

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 1

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

The Board of Governors for Truman State University met on Saturday, June 14, 2014, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union. The open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, Susan Plassmeyer.

Participating in the meeting were all seven voting members: Sarah Burkemper, Cheryl J. Cozette, Karen Haber, Mike LaBeth, Jim O'Donnell, Susan Plassmeyer and Matthew W. Potter.

Also participating in the meeting were two of the three non-voting members. Kelly Kochanski, student representative, participated by conference call. David Lee Bonner, one of the two out-of-state members, participated in person. Michael A. Zito, the other out-of-state member, was absent from the meeting due to another commitment. The absence of Michael A. Zito was recorded as excused.

Call to Order and Chair Report

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

Minutes for Open Sessions of Meetings on April 12 and May 19, 2014

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open sessions of the meetings on April 12 and May 19, 2014, be approved.

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

President's Report

Dr. Troy D. Paino, University President, shared a selected engagements report summarizing his external and internal relations activities from April 12 through June 13, 2014. He began his remarks with a legislative report. He reported on the 3rd Annual Governing Board Forum hosted by the Coordinating Board for Higher Education (CBHE), and he expressed his appreciation to Governors Plassmeyer and Cozette for their participation in the event. He reviewed a number of bills passed at the end of the legislative session, reported on the recent state appropriations withholding for fiscal year 2014, and provided an update on the fiscal year 2015 state budget. As part of the legislative report, Governor Plassmeyer reported that Missouri Governor Jay Nixon recently signed House Bill 1603, a measure that becomes law on August 28, designating the jumping jack as the official state exercise in honor of General John J. Pershing. She noted that Truman's distinguished alumnus and American hero is credited with inventing the jumping jack as a training drill for cadets when he taught at West Point in the late 1800s. President Paino shared an updated enrollment report for the incoming freshman class, and he highlighted a number of discussions and initiatives taking place on campus in regard to long-term enrollment and retention goals and the desire to incentivize on-campus housing. He noted that Governor Zito requested a discussion on campus safety at the Board's next Academic and Student Affairs Committee meeting, and he welcomed and formally introduced Dr. Susan L. Thomas, recently named Executive Vice President for Academic Affairs who will begin her duties at Truman on July 21.

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 2

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

Faculty Senate Report

John W. Bohac and Dr. Vaughan Pultz, Faculty Senate President for 2013-14 and 2014-15, provided the annual Faculty Senate Report. Following the conclusion of the report, President Paino and the members of the Board expressed their appreciation to Professors Bohac and Pultz for their outstanding service to the University.

Finance and Auditing Committee Report

Sarah Burkemper, chair of the Finance and Auditing Committee, provided a report on the committee meeting held on the morning of June 14.

Financial Report

Sarah Burkemper provided a review of the financial reports of the University, which included a review as of April 30, 2014, of education and general revenues and expenditures and auxiliary systems revenues and expenditures, and a review as of April 30, 2014, of the Truman State University Foundation revenues and expenditures.

Academic and Student Affairs Committee Report

Karen Haber, chair of the Academic and Student Affairs Committee, reported that the June meeting had been cancelled due to the absence of committee members.

Budget and Capital Projects Committee Report

Jim O'Donnell, chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on the morning of June 14.

Construction Projects Report

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

Contracts for Construction/Technology Projects Report

Jim O'Donnell reported that no construction/technology projects totaling \$25,000 to \$50,000 had been approved since the last meeting of the Board.

Construction Project – General Services Building Chiller Replacement

Cheryl J. Cozette 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>
General Services Building Chiller Replacement	\$53,000

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.

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 3

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

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

State Capital Improvement and Maintenance Request

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that the FY 2016 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 \$120,294,000 for FY 2016 thru FY 2020, be attached to the minutes as an exhibit; and

BE IT FURTHER RESOLVED that the President of the University is authorized to review 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.

