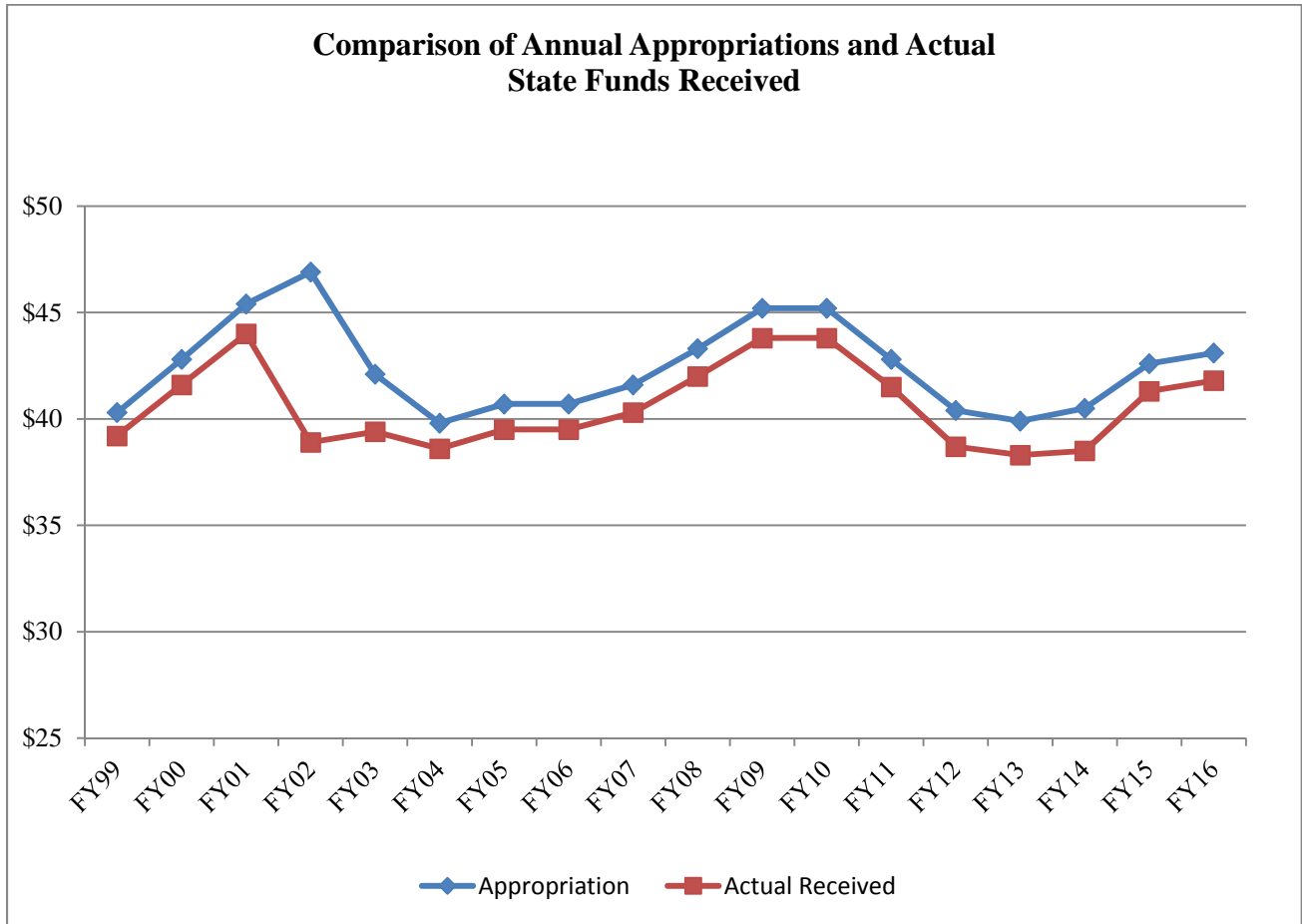
\*Projected

Note: This table excludes funds appropriated but withheld and one-time funds.

For FY 10, one-time federal funds of \$756,339 are excluded.

For FY 16, the standard 3% withholding is assumed.

**Table 2**



	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Appropriation	40.3	42.8	45.4	46.9	42.1	39.8	40.7	40.7	41.6	43.3	45.2	45.2	42.8	40.4	39.9	40.5	42.6	43.1
Actual Received	39.2	41.6	44.0	38.9	39.4	38.6	39.5	39.5	40.3	42.0	43.8	43.8	41.5	38.7	38.3	38.5	41.3	41.8

FY10 excludes one-time federal fund designated for Caring for Missourians.  
 FY16 is projected based on the standard 3% withholding.

## **Planned Expenditures**

### **Personal Services**

A major portion of the operating budget is utilized for salaries and fringe benefits. For FY 2016, Truman is budgeting \$56.6 million in this category, or 59% of the total Education and General budget. This includes funds for faculty and staff salaries, student employment, and fringe benefits such as retirement, medical insurance, and social security. The breakdown for Personal Services is as follows.

Salaries	\$37,803,949
Fringe Benefits	\$15,474,484
Student Employment	\$ 3,365,320
Total	\$56,643,753

Within the FY 2016 budget, several positions were eliminated through attrition or retirements and others were added to meet current needs. These positions are evenly balanced between faculty and staff.

### **Operations and Equipment**

The following provides a brief summary of operations and equipment trends by major segments of the campus.

1. Academic Affairs. Operations funds have been allocated to meet needs in instruction, research and public service areas. A total of over \$3 million dollars in operations is budgeted in core areas including the academic departments.

Equipment for instructional use will be budgeted slightly below the FY 2015 level as many items previously categorized as equipment no longer meet the cost threshold. This academic equipment is in addition to the campus technology funds. Table 3 outlines academic and research equipment budgets for FY 2003-FY 2016 and shows the asset renewal rate for these areas. Research funding totals nearly \$700,000 for FY 2016, with most of the funds in the operations and equipment categories.

A continuing priority is the maintenance of the academic holdings of Pickler Memorial Library. Because cost increases for periodicals have exceeded inflation, it

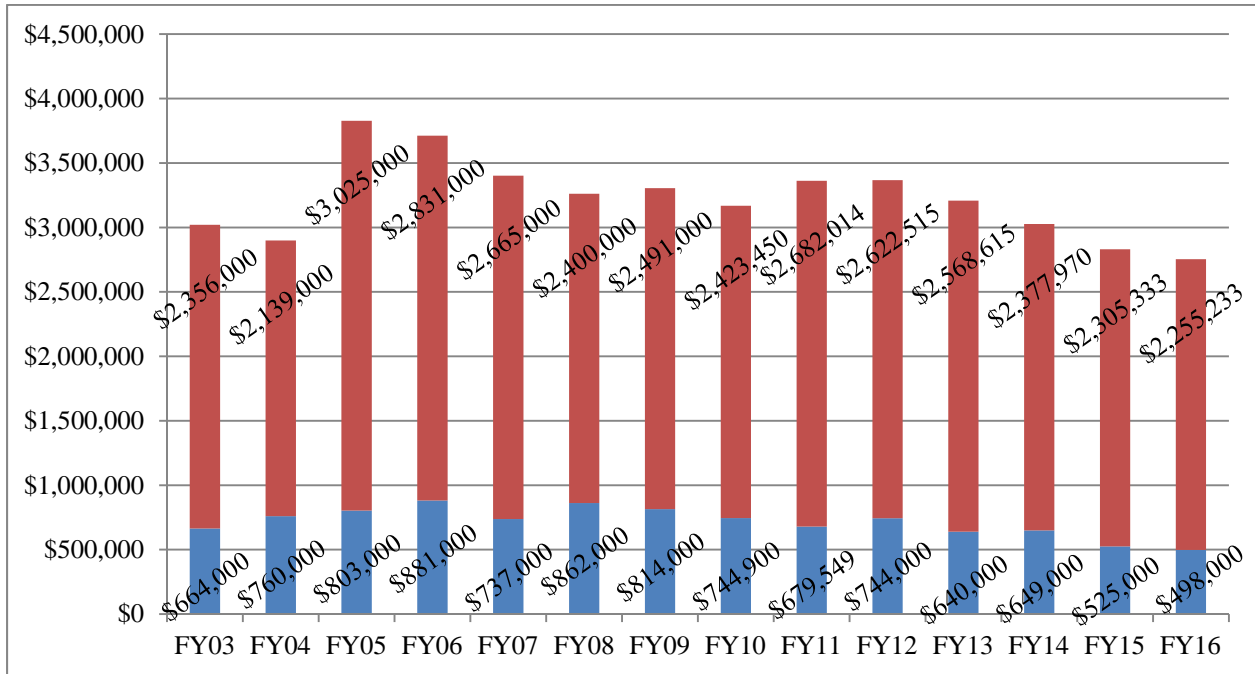
has been necessary to reallocate funds to cover periodicals and provide a modest acquisition budget for books. The library budget for FY 2015 was increased due to a new technology fee and this funding is continued in the FY 2016 budget.