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

Equipment Purchase

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the purchase of the following item of equipment be approved:

<u>Description</u>	<u>Cost</u>
Natatorium Men's and Women's Lockers	\$60,000

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

Union Agreement Renewal

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

BE IT RESOLVED that the proposed changes in the renewal of the 2014-2016 Memorandum of Agreement for Unit 1 by and between Truman State University and Laborers' International Union of North America, Local No. 773, as highlighted in the attached document, be approved; and

BE IT FURTHER RESOLVED that the President of the University be authorized to execute a new memorandum of agreement for Fiscal Year 2015 and Fiscal Year 2016 with an incorporation of the recommended changes; and

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 4

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

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

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

Operating Budgets FY 2015

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that the "Operating Budgets for Fiscal Year 2015" be approved and adopted for the 2014-2015 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.

The motion was seconded by Cheryl J. Cozette and carried by a unanimous vote of 7 to 0. Susan Plassmeyer declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit D.

Salary Policies FY 2015

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the following salary and wage policies for the 2014-2015 Fiscal Year be approved:

- 1) 2014-2015 Policy for Faculty and Exempt Staff Salaries;
- 2) 2014-2015 Policy for Hourly Personnel Wage Rates;
- 3) 2014-2015 Policy for Unit I Wage Rates; and
- 4) 2014-2015 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.

The motion was seconded by Karen Haber and carried by a unanimous vote of 7 to 0. Susan Plassmeyer declared the motion to be duly adopted, and the Secretary designated a copy of the four documents as Exhibit E.

Board Policy Review Committee Report

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

Resolution Amending a Portion of Chapter 2 of the Code of Policies of the Board of Governors Pertaining to Mission Statement

Mike LaBeth moved the adoption of the following resolution:

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 5

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

BE IT RESOLVED that Section 2.020 of the Code of Policies of the Board of Governors entitled Mission Statement, is hereby amended by the deletion of the language shown in [italics, enclosed by brackets and underlined]:

2.020. Mission Statement. The current mission of the University is stated in the following manner.

[Truman State University is committed to the advancement of knowledge, to freedom of thought and inquiry, and to the personal, social, and intellectual growth of its students. The University strives to identify and maintain a recognized standard of excellence in all of its educational activities.]

The mission of Truman State University is to offer an exemplary undergraduate education to well-prepared students, grounded in the liberal arts and sciences, in the context of a public institution of higher education. To that end, the University offers affordable undergraduate studies in the traditional arts and sciences, as well as selected preprofessional, professional, and masters level programs that grow naturally out of the philosophy, values, content, and desired outcomes of a liberal arts education.

[The highest goals of a liberal arts education are to ignite the individual's curiosity about the natural and social universe and then aid him or her in developing the skills and personal resources to channel knowledge into productive, satisfying activity. In pursuing these goals, the University seeks to cultivate in its students

- intellectual integrity, celebration of difference and diversity, informed ethical values, and courageous aspiration toward the best for oneself, one's family, one's society, and the world;
- a sense of the joys and uses of creative and critical thought, including skills of intellectual problem-solving through effective reading and research, clear writing, and articulate speech; and
- the willingness and ability to exercise personal and intellectual leadership in his or her chosen field of endeavor.

The University will achieve its mission through emphasizing and supporting excellence in teaching, in pure and applied research, and in public service consistent with the educational emphasis and goals of the University. In fulfilling this mission, Truman State University recognizes its duty to:

- maintain a student-centered and student learning-centered living and learning environment that will attract, nurture, and challenge diverse, outstanding students;

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 6

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

- prepare its students to succeed in rigorous professional and graduate programs;
- provide a physical environment and support services that will help members of the University achieve their educational goals and enhance their social and physical development, and that will further serve as a source of pride to the University, the alumni, the community, and the state;
- offer services to the community, the region, and the state in the areas of research and public service that are natural outgrowths of the academic mission of the University, and strive to ensure that the University serves as a cultural resource for the broader community of which it is an integral part;
- develop and maintain sources of public and private support, and merit such continued support through public accountability for the quality of its programs and the utilization of its resources; and
- provide appropriate encouragement and recognition of each member of the University community who contributes to the fulfillment of the University's goals.]