2. Student Services. Operating and equipment budgets in the Student Services category have been allocated to meet priorities in various areas. The offices and functions in this category within the Education and General budget include Registrar, Financial Aid, International Students, Multicultural Affairs, Admission, Athletics, Health Clinic, and Counseling. Nearly \$3 million is budgeted for equipment and operations in the student services category. This includes the funds generated by the student athletic fee. Additional Student Services areas including Residential Living, the Student Union, and Recreation Center are funded in the Auxiliary Budget and are not included here.
3. Computing and Technology. The FY 2016 operating budget continues significant allocations for computing and technology. A total of \$3.7 million is budgeted for technology services which include staff, operations, equipment and maintenance of existing systems and networks with over 2,000 laptop and desktop workstations on campus, and a network with 8,800 ports. Continued technology investment is necessary to remain competitive. For 2015-2016, technology areas are budgeted at 3.9 percent of the institutional total. It should be noted that decreases in prices for personal computers and bulk purchase arrangements have resulted in a shift in the technology budget from equipment to the operations category.
4. Maintenance and Repair Fund. The General Assembly has provided designated appropriations from General Revenue to handle campus maintenance and repair. These funds were added to the base appropriation for each campus with the intention to meet needs such as renovations, roof replacements and upgrades to heating and air conditioning systems. For FY 2016, a total of \$1,360,875 is budgeted for maintenance and repair. Table 4 outlines trends in the Maintenance & Repair budget for FY 2005-FY 2016.



5. Utilities. Due to increases in utility costs and increased demand, utility budgets have been increased in recent years. Utility rates are projected to continue to increase in FY 2016, and the total budget in this category has been increased to provide an allowance for rate increases and the potential for severe weather. Total funds budgeted for utilities, including operation of the central power plant, are \$3.5 million. The Auxiliary Budget includes additional funds to cover utilities in those facilities.
6. Institutional Support. This area includes many administrative functions such as the Business Office, Alumni/Advancement, Public Relations, President's Office and other support areas. The combined operations and equipment total for this category is almost \$2.3 million, which includes funds transferred from the Foundation to support advancement and fundraising efforts.
7. Scholarships. For FY 2016, funds for scholarships have increased to cover projected expenditures for institutionally funded academic and athletic grants.
8. Student Employment. Student employment budgets have been increased to assist students and supplement staff in some areas. Funds allocated for student employment in the Education and General Budget total over \$3.3 million, a small increase from FY 2015.

**Table 3  
Academic & Research Equipment Budgets**

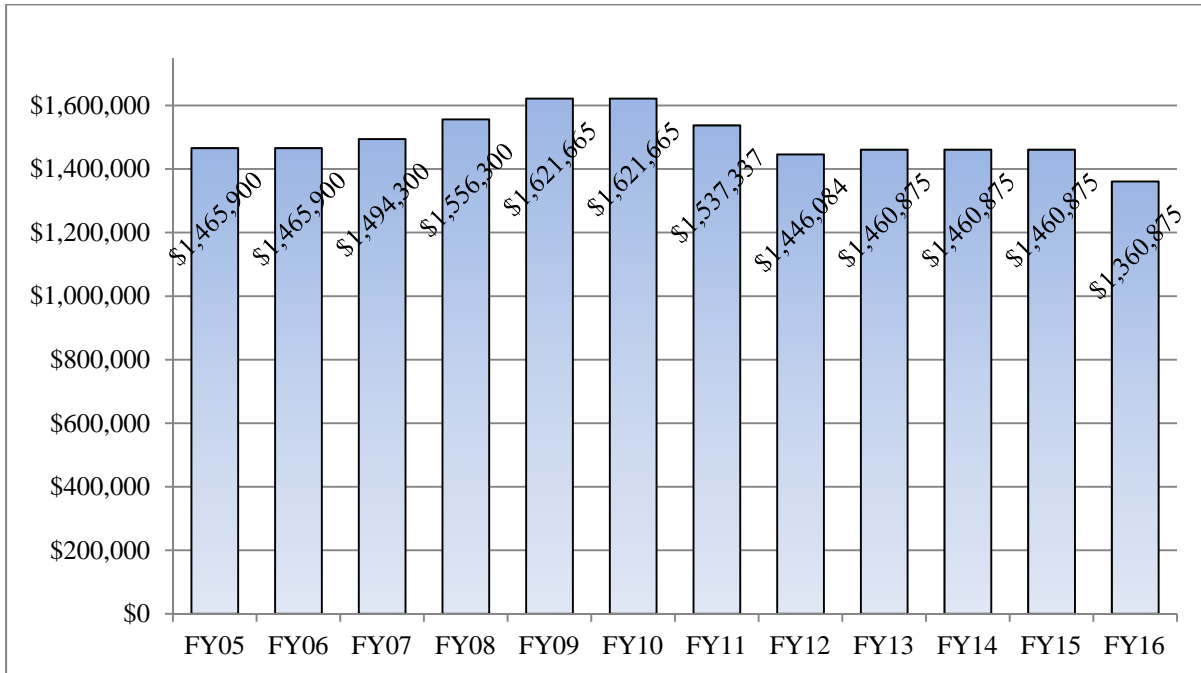


(000's omitted)

	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Equipment Budget	2,356	2,139	3,025	2,831	2,665	2,400	2,491	2,423	2,682	2,622	2,568	2,378	2,305	2,255
Actual \$ Available	664	760	803	881	737	862	814	744	679	744	640	649	525	498

Note: Equipment budgets include significant amounts designated to cover the 3% withholding in state funds and contingency amounts including the 5% reserve. The plan is to focus these funds on academic purchases should they be released during the fiscal year. This chart shows the portion of annual equipment budgets actually available for academic and research purchases. It should be noted that changes in definitions or the threshold price for equipment have reduced this budget significantly in recent years.

**Table 4  
Maintenance & Repair Budget**



	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Operating M&R	1,465,900	1,465,900	1,494,300	1,556,300	1,621,665	1,621,665	1,537,337	1,446,084	1,460,875	1,460,875	1,460,875	1,360,875

## **FY 2016 EDUCATION AND GENERAL REVENUE BY CATEGORY**

The page that follows provides a summary of projected revenue for FY 2016 in several major categories. General Revenue, or state funds, provides 45.2% of the proposed budget.

Board policy calls for net tuition income not to exceed a target of 35 percent of the total budget. This policy has specific guidelines regarding the calculation which allow for the omission of designated or restricted fees. The policy also compensates for budgeted student aid.

Page 12 of this section provides the detail for the calculation to determine adherence to the policy for FY 2016. The portion of the adjusted budget supported by student tuition is 29.0% and, therefore, is within the policy.

Table 5 illustrates budgeted sources of funds for FY 2016. Trends in recent years include reductions in state funding, increases in student fees, and more revenues from other miscellaneous sources. As a result, state support now accounts for less than 50% of budgeted Education and General revenues.

**EDUCATION AND GENERAL  
FY 2016 REVENUE BY CATEGORY**

General Revenue \$43,110,124

This represents the entire amount appropriated by the General Assembly. A contingency budget of \$1,293,304 has been established for the traditional 3% withholding by the Governor. In recent years only a small portion of the 3% withholding has been released, and no funds are expected to be released in FY 2016.

Student Tuition and Enrollment Fees \$49,600,000

FY 2016 enrollment income for budget purposes is based upon lower student enrollment. Spring semester enrollment is based on a 93% retention rate. Missouri students are assumed to make up 73% of the total enrollment; graduate enrollment is expected to be stable; and summer enrollment is projected at the 2015 summer level. This category also includes fees for off-campus courses, the athletic fee, study abroad programs, and special enrollment fees.

Other Local Income and Transfers \$ 2,591,876

This includes various revenue sources: investments, athletic gate receipts, sales and services of educational activities (such as summer camps), rollover from FY 2015, indirect costs from grants and other miscellaneous sources. Transfers from Auxiliary sources and the Foundation are also included here.

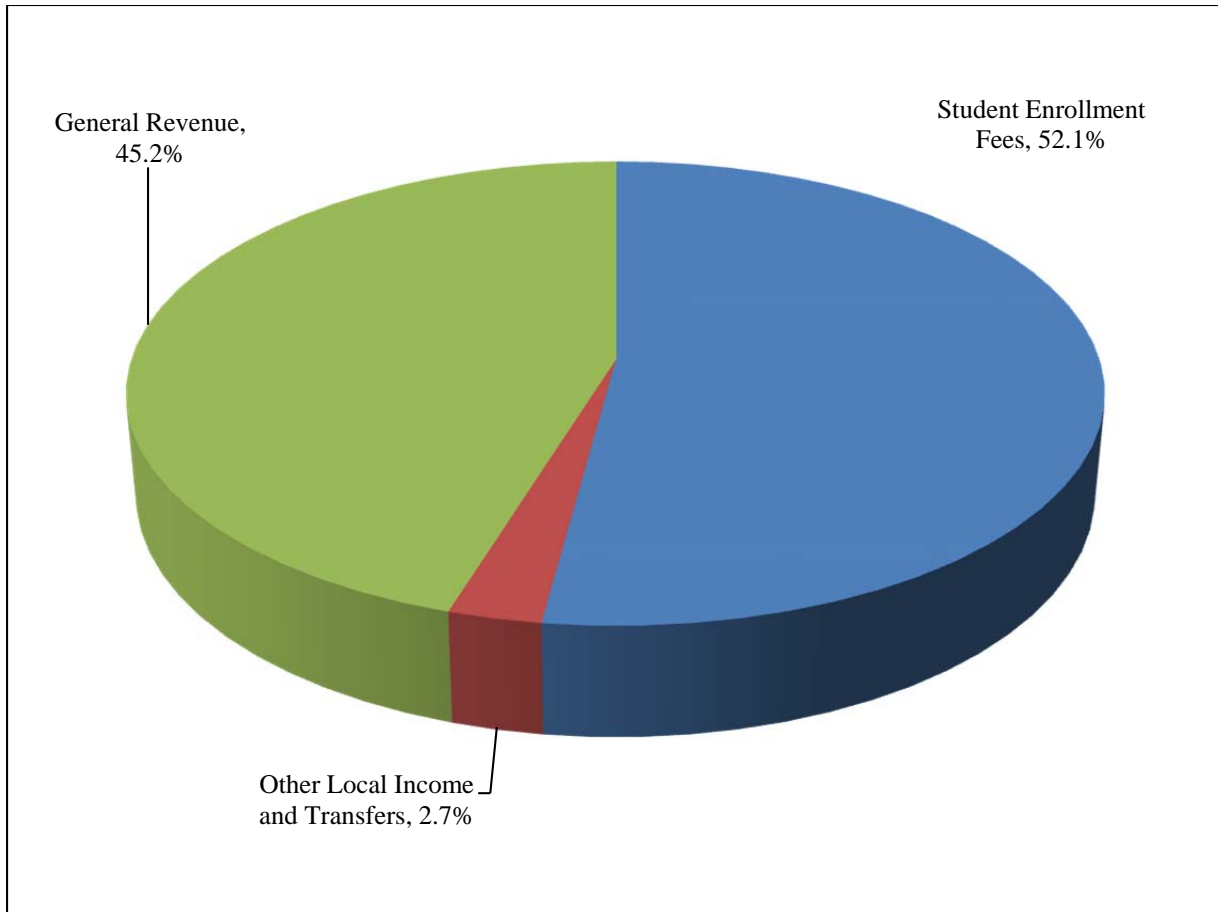
**GRAND TOTAL ALL SOURCES** **\$95,302,000**

SEGREGATION OF ON-CAMPUS FEE INCOME FOR FY 2016 IS AS FOLLOWS:

	Total Fee Income	Undesignated & Unrestricted
Enrollment Fees		47,476,000
Less Restricted/Designated		
Student Union “out-of-state”	-1,116,000	
Missouri taxpayer discount	-290,000	
Recreation Center	-1,280,000	
Truman Week Fee	-490,000	
Joseph Baldwin Academy	-395,000	
Student Health Center Fee	-289,000	
Student Activity Fee	-485,000	
Athletic Fee	-620,000	
Technology Fee	-180,000	
Student Sustainability Fee	-53,500	
Total designated/restricted funds	-5,198,500	
		<hr/>
Total unrestricted funds		42,277,500
The percentage calculation is shown as follows:		
1. Undesignated and unrestricted fees (above)		42,277,500
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-20,612,804
NET TUITION		21,664,696
		<hr/>
1. Total Education and General Budget		95,302,000
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-20,612,804
ADJUSTED E&G TOTAL		74,689,196
		<hr/>
NET TUITION AS A PERCENTAGE OF ADJUSTED E&G		29.0%

NOTE: Includes projected on-campus student fee income and excludes off-campus courses and study abroad program fees.

**Table 5**  
**FY 2016 BUDGETED REVENUE**



## FY 2016 PLANNED EXPENDITURES BY CATEGORY

The Missouri Coordinating Board for Higher Education and Office of Administration have developed a budget reporting structure which follows the NCHEMS model and federal financial reporting standards for higher education. The broad budget categories and totals for FY 2016 are as follows:

Instruction \$42,094,257

This includes all expenditures such as faculty salaries, operating funds and equipment which support instructional activities.

Research \$ 691,350

Activity organized to produce research outcomes is included in this category. Internal research grants, research equipment, and undergraduate research stipends are in this budget.

Public Service \$ 108,457

Non-instructional services beneficial to external groups are included in public services. Summer camps and matching funds for Upward Bound and similar programs are budgeted here.

Academic Support \$ 5,100,062

The Library and academic administration are in this category. Expenses for operation of the library represent over one-half of this budget.

Student Services \$ 8,832,540

This includes areas such as student services administration, counseling services, admissions and records, intercollegiate athletics, health services, and testing services.



Institutional Support \$ 7,615,259  
Support areas including fiscal operations, alumni and public relations, and general administration are in this category.

Physical Plant \$ 8,846,396  
General physical plant operations, including maintenance, grounds and custodial, and public safety are in this category. Funds for fuel and utilities are also included here.

Maintenance and Repairs \$ 1,360,875  
Funds designated for campus building repairs and preventive maintenance are in this category.

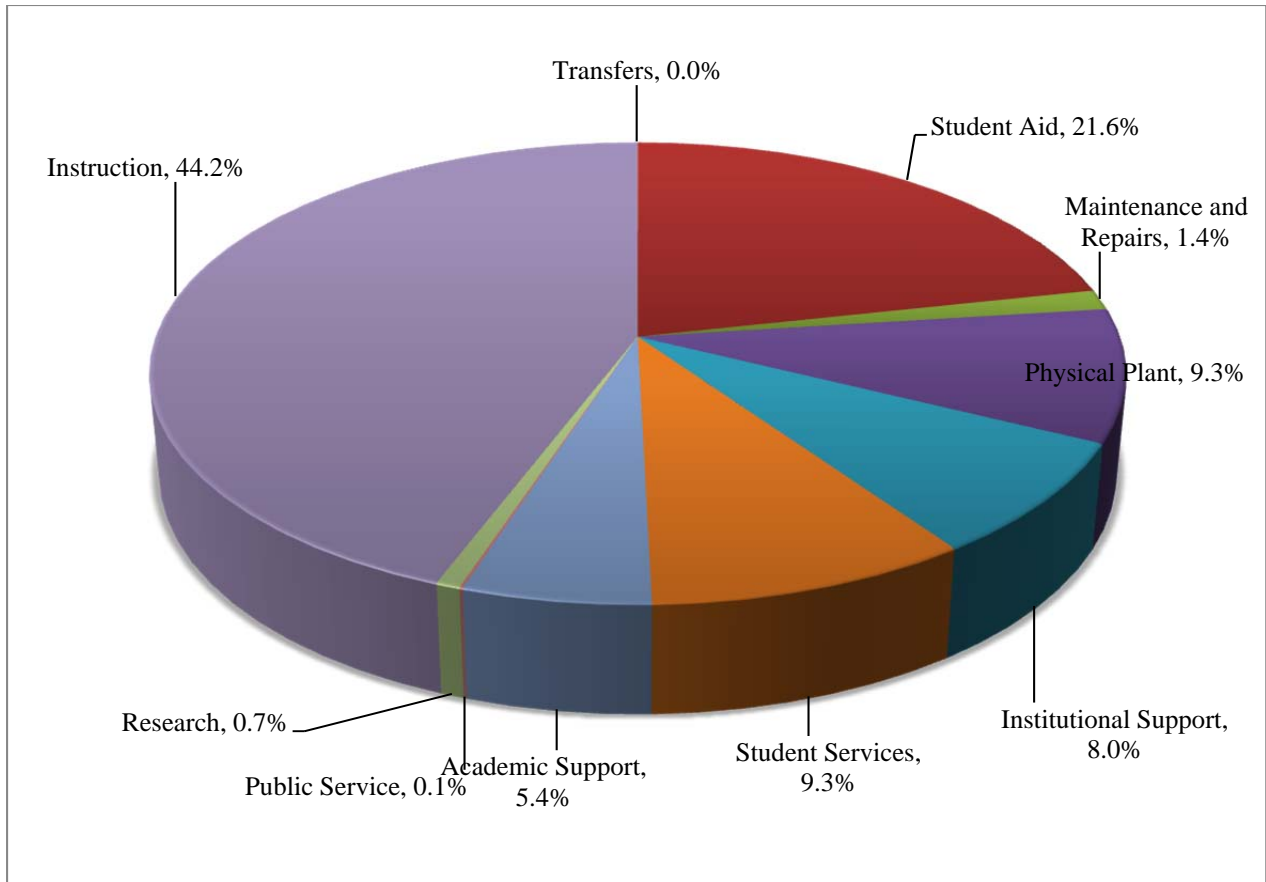
Student Aid \$20,612,804  
Student scholarships, experienceships and athletic aid are included here.

Transfers \$ 40,000  
Mandatory transfers for federal aid programs (Perkins and SEOG) comprise this budget.