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

Resolution Amending Chapter 9 of the Code of Policies of the Board of Governors Pertaining to Fiscal and Business Affairs – General

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

BE IT RESOLVED that Chapter 9 of the Code of Policies of the Board of Governors entitled Fiscal and Business Affairs – General, is hereby amended by the deletion of the language shown in [italics, underlined and enclosed by brackets] and by the incorporation of the new language shown in **bold type and underlined**:

CHAPTER NINE

FISCAL AND BUSINESS AFFAIRS - GENERAL

Sections:

- 9.010. State Appropriations
- 9.015. Financial Reserves
- 9.020. Annual Budgets
- 9.030. Transfer of Funds
- 9.040. Primary Depositary
- 9.050. Investments

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 7

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

- 9.060. Purchasing and Leasing of Equipment and Supplies
- 9.070. Procurement of Contracted Services
- 9.075. Audit Committee Charter
- 9.080. Contracts for Construction Projects
- 9.090. Change Orders for Construction Projects
- 9.100. Land Acquisitions
- 9.110. Governmental Relations
- 9.120. Execution of Contracts and Documents
- 9.130. Conflict of Interest
- 9.140. Annual Audits
- 9.150. Records Management

9.010. State Appropriations. The Board of Governors decides each year on the amount of funds to be requested as appropriations for operating expenses and capital projects in the next session of the state legislature.

9.015. Financial Reserves. Financial reserves need to be maintained at adequate levels to provide cash flow and to guard against future operating losses.

9.015.1 Target Levels. The targets for such financial reserves are 20 percent of annual operating costs for the Education and General Fund and 44 percent of annual operating costs for the Auxiliary Fund. For purposes of determining financial reserves pursuant to this section, operating costs are defined to include unrestricted costs. Excluded from this calculation will be one-time appropriations for designated purposes, 50 percent of equipment costs, "flow through" funds such as Study Abroad trip fees, and 3 percent of the General Revenue operating appropriation. The financial reserves for the Education and General Fund are computed by adding the Education and General share of the unrestricted balances in the Current Fund, the fund balance of the Quasi-Endowment Fund, and the unexpended balances in the Plant Fund. The financial reserves for the Auxiliary Fund are computed by adding the Auxiliary share of the same balances.

[9.015.2 Interim Provision. It is recognized that the desired increase in the financial reserves for the Education and General Fund must be gained through annual increments and that the target of 20 percent will not be achieved for several years following the adoption of such target in December 1992.]

9.020. Annual Budgets. The Board of Governors establishes budgets each year for the receipt and expenditure of funds. The annual operating budgets for educational and general funds and auxiliary funds normally are approved at the regular meeting in June of each year. The capital budget for state appropriated funds normally is approved at the regular meeting in June, when such funds are separately appropriated, and the capital budget for local funds normally is approved in December of each year. The President of the University, and his or her designees, may approve expenditures up to the total amount of each of the four budgets approved by the Board, but they may not approve expenditures in excess of the total amount budgeted for

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 8

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

expenditures in the applicable budget. The educational and general budgets are developed in accordance with the following guidelines.