TOTAL \$95,302,000

*Note: Several significant changes in categories have been made to match the 2006 Uniform Financial Reporting Manual developed by the Coordinating Board for Higher Education as well as the most recent National Association of College and University Business Officers guidance regarding classification of various functional areas.*

**Table 6**  
**FY 2016 PLANNED EXPENDITURES**



**FY 2016 EDUCATION AND GENERAL EXPENDITURES BY CATEGORY**

	<b>Personal Service</b>	<b>Equipment</b>	<b>Operations</b>	<b>Total</b>
Instruction	36,528,756	1,902,658	3,662,843	42,094,257
Research	107,750	300,000	283,600	691,350
Public Service	48,529	0	59,928	108,457
<b>SUBTOTAL</b>	<b>36,685,035</b>	<b>2,202,658</b>	<b>4,006,371</b>	<b>42,894,064</b>
Academic Support	3,286,360	52,575	1,761,127	5,100,062
Student Services	5,610,676	22,125	3,199,739	8,832,540
Institutional Support	5,274,752	113,445	2,227,062	7,615,259
Physical Plant	3,936,930	179,500	4,729,966	8,846,396
Maintenance & Repairs	0	0	1,360,875	1,360,875
Student Aid	1,850,000	0	18,762,804	20,612,804
Transfers	0	0	40,000	40,000
<b>TOTALS</b>	<b>56,643,753</b>	<b>2,570,303</b>	<b>36,087,944</b>	<b>95,302,000</b>

*Note: Several significant changes in categories have been made to match the 2006 Uniform Financial Reporting Manual developed by the Coordinating Board for Higher Education as well as the most recent National Association of College and University Business Officers guidance regarding classification of various functional areas.*

**COMPARISON OF EDUCATION AND GENERAL BUDGET BY CATEGORY  
FY 2009 – FY 2016**

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Change 15-16
Personal Services	53,942,855	53,418,859	52,039,986	52,548,445	52,886,984	54,834,643	56,866,257	56,643,753	-0.4%
Equipment	2,819,415	3,527,989	3,000,714	2,941,815	3,074,615	2,844,715	2,635,965	2,570,303	-2.5%
Operations	35,743,584	36,312,919	35,759,207	34,193,635	35,252,011	35,155,492	35,155,788	36,087,944	2.7%
<b>TOTAL</b>	<b>92,505,854</b>	<b>93,259,767</b>	<b>90,799,907</b>	<b>89,683,895</b>	<b>91,213,610</b>	<b>92,770,780</b>	<b>94,658,000</b>	<b>95,302,000</b>	<b>0.6%</b>

Notes: Equipment category includes funds to cover 3% state withholding and other major contingency accounts. Due to reclassification of equipment under GASB year-to-year comparisons may not be valid. In FY08, the non-salary portion of the Experienceships (scholarship work requirement) was shifted from Personal Service to Operations. FY10 equipment includes one-time federal funds (\$756,339) designated for Caring for Missourians.

## **FISCAL YEAR 2016 AUXILIARY BUDGET NARRATIVE**

### Executive Summary

Revenue from combined auxiliary operations is projected to decrease in FY 2016. This estimate is based on the number housed in the residence halls as well as budgets which are tied to student enrollment such as the Student Union and Recreation Center. Occupancy levels in the residence halls are budgeted based on a decrease from actual for 2015. The rates charged to students for residence halls including room and board were increased by an average of 3.0% for the 2015-16 academic year.

Modest decreases in operating and equipment budgets have been recommended for 2015-2016. For FY 2016, only minor staffing changes are recommended in auxiliary areas. The major changes in the Auxiliary Budget for FY 2016 include the reallocation of funds to cover projected utility costs as well as the fringe benefit cost increases for retirement and insurance. Savings were realized with the refinancing of bonds in 2015 and this is reflected in the operating budgets for FY 2016.

### General Budget Priorities

This budget was prepared to meet priorities such as improving services to students, and activities which will provide more efficient operations. Asset renewal is also important in the auxiliary area, particularly in the residence halls and Student Union Building. The budget for auxiliary operations must be balanced and also meet bond payment requirements.

### Revenue Assumptions

1. Residence Halls. Room and board rates were raised by an average of 3.0% for FY 2016. A student living in a typical two-person room will pay \$8,480 for the 2015-2016 academic year. Based upon an occupancy rate of 2,500 for the fall semester and 93 percent returning for the spring semester, revenue from residence halls and apartments is projected at \$19,455,000.

2. Other Residence Hall Income. Income from off-campus students who dine in the halls and from rentals, commissions, and similar sources is projected at \$610,000 for FY 2016. Additional revenue sources include interest income and miscellaneous fees which should generate approximately \$775,000.
3. Student Union. The Student Union is primarily funded by a transfer from enrollment income to this budget at a rate of \$95 per full-time equivalent student per semester. This fee was established to build, maintain and cover debt service for the Student Union. The Student Activity Fee helps fund the Center for Student Involvement, which is housed in the Student Union. Additional income sources include room rentals, bookstore, and food service commission. Total revenue for the Student Union Building is projected at \$1,350,000.
4. Recreation Center. Major expenses for the Recreation Center include personnel, operations and debt service. A designated fee of \$111 per semester per full-time equivalent student is included in enrollment fees. In June 2010 the bonds were paid with recreation center reserves and internal borrowing from the Education and General reserves. This results in lower payments to retire the debt. Total revenue for FY 2016 is projected at \$1,225,000 for the Recreation Center.
5. Service Departments. Revenue from auxiliary service departments including Printing Services and the University Press is projected at \$682,000 for FY 2016.

### Planned Expenditures

A significant portion of the Auxiliary Budget is utilized to operate the residence halls. Staff includes the Residential Living Office, hall directors, housekeepers, and physical plant employees assigned to these non-academic areas. Table 7 outlines Auxiliary Budget equipment trends for FY 1997-FY 2016 and illustrates the emphasis on asset renewal in these areas.

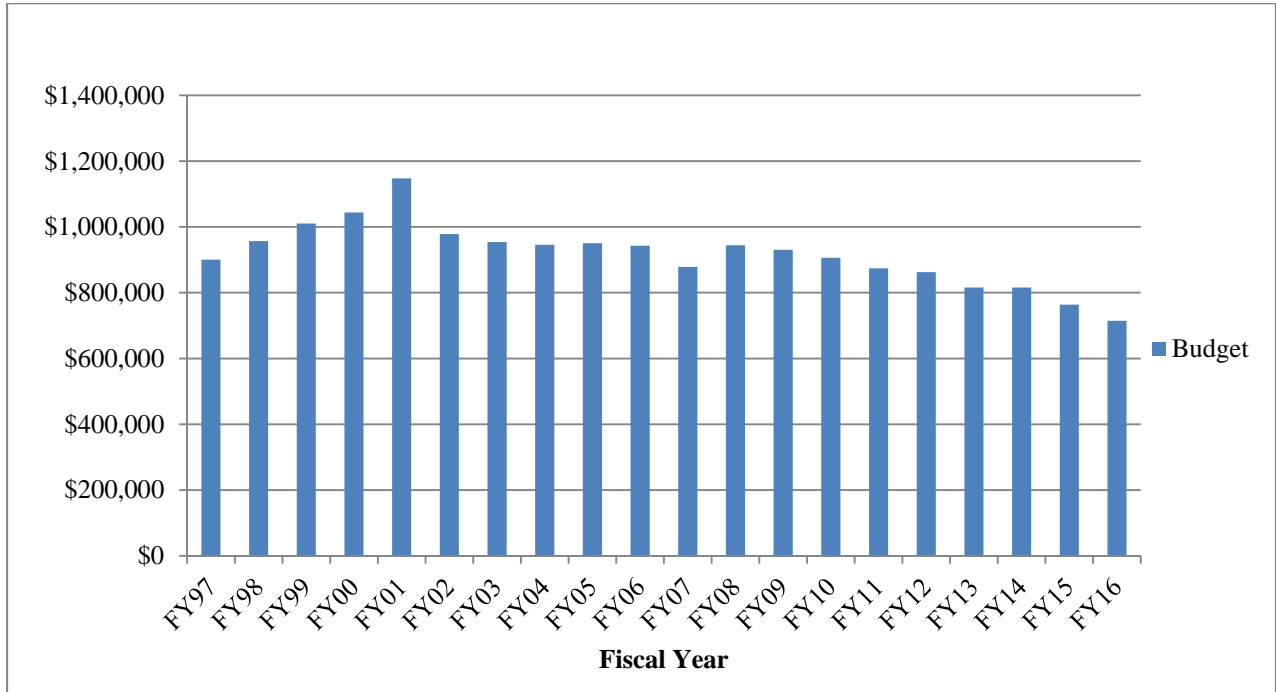
Operating funds for Residential Living include utilities, repairs and renovations, and food service contracts. Funds are included for furniture replacements and general repairs to the facilities. Food service costs will increase to cover increased costs as agreed to in the food

service contract, which is the largest single component of this budget. Utility rates are projected to increase in 2015-2016 from the current year actual expenditures and the budget has been adjusted to compensate for this. A major portion of the Residential Living operating budget is the \$3,624,131 set aside for bond repayments.

On a smaller scale, the Student Union Building budget also covers personnel, operating costs such as utilities, and funds for replacement and repair of the equipment. Funds are also included to cover general maintenance of this building and funds have been increased for student employment. This budget includes \$315,102 for bond repayments.

The Recreation Center budget is continued at a level comparable to the previous year. This will provide for continued staffing and operations funds to meet the usage of this facility. Utility costs are a major component in the operating budget for this area, and the student employment budget has been increased. An equipment budget is also provided to replace and update items as needed. Funds are also budgeted for future equipment and renovation to this facility.

**Table 7**  
**Auxiliary Equipment Budget Trends**  
**FY97-FY16**



<u>Fiscal Year</u>	<u>Equipment Budget</u>	<u>% change</u>
FY97	\$ 900,570	17.5%
FY98	\$ 957,058	6.3%
FY99	\$ 1,010,358	5.5%
FY00	\$ 1,043,858	3.3%
FY01	\$ 1,147,858	9.9%
FY02	\$ 978,464	-14.7%
FY03	\$ 954,166	-2.5%
FY04	\$ 945,906	-0.9%
FY05	\$ 950,796	0.5%
FY06	\$ 942,796	-0.8%
FY07	\$ 878,780	-6.8%
FY08	\$ 944,488	7.4%
FY09	\$ 930,488	-1.5%
FY10	\$ 906,247	-2.6%
FY11	\$ 874,233	-3.5%
FY12	\$ 862,633	-1.3%
FY13	\$ 815,883	-5.4%
FY14	\$ 815,883	0.0%
FY15	\$ 763,883	-6.4%
FY16	\$ 714,583	-6.5%

Note: Includes equipment funds for residence halls, food service, Student Union, etc.