- 9.020.1 Academics. The commitment to high quality academic programs requires sufficient financial support, and the goal is to allocate approximately 65 percent of unrestricted and undesignated funds to the state-defined categories of Instruction, Research, and Academic Support on an annual basis.
- 9.020.2 Research. The interest in research as a component of active learning also requires financial support, and the goal is to allocate one percent of unrestricted and undesignated funds to the state-defined category of Research on an annual basis. The one- percent goal for Research in this subsection is a part of the 65 percent goal for Instruction, Research, and Academic Support in the preceding subsection.
- 9.020.3 Enrollment Fees. The stated objective for the University to be an "affordable alternative of a select public liberal arts institution that focuses on undergraduate education with high standards" limits student enrollment fees to competitive levels, and the goal is to target unrestricted and undesignated student enrollment fees at approximately 35 percent of the total operating budgets after subtraction of academic scholarships and experienceships and athletic grants-in-aid. It is acknowledged that such student enrollment fees cannot be held in the 35 percent range when state appropriations do not keep pace with inflationary cost increases and when student expectations for high quality services cannot be met without enrollment fees above the targeted level.

[9.030. Transfer of Funds. The Board of Governors authorizes the transfer of funds between accounts from time to time as needed for sound financial practices. As an interim measure, the President of the University is authorized to transfer from the Current Fund to the Plant Fund, on an annual basis, amounts of up to 90 percent of the Current Fund's excess of revenues over expenditures for the 1992 and 1993 fiscal years.]

- 9.040. Primary Depository. The Board of Governors selects a primary depository for University funds on a biennial basis. [The selection is made in odd numbered years.] No funds are to be deposited in any banking institution in which any member of the Board or other officer of the University is at the time of such deposit the owner of any shares of stock of such bank or an officer or employee thereof. The University depository must safeguard the University deposits by either pledging collateral securities or by providing an irrevocable letter of credit. If the deposits are safeguarded by the pledge of collateral securities, such collateral securities must have a market value of at least 110% of the amount of deposit, less the amount insured by the Federal Deposit Insurance Corporation. If the deposit is safeguarded by the issuance of an irrevocable letter of credit, such irrevocable letter of credit must be given by a financial institution acceptable to the University for an amount equal to the total amount of the deposits.
- 9.050. Investments. The investment of funds is handled in the following manner. This section may be referred to as the "Investment Policy."

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 9

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

- 9.050.1 Scope. This policy applies to the investment of all financial assets of the University eligible for investment and which are accounted for in the University's annual financial reports.
- 9.050.2 Delegation of Authority. The statutes of the State of Missouri, Chapters 172 and 174 (Section 174.630 R.S. Mo) (1995), authorize the Board of Governors to manage the University's investment program. Deposit and investment of state funds must comply with Article IV, Section 15 of the Missouri Constitution and Chapters 30 and 110 of the Revised Statutes of Missouri. The Board of Governors hereby delegates responsibility for the management of the investment program and written procedures for the operation of the investment program to the President of the University. The Treasurer has the authority to receive and disburse funds of the University.
- 9.050.3 General Investment Objectives. The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.
1. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - A. Credit Risk. Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The University will manage credit risk by:
 - Establishing minimum credit ratings for each non-government security type.
 - Implementing a credit review and approval process, or hiring an outside registered investment advisor that has such a process.
 - Diversifying the portfolio to reduce the risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or type of securities.
 - B. Interest Rate Risk. Interest rate risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. It is recognized that all fixed-income investments carry some interest rate risk, and that longer maturities have greater volatility than shorter maturities. The University will manage interest rate risk by:
 - Maintaining adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.
 - Establishing maximum individual investment maturity (or duration) and maximum portfolio average maturity (or portfolio duration) limits.
 - Structuring the investment portfolio so that securities mature to meet expected cash requirements for ongoing operations, seeking to avoid the need to sell securities prior to maturity.

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 10

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). The portfolio may be placed in repurchase agreements or other investment options that offer same-day liquidity.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the University's investment risk constraints and liquidity needs. The University may establish a performance benchmark to evaluate performance; however, return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to securities considered relatively low risk in anticipation of earning a fair return relative to the risk being assumed.

9.050.4 Standards of Care

1. Prudence. All University officers and employees involved in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
2. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the University.

9.050.5 Safeguards and Controls

1. Internal Controls. The President is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the University's independent auditor. The internal control structure shall be designed to ensure that the assets of the University are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. Procedures should include

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 11

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion
 - Separation of transaction authority from accounting and record keeping
 - Custodial safekeeping
 - Avoidance of physical delivery of securities
 - Clear delegation of authority to subordinate staff members or an outside investment advisor
 - Written confirmation of transactions for investments and wire transfers
 - Development of a wire transfer agreement with the lead bank and third party custodian
2. Third-Party Safekeeping. Securities will be held by an independent third-party safekeeping institution selected by the University. All securities will be evidenced by safekeeping receipts in the University's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011.).
3. Delivery vs. Payment. All trades, where applicable, will be settled on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the University's safekeeping accounts prior to the release of funds. All securities shall be perfected in the name of or for the account of the University and shall be held by a third-party custodian as evidenced by safekeeping receipts.
4. Sales Prior to Maturity. Securities may be sold prior to maturity for the following reasons:
- To meet unexpected liquidity needs,
 - To reduce credit risk or minimize loss of principal,
 - As part of a security swap that would improve the quality, yield, or expected return of the portfolio,
 - To adjust or rebalance the portfolio to be in compliance with policy guidelines, to better match expected cash flows, to better match the target portfolio duration, or to better match a designated performance benchmark.
5. External Management of Funds. Investment through an external registered investment advisor, programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

9.050.6 Authorized Investments

1. Investment Types. The following security types are authorized for the investments of funds by the University:
 - A. United States Treasury Securities – U.S. Treasury and other government obligations that carry the full faith and credit of the United States for the payment of principal and interest. This includes investment in Treasury bills, notes, bonds, strips, and Treasury inflation protected securities (TIPS).
 - B. United States Agency Securities - Obligations, participations, or other instruments issued or guaranteed by any U.S. government agency, instrumentality, or government sponsored enterprise (GSE). This includes investment in coupon issues, zero coupon issues and strips, discount notes, callables, step-up coupons, floating-rate coupons, and mortgage-backed securities.
 - C. Repurchase Agreements - Repurchase agreements between the University and a commercial bank or primary government securities dealer. Investment in repurchase agreements must be covered by a signed master repurchase agreement substantially of the standard form designated by SIFMA. Acceptable collateral includes only securities in A. and B. above, and must be collateralized at a minimum of 102%.
 - D. Collateralized Public Deposits (Certificates of Deposit) -- Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as described in §§ 110.010 - .020, RSMo.
 - E. Bankers' Acceptances - Time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. The University may invest in bankers' acceptances issued by domestic commercial banks rated A-1, P-1, or the equivalent by at least two nationally recognized statistical rating organizations (NRSROs). Purchases of bankers' acceptances may not exceed 180 days to maturity.
 - F. Commercial Paper - Commercial paper rated A-1, P-1, or the equivalent by at least two nationally recognized statistical rating organizations. Eligible paper is further limited to issuing corporations that have a total commercial paper program size in excess of \$500,000,000 and have long term debt ratings, if any, of "A" or better from at least one NRSRO. Purchases of commercial paper may not exceed 270 days to maturity.
 - G. Negotiable Certificates of Deposit – Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a federally- or state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "A-", its equivalent, or better by two nationally recognized statistical-rating services.