## **FY 2016 AUXILIARY REVENUE BY CATEGORY**

### **RESIDENCE HALLS**

Room and Board \$19,455,000

This projection is based on an occupancy rate of 2,500 for residence halls and apartments. Spring occupancy is historically 93 percent of the fall semester.

Investment Income \$ 80,000

Income from investment is projected to be comparable to previous year's total.

Off-Campus Student Meal Sales \$ 610,000

This source represents income from purchase of residence hall meal cards by students who live off-campus. The projection is based on FY 2015 levels of sales.

Other Income \$ 775,000

Revenue from deposits, processing fees, rentals, commissions, and small sources is projected to be down slightly from FY 2015.

**TOTAL RESIDENCE HALL INCOME** **\$20,920,000**

**STUDENT UNION****\$ 1,350,000**

This revenue source includes the transfer of enrollment fees based on full-time equivalent (FTE) students. Total revenues are projected to be down slightly in FY16 and additional income sources include rentals, bookstore, and food service commission.

**RECREATION CENTER****\$ 1,225,000**

Funds for operation of the Recreation Center and repayment of construction bonds come primarily from the transfer of enrollment fees based on FTE students. Other sources of income include rental of the facility to outside groups and faculty/staff membership fees.

**SERVICE DEPARTMENTS****\$ 682,000**

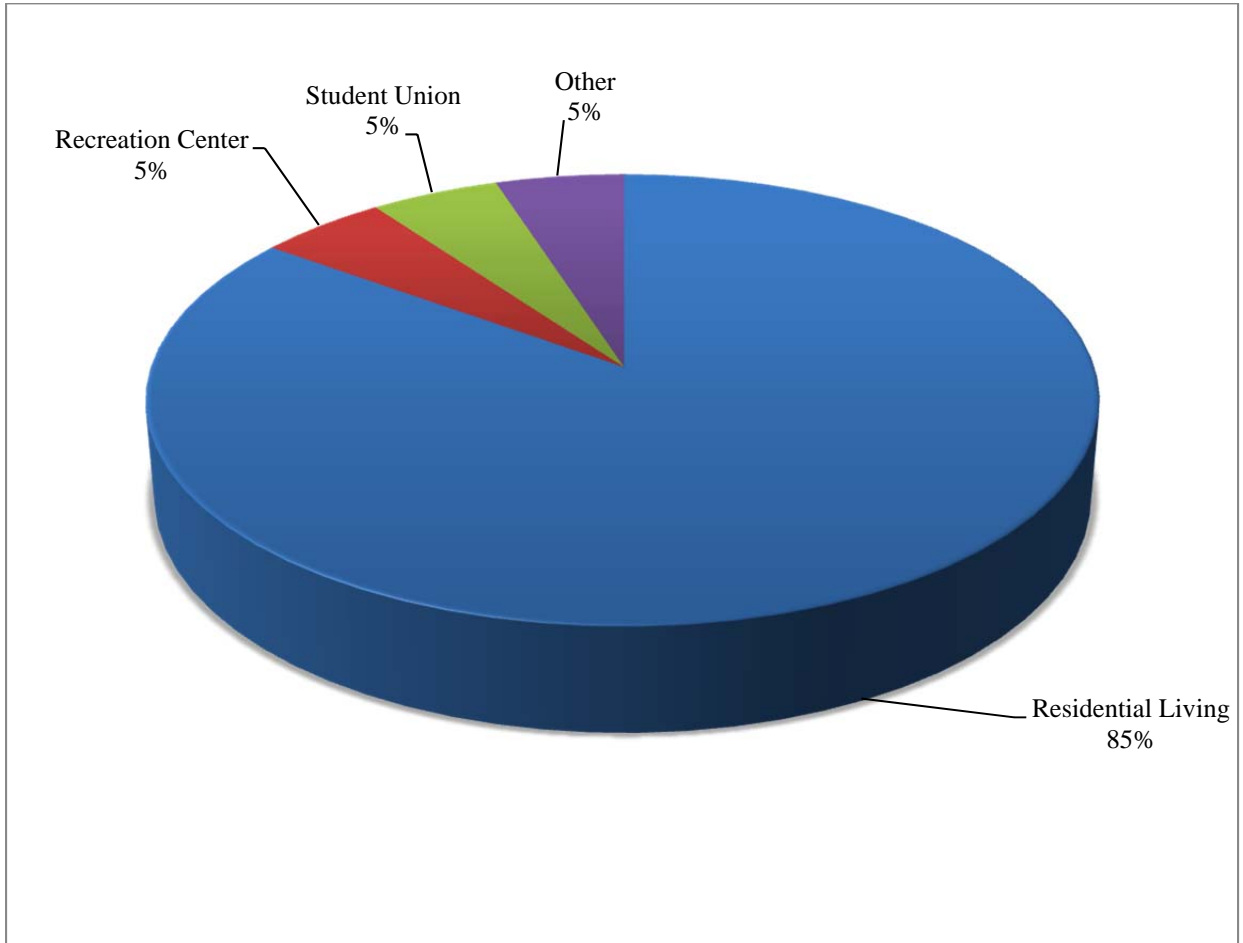
Several service departments are operated as auxiliary enterprises. Currently this includes Printing Services and the University Press. Revenue is projected to be level for FY16.

**GRAND TOTAL AUXILIARY REVENUE****\$24,177,000**

## FY 2016 AUXILIARY EXPENDITURES BY AREA

	<b>Personal Services</b>	<b>Equipment</b>	<b>Operations</b>	<b>Total</b>
Residential Living	3,352,225	548,468	12,949,414	16,850,107
Residential Living Bond Payments	0	0	3,624,131	3,624,131
Student Union	335,629	131,115	491,575	958,319
Student Union Bond Payment	0	0	315,102	315,102
Printing Services	206,401	5,000	260,000	471,401
Auxiliary Administration	94,606	0	8,589	103,195
University Press	211,549	0	0	211,549
Other Auxiliary	3,000	0	28,000	31,000
Recreation Center	454,590	30,000	214,022	698,612
Recreation Center Reserve	0	0	500,000	500,000
Transfer/Surplus	0	0	413,584	413,584
<b>TOTAL</b>	<b>4,658,000</b>	<b>714,583</b>	<b>18,804,417</b>	<b>24,177,000</b>

**Table 8**  
**FY 2016 AUXILIARY EXPENSES**  
**BY MAJOR AREA**



## FISCAL YEAR 2016 RESTRICTED FUND BUDGET

### Executive Summary

This budget includes funds from outside grants and other sources (state and federal) which are restricted in nature. Examples include federal programs such as McNair and Upward Bound and state-funded activities such as the Regional Professional Development Center. Due to the nature of these programs and the fact that the federal fiscal year does not match Truman's fiscal year, all revenues in this budget are estimated.

### Projected Restricted Revenues and Expenditures

Major activities supported through restricted funds include the following:

Upward Bound \$ 383,818

This program is part of the federal TRIO program funded by the Department of Education. It is designed to assist high school students in building the skills and motivation necessary for college success.

McNair \$ 255,000

Truman has received McNair funding since 1992. The program is designed to provide disadvantaged college students with preparation for graduate programs.

Regional Professional Development Center \$ 888,200

The Regional Professional Development Center is operated in conjunction with Truman's School of Health Sciences and Education. The center is funded by the Missouri Department of Elementary and Secondary Education and provides training and support to public schools in the northeast region. Any fee income generated by Regional Professional Development Center activities is restricted and must be returned to the state if not used for the program.

NSF-Preparing & Advancing Scholars in Mathematics & Computer Science

\$ 146,786

This grant will identify, recruit, nurture and educate talented young students and place them in academic and professional careers in mathematical and computer science.

NSF-Robert Noyce Scholars Program for Secondary Mathematics & Physics Teaching

\$ 258,254

This project will strive to impact physics and mathematics teacher shortages in Missouri and nationwide by creating a dual mathematics/physics secondary teacher preparation tract. The program will recruit and support students following this new contract.

NSF-Supporting Early Career STEM Majors

\$ 131,535

The goal of the S-STEM scholarship program at Truman State University is to increase the number of academically talented students who successfully complete a STEM baccalaureate degree and to increase the diversity of the STEM student body at Truman. The project supports talented students with demonstrated financial need who are majoring in Biology, Chemistry, Physics or related interdisciplinary programs.

Pell

\$4,500,000

Pell Grants are provided from federal funds to eligible students based on need. This amount is a projection as awards are contingent on the number of qualifying students enrolled.

SEOG

\$ 101,284

Supplemental Educational Opportunities Grants are provided from federal funds to eligible students.

Work Study

\$ 310,818

The College Work-Study Program includes federal funds to support part-time student workers.

Federal TEACH Grant

\$ 75,000

This grant provides up to \$4,000 to eligible undergraduate and graduate students who agree to teach specified high-need subjects at schools serving primarily disadvantaged populations for four years within eight years of graduation. This amount is a projection as awards are contingent on the number of qualifying students enrolled.

USA Funds – Hawthorne Foundation

\$ 200,000

Grants from the national nonprofit USA Funds will expand programs that accelerate degree completion, reduce college costs, and prepare students for high demand fields.