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 13

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

- H. Corporate Bonds – Investment grade corporate bonds, rated A- or better by at least two nationally recognized statistical rating organizations (NRSROs).
 - I. Money Market Mutual Funds – Registered money market mutual funds that adhere to SEC rule 2a-7, and are rated AAAM or the equivalent by at least one nationally recognized statistical rating organization.
2. Investment Restrictions and Prohibited Transactions. To provide for the safety and liquidity of the University's funds, the investment portfolio will be subject to the following restrictions:
- Borrowing for investment purposes ("leverage") is prohibited.
 - Reverse repurchase agreements are prohibited.
 - Investments in complex derivatives are prohibited. Prohibited investments include inverse floaters, leveraged floaters, mortgage-backed IOs and POs, equity- or currency-linked securities, options, futures, swaps, caps, floors, and collars.
 - Contracting to sell securities not yet acquired (short sale) is prohibited.
 - Investment in any form of mutual fund, other than registered money market mutual funds, is prohibited.
3. Collateralization. Collateralization will be required on three types of investments: certificates of deposit, repurchase agreements and Letters of Credit from the Federal Home Loan Bank. The market value (including accrued interest) of the collateral should be at least 100%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution, must be safe kept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five business days from the settlement date.

The University shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the University's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

4. Repurchase Agreements. The securities for which repurchase agreements will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve Fedwire book entry system. Securities will be delivered to the University's designated Custodial Agent either on

a delivery vs. payment basis or through a tri-party arrangement.

9.050.7 Additional Limitations

1. Security Type Limits. Investments shall be diversified, subject to the following maximum allocations per security type:
 - U.S. Treasuries and securities guaranteed by the U.S. Government.....no limit
 - Collateralized time and demand deposits.....no limit
 - U.S. Government agencies, instrumentalities and government sponsored enterprises.....no limit
 - U.S. Government agencies callable securities.....no more than 30%
 - Collateralized repurchase agreements.....no limit
 - Commercial paper, bankers' acceptances, and negotiable certificates of deposit (combined).....no more than 50%
 - Corporate Bonds.....no more than 25%
 - Money Market Mutual Funds..... no more than 20%
2. Maximum Maturities. To the extent possible, the University shall attempt to match its investments with anticipated cash flow requirements. No investment shall have a maturity longer than 5 years from the date of settlement. Investments are subject to the following maximum maturities:

• U.S. Treasuries	5 years
• U.S. Government Agencies	5 years
• Repurchase Agreements	90 days
• Bankers' acceptances	180 days
• Commercial paper	270 days
• Corporate Bonds	5 years
• Negotiable CDs	5 years

The University's portfolio shall have a duration consistent with its investment and liquidity objectives, and a maximum duration of 3 years. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as bank deposits, overnight repurchase agreements or money market mutual funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Issuer Limit. No more than 5% of the total market value of the portfolio may be invested in any one non-government issuer. Investments in bankers' acceptances, commercial paper, corporate bonds, and negotiable CDs will be combined to determine aggregate exposure.

9.050.8 Reporting

1. Methods. The Treasurer shall prepare an investment report at least quarterly,

including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the University to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Board of Governors of the University. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
 - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually.]
 - Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
 - Listing of investment by maturity date.
 - Percentage of the total portfolio which each type of investment represents.
 - Listing of each financial institution and security broker/dealer handling University investments.
 - Copies of the most recent statements from each financial institution and security broker/dealer handling University investments.
2. Performance Standards. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should seek to obtain a market average rate of return over a full market/economic cycle. A benchmark may be established against which portfolio performance shall be compared on a quarterly basis.
3. Marking to Market. The market value of the portfolio shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least annually to the Board of Governors of the University. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.
4. Credit Downgrades. Credit ratings should be monitored on a regular basis. The University or its investment advisor shall review any downgrades below the minimum ratings guidelines and recommend an appropriate course of action.

9.050.9 Policy Considerations

1. **Annual Review** *[Exemption. Any investment held as of the date of the adoption of this policy that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.]* The policy shall be reviewed annually by the Investment Officer, as designated by the President of the University, and recommended changes will be presented to the Board of Governors for

TRUMAN STATE UNIVERSITY

Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 16

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

consideration.

- 9.060. Purchasing and Leasing of Equipment and Supplies. Purchasing and leasing of equipment and supplies for the University is conducted in accordance with state statutes and guidelines established by the state purchasing office. The President of the University, and his or her designees, are authorized to establish internal policies and procedures