Other

\$ 150,328

There are numerous smaller grants and contracts from foundations and governmental sources designed for instruction, research and public service activities. This includes programs supported by HUD, Missouri Foundation for Health, NSF, U.S. Small Business Administration, and USDA.

TOTAL ESTIMATED FY 2016 RESTRICTED

\$7,401,023

**FISCAL YEAR 2016**  
**ESTIMATED RESTRICTED REVENUE AND EXPENDITURES**

<u>Area or Program</u>	<u>FY 2016 Estimate</u>
Upward Bound	\$ 383,818
McNair	\$ 255,000
Regional Professional Development Center	\$ 888,200
NSF Preparing & Advancing Scholars	\$ 146,786
NSF-Robert Noyce Scholars Program	\$ 258,254
NSF-Supporting Early Career STEM Majors	\$ 131,535
Pell	\$4,500,000
SEOG	\$ 101,284
Work-Study	\$ 310,818
Federal TEACH Grant	\$ 75,000
USA Funds – Hawthorne Foundation	\$ 200,000
Other	\$ 150,328
<b>TOTAL</b>	<b>\$7,401,023</b>



## COMBINED OPERATING BUDGET SUMMARY

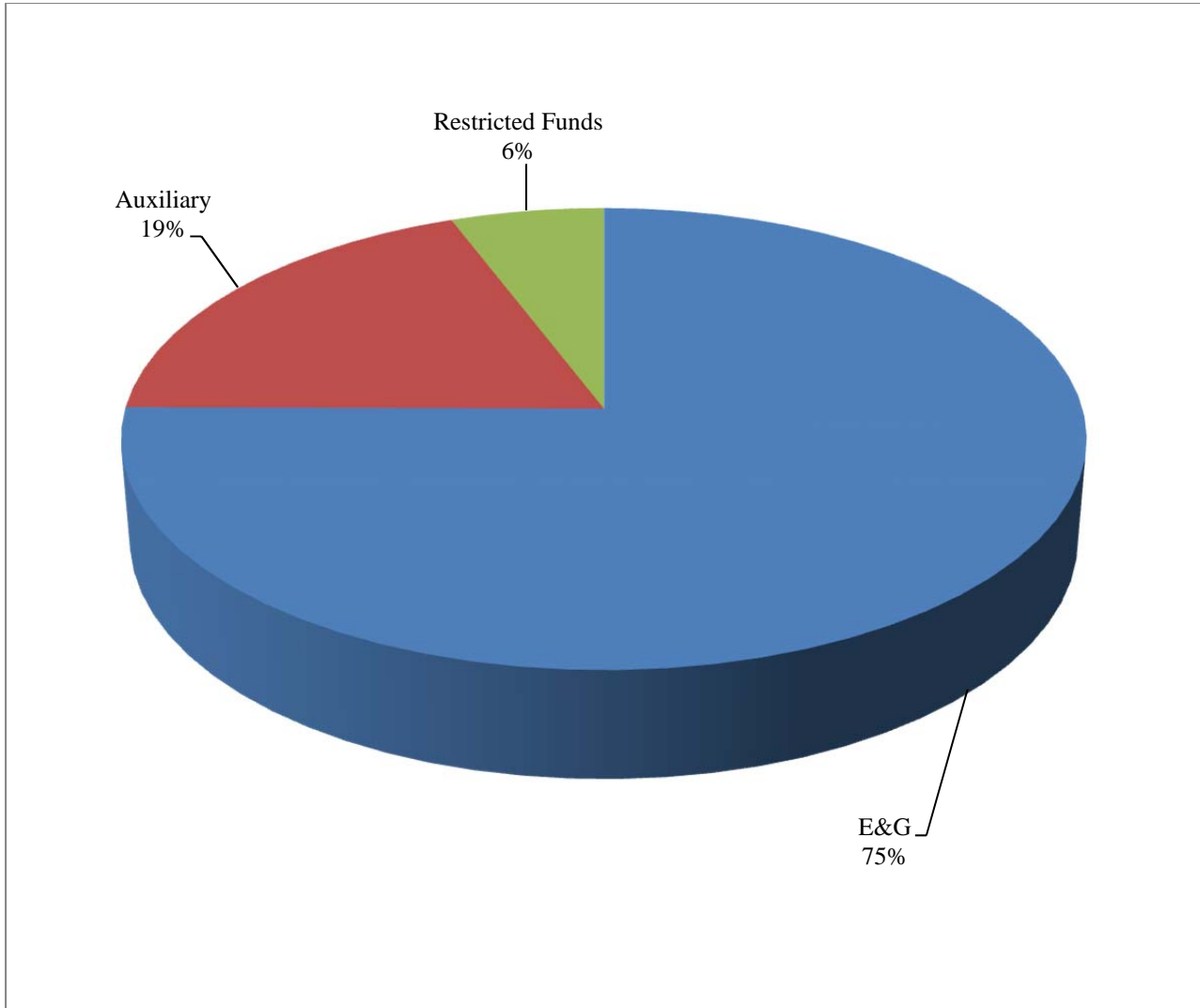
The combined operating budget for Fiscal Year 2016 totals \$126,880,023.

Education and General	\$ 95,302,000
Auxiliary	\$ 24,177,000
Restricted Funds	<u>\$ 7,401,023</u>
Total	\$126,880,023

Table 9 illustrates the combined operating budget distributed by type, and the Education and General budget represent 75% of the total.

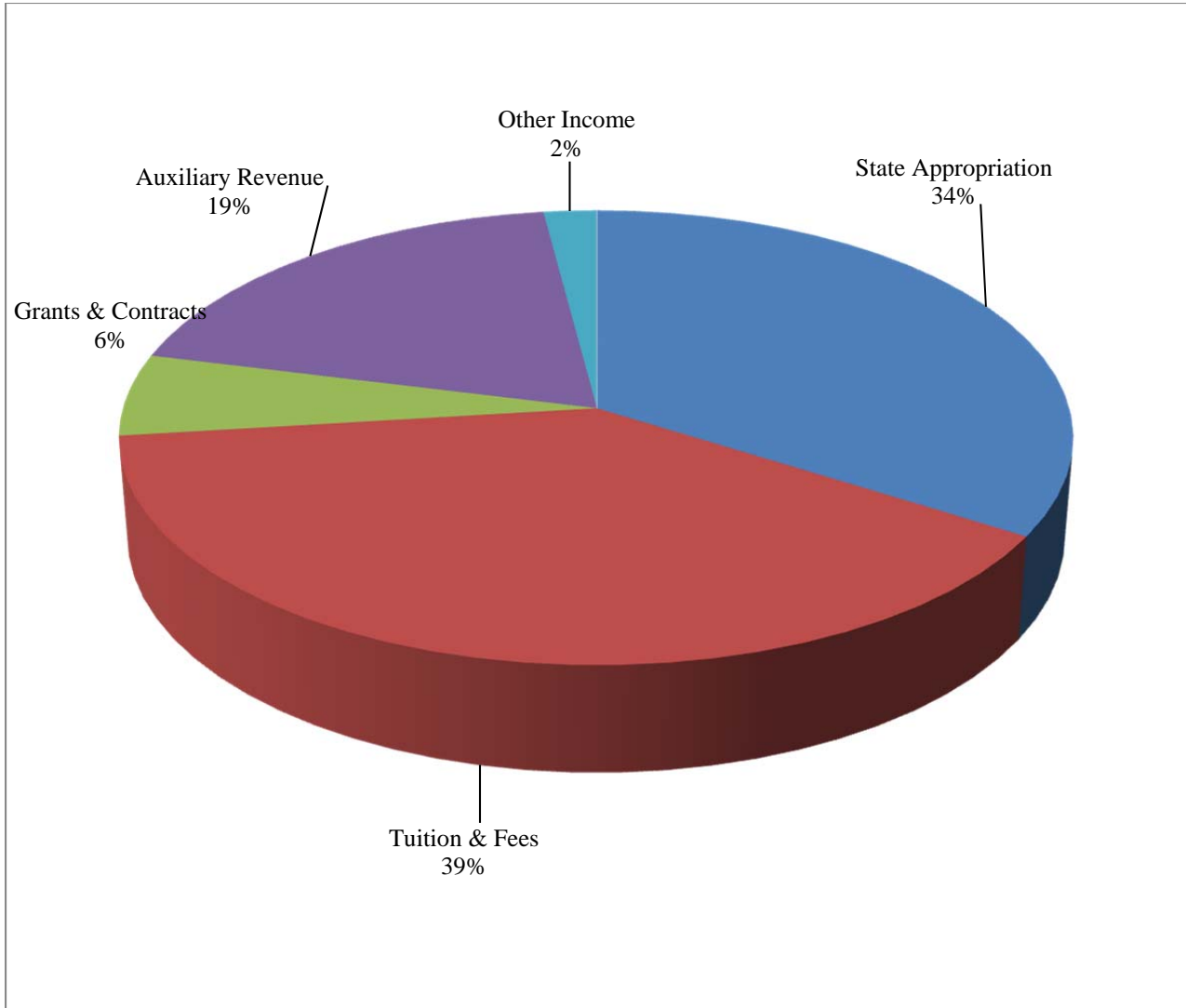
Projected revenues are equal to the various operating budgets, and Table 10 illustrates the sources of revenue which are combined to produce the funds needed. Major sources, in descending order, are Student Tuition and Fees, State Appropriations, Auxiliary Revenue, Grants and Contracts, and Other Income.

**Table 9  
FY 2016 OPERATING BUDGETS**



<b>Operating Budget</b>	<b>\$ Amount</b>
E&G	\$95,302,000
Auxiliary	\$24,177,000
Restricted Funds	\$ 7,401,023

**Table 10**  
**FY 2016 Revenue Sources**



<b>Revenue Sources</b>	<b>\$ Amount</b>
State Appropriation	\$43,110,124
Tuition & Fees	\$49,600,000
Grants & Contracts	\$ 7,401,023
Auxiliary Revenue	\$24,177,000
Other Income	\$ 2,591,876

**ITEM F.5**  
**Salary Policies FY 2016**

**DESCRIPTION AND BACKGROUND**

Salary policies are generally established by the Board of Governors at the meeting preceding the start of the new fiscal year. The recommended actions cover faculty and staff for 2015-2016, and funds have been included in the FY 2016 Operating Budget to cover the proposed salaries. Funds for a modest increase are available based on reallocations of existing budgets and savings from retirements.

**RECOMMENDED ACTION**

BE IT RESOLVED that the following salary and wage policies for the 2015-2016 Fiscal Year be approved:

- 1) 2015-2016 Policy for Faculty and Exempt Staff Salaries;
- 2) 2015-2016 Policy for Hourly Personnel Wage Rates;
- 3) 2015-2016 Policy for Unit I Wage Rates; and
- 4) 2015-2016 Policy for Off-Campus and Workshop Faculty Salaries; and

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

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Vote: Aye \_\_\_\_\_  
Nay \_\_\_\_\_

**ATTACHMENTS**

2015-2016 Policy for Faculty and Exempt Staff Salaries  
2015-2016 Policy for Hourly Personnel Wage Rates  
2015-2016 Policy for Unit I Wage Rates  
2015-2016 Policy for Off-Campus and Workshop Faculty Salaries  
Summary of Previous Salary Increases

## **2015-2016 Policy for Faculty and Exempt Staff Salaries**

Full-time and part-time faculty salaries for the 2014-2015 academic year will be increased by 1.2%, with the exception of those already under contract for FY16.

Full-time staff salaries for the 2014-2015 fiscal year will be increased annually by 1.2% with the exception of those already under contract for FY16.

Part-time staff salaries for the 2014-2015 fiscal year will be increased by 1.2%.

### Equity Adjustments:

The President of the University may grant adjustments in salaries to a limited number of faculty or staff members, when required for the purposes of equity and fairness. Such adjustments made by the President are to be reported to the Board at its next regular meeting.

### Promotion Adjustments:

Faculty members who are promoted in rank for the 2015-2016 academic year (excluding those whose salaries for the 2015-2016 academic year have been established by separate agreement) are to be given the following increases in their salaries for the 2015-2016 academic year:

<u>Academic Promotion</u>	<u>Amount</u>
Instructor to Assistant Professor	\$1,000
Assistant Professor to Associate Professor	\$2,700
Associate Professor to Professor	\$5,400

Note: The amounts for those promoted to Associate increased by \$200 and to Professor by \$400.

**2015-2016 Policy for Hourly Personnel Wage Rates**

The standard starting wage for employees in clerical, secretarial and similar office positions is to be as follows during the 2015-2016 fiscal year.

<b>Grade</b>	<b>Title</b>	<b>Hourly</b>
A	Office Assistant 1	\$10.00
B	Office Assistant 2	\$10.25
C	Administrative Assistant 1	\$11.70
D	Administrative Assistant 2	\$13.30

Individuals above this scale who are non-exempt employees will receive an hourly wage rate increase of 1.2%.

**2015-2016 Policy for Unit I Wage Rates**

The hourly wage rates for employees in Unit I are to be the following amounts during the 2015-2016 fiscal year.

WAGE RATES FOR UNIT I

<u>Wage Status</u>	<u>Controls Technician</u>	<u>Grounds Mechanic</u>
Probationary	\$16.50	\$11.95
Step 1	\$17.40	\$12.35
Step 2	\$18.40	\$12.85
Step 3	\$19.50	\$13.45
Above Scale	*	*

<u>Wage Status</u>	<u>System Trades</u>	<u>Building Trades</u>
Probationary	\$11.94	\$11.54
Step 1	\$12.56	\$12.05
Step 2	\$13.44	\$12.83
Step 3	\$14.15	\$13.42
Above Scale	*	*

<u>Wage Status</u>	<u>Groundskeeper</u>	<u>Mover/Laborer</u>	<u>Housekeeper</u>
Probationary	\$ 9.69	\$ 9.47	\$ 9.29
Step 1	\$10.00	\$ 9.78	\$ 9.62
Step 2	\$10.61	\$10.39	\$10.22
Step 3	\$11.08	\$10.90	\$10.73
Above Scale	*	*	*

Probationary = Starting Pay  
Step 1 = After 90 days Probationary Period  
Step 2 = 1<sup>st</sup> year anniversary  
Step 3 = 2<sup>nd</sup> year anniversary

Individuals on Step Schedule receive applicable increases on anniversary date.  
\*Individuals above scale will receive an hourly wage rate increase of 1.2%.

**2015-2016 Policy for Off-Campus and Workshop Faculty Salaries**

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2015-2016 Fiscal Year.

<u>Status</u>	<u>Teaching Experience for the University</u>	<u>Salary for each Credit Hour of Instruction</u>
University Faculty Member	--	\$ 925
Non-University Faculty Member	Less than 5 years	\$ 925
	5 years or more but Less than 10 years	\$ 975
	10 years or more	\$1000

The 2015-2016 rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

University faculty teaching workshops are paid at the rate of \$925 per credit hour provided tuition and fees cover the faculty member's salary and benefit costs.



**ITEM G**  
**Board Policy Review Committee Report**

**DESCRIPTION AND BACKGROUND**

Governor Matthew W. Potter, chair of the Board Policy Review Committee, will provide a report on the committee meeting held on June 9.

**RECOMMENDED ACTION**

This is a discussion item only.

## **ITEM G.1**

### **Resolution Amending Chapter 15 of the Code of Policies of the Board of Governors Pertaining to Procedures for Addressing Sexual Harassment Issues**

#### **DESCRIPTION AND BACKGROUND**

We are making a concerted effort to address the handling of discrimination complaints by the use of one process for filing and adjudication of complaints. This one process will replace three processes currently in place. This decision comes after a year of dealing with Title IX (student sexual misconduct) matters under the Student Conduct Code. Last summer, the Board adopted changes to the Student Conduct Code to implement new policies for Title IX issues. Now, a year later, we see a need to focus more resources on this issue and to bring efficiencies to our efforts in other areas of anti-discrimination enforcement.

At this time, we have a total of three processes for handling various kinds of complaints regarding violations of the University's anti-discrimination policies. We now have different policies that cover employees, students and others. In some instances, certain types of complaints may be covered by two different policies.

In short, our present system for dealing with discrimination complaints has grown up in a somewhat haphazard way as responses to perceived needs over the years. Presently, these policies are enforced and implemented by different people on campus, usually on a part-time basis in addition to other duties. We suggest that it is time to rethink this situation and bring all the processes together under one policy with one office to administer it all. This will bring clarity to our enforcement strategy and allow for task specific, professional training for those administering the new policy instead of the current part-time, quasi amateur approach.

The first process is set out in the Student Conduct Code for the handling of complaints of sexual misconduct involving students and is our response to the demands of Title IX. This process is part of the Student Conduct Code found in Chapter 8 of the Board policies and was adopted by the Board last year. In evaluating our first year of handling student sexual misconduct cases under the Student Conduct Code, it became clear that we need to enhance our efforts in this area to meet the OCR's Title IX requirements.

A second process is contained in a Sexual Harassment policy and was adopted administratively for the express purpose of adjudication of sexual harassment complaints, only. Under this policy, a separate Board hears and decides cases but only for Sexual Harassment matters. This Board is alluded to in section 15.010 of the Board Code of Policies and it is this Sexual Harassment Hearing Board that would be eliminated by this Resolution. That is why we are seeking the language change in that Board policy. The Board's policy defines sexual harassment and makes various policy statements on the subject and largely delegates to the President the responsibility for establishing the actual process but it specifically calls for the establishment of the Sexual Harassment Hearing Board. We are desirous of adopting a new administrative policy that would employ a hearing panel for all types of discrimination complaints. Therefore, the Sexual Harassment Board will no longer be needed. In anticipation of this new policy (still in the drafting phase but near completion) we are recommending that the reference to the Sexual Harassment Board be removed from Board policy which will allow the President to adopt the new administrative policy and create a new hearing process for sexual harassment and other claims. The Sexual Harassment Board is presently constituted and in place but, fortunately, little used. The rest

of the Board's Sexual Harassment Policy will remain in effect. The only change will be the elimination of the Sexual Harassment Board so that its responsibilities can be covered in a new policy.

A third process is contained in a Grievance Procedure which was adopted administratively to provide a means for the receipt and handling of all forms of discrimination complaints. This process provides for its own adjudication of these complaints. This Grievance Procedure was adopted at the insistence of the Department of Education, Office of Civil Rights in response to the recent OCR complaint which we settled. They demanded that we have one policy for the receipt and processing of complaints relating to discrimination in all its forms. They did not require that we drop the sexual misconduct provisions from the Student Conduct Code or that we eliminate the Sexual Harassment Hearing Board process but essentially required that we establish a parallel process for those who might want to use it. This Grievance Procedure seems like the best candidate for a consolidation approach since it has already been approved by OCR.

As we draft a new policy, we are looking to use the newly adopted University of Missouri (MU) policy as a model. As you are aware, MU has been the object of great controversy in the area of protection of students from sexual misconduct. As a result, that institution has completely rewritten their policies regarding student sexual misconduct. Their new policy has been thoroughly vetted by their legal staff and also by outside counsel with a national reputation for expertise in this field. After we complete the draft of our new policy, we may choose to have our plan vetted, also, since we are adding other components to our policy.

It seems grossly inefficient for an institution our size to have so many different processes in place to handle very similar issues. Our attention to these three areas is fragmented and confusing to anyone trying to use any of the various policies. The new administrative policy will provide that all discrimination, sexual misconduct and sexual harassment complaints will be processed and adjudicated through one common procedure.

Chapter 15 of the Code of Policies, section 15.010, addresses the issue of sexual harassment within the University Community. Section 15.010.4 titled "Procedures" provides that the President will establish a Sexual Harassment Board to hear cases and further provides that the President will act as final authority on appeals from Hearing Board decisions. It is this provision that is the object of attention in the proposed Resolution.

In summary, then, the University has a process through the Student Conduct Code for hearing complaints relating to Sexual Misconduct on the part of students (Title IX issues); a second process under Chapter 15 for sexual harassment complaints; and a third Grievance Procedure adopted in response to demands of the Department of Education, Office of Civil Rights for the hearing of all manner of discrimination complaints.

Under discrimination law, sexual harassment and sexual misconduct both fall into the general legal realm of improper discriminatory behavior. At this time, each of these three areas implicates its own investigative, hearing and appeals process. We are recommending that these matters be combined under one process where the matters will be handled under the same process for all and provide the same rights to a hearing and appeal for all.

In response to our first year of experience with handling student sexual misconduct through the student conduct code, we now realize that there is a need to devote more resources to this issue while we streamline our processes in the other areas. We are currently working on a policy that will combine all

these areas into one for processing of complaints and will have its own hearing and appeal process. The new hearing and appeal process will not utilize the Sexual Harassment Board which means that those provisions of Section 15.010.4 should be modified to eliminate reference to that Board and to allow the President to cover these matters in the new policy. Under the new, anticipated policy, sexual misconduct will be removed from the student conduct code and placed under the new procedure. Finally, by subsuming the current Grievance Procedure into the new policy we can combine these three areas into one, allowing us to focus our resources more effectively and do a better job of responding in all three areas.

This resolution is but one step in the process of combining our processes into one. Later, we will be asking the Board to remove the Sexual Misconduct provisions from the Student Conduct Code as they will no longer be needed after the new policy is in place. It is our plan to complete this entire process before the start of the fall semester to avoid a changeover during mid-semester, if possible. Since the new policies are not yet in place, we recommend that this change to Chapter 15 take effect prospectively upon the approval and adoption of the new policies by the President. This will avoid any possible “lapse” in coverage for sexual harassment issues but will allow us to move expeditiously when the time is right.

## RECOMMENDED ACTION

BE IT RESOLVED, that section 15.040.4 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 *[brackets and in bold italics]*. Any verbiage that would be added to this section is shown in **(parenthesis and in bold underlined type)**; and

BE IT FURTHER RESOLVED, that this Resolution will become effective at such time as the President approves and adopts new policies for the disposition of sexual harassment complaints.

15.010. Sexual Harassment. The policy regarding sexual harassment is set forth in the following manner.

15.010.1. Purpose. The University is committed to the advancement of knowledge, to freedom of thought and inquiry, and to the personal, social, and intellectual development of its students. The University has a professional and ethical responsibility to provide a healthy living, learning, and working environment and a climate of academic freedom for all its members—students, faculty, and staff. To foster educational development and promote true academic freedom, the University requires an environment in which no person is intimidated, exploited, or coerced. These goals cannot be attained where sexual harassment exists. This policy is designed to promote behavior that supports personal and social development in an environment that fosters academic performance and intellectual growth. Its purpose is to ensure the academic freedom of everyone while protecting the rights of all.

15.010.2. Definition.

1. Sexual harassment is a form of sex discrimination which may violate Title VII of the Civil Rights Act of 1964 (employee rights) or Title IX of the Education Amendments of 1972 (employee and student rights). The following definition adapts the 1980 Equal Employment Opportunity Commission guidelines to the academic setting.

2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission is made an express or implied term or condition of employment or status in a class, program, or activity;
  - b. Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course);
  - c. The conduct may unreasonably interfere with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.
3. Both men and women can be sexually harassed. Sexual harassment can occur between equals, but most often occurs in situations where one person has power over another.

- 15.010.3. Coverage. This sexual harassment policy applies to all members of the University community: students, faculty, and staff, in both on-campus and off-campus settings, when involved in University employment, classes, programs, or activities.
- 15.010.4. Procedures. Alleged sexual harassment shall be dealt with through procedures, both formal and informal, to be established by the President of the University. *[A Sexual Harassment Board to conduct hearings on alleged violations shall be included in the formal procedure. The procedures also shall include an appeal process with the President of the University to decide the final appeal and to act on behalf of the Board of Governors.]* **(The procedures established by the President shall include provisions for hearings and appeals.)**
- 15.010.5. Sanctions. Violations of this policy on sexual harassment shall be subject to a variety of sanctions, including formal reprimand, reassignment, probation, suspension, or dismissal.
- 15.010.6. Retaliation Prohibited. Retaliatory action of any kind against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment is prohibited. Retaliatory action shall be regarded as a separate and distinct cause for complaint under this policy and any other applicable policies.
- 15.010.7. Malicious Complaints. If it is determined that a report or complaint of sexual harassment is totally without foundation, and if there is evidence of malicious intent, the unfounded report or complaint shall be a violation of this policy, and the reporter or complainant shall be subject to disciplinary action under this policy and any other applicable policies.
- 15.010.8. Prevention. The best tool for eliminating sexual harassment is prevention. This sexual harassment policy seeks to emphasize the need for, first, prevention and second, elimination of offending behaviors rather than only response to crises and punishment. The keys to successful prevention are campus-wide education and wide dissemination of information on the University's policies and procedures as well as the nature of sexual harassment.
- 15.010.9. General Responsibility. Preventing sexual harassment is the responsibility of all members of the campus community. Students, faculty, and staff should educate themselves about the range of behavior included within the definition and should become sensitive to the potential impact of various actions, however intended, on others. All members of the campus community should become informed about their rights and responsibilities.
- 15.010.10. Specific Responsibility.
1. All supervisory personnel of the University are responsible for understanding and upholding this policy on sexual harassment. The President of the University shall be

responsible for the implementation of campus-wide educational programs on prevention of sexual harassment, as well as informal and formal means of dealing with alleged sexual harassment.

2. EEOC guidelines stipulate that:

An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

3. While all members of the campus community should work to eliminate prohibited behaviors from their own actions and to create an environment free of sexual harassment and intimidation, academic deans, supervisors, and administrators have a special responsibility for preventing and/or responding to instances of sexual harassment.

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Vote: Aye \_\_\_\_\_  
Nay \_\_\_\_\_

**ITEM H**  
**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 August 2015 Meeting

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

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



Housing charges for next fiscal year  
Selection of officers for 2016 calendar year  
Annual board committee appointments  
Annual foundation board appointments  
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

#### April 2016 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  
Depository 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

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

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 2016 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

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.)

**ITEM I**

**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, August 1, 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:

- Friday, October 9, 2015;
- Saturday, December 5, 2015;
- Saturday, February 6, 2016;
- Saturday, April 9, 2016; and
- Saturday, June 11, 2016.

Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
 Vote: Aye \_\_\_\_\_  
 Nay \_\_\_\_\_

**ATTACHMENT**

Calendar of Events June 2015 – June 2016

## CALENDAR OF EVENTS

June 2015 - June 2016

### 2015

June	12	Board of Governors Dinner, Hannibal, MO
	13	<b>BOARD OF GOVERNORS MEETING/RETREAT, Hannibal, MO</b>
July	4	Independence Day
August	1	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	15	Fall Semester Begins with Truman Week
September	7	Labor Day
	19	Family Day
	19	Home Football - Missouri S & T
	26	September Showcase
October	5-10	Homecoming Week
	9	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	10	Home Football - Southwest Baptist
	15-16	Mid-Term Break
November	7	Home Football - St. Joseph's College
	7	November Showcase
	14	Home Football - McKendree University
	26	Thanksgiving
December	5	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	12	Winter Commencement, 11:00 a.m.
	25	Christmas Day

### 2016

January	1	New Year's Day
	11	Spring Classes Begin
	18	Martin Luther King Day
	23	January Showcase
February	6	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
March	7-11	Mid-Term Break
	19	Senior Showcase
	28	Spring Break

April	<b>9</b>	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	9	Foundation Board Meeting and Banquet (Tentative)
	19	Student Research Conference
	17-19	Association of Governing Boards National Conference on Trusteeship (Washington, D.C.)
	23	Junior Showcase
May	7	Spring Commencement, 2:00 p.m.
	30	Memorial Day
	31	Summer School Begins
June	<b>11</b>	<b>BOARD OF GOVERNORS MEETING/RETREAT (TENTATIVE DATE)</b>

**ITEM J**  
**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

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 \_\_\_\_\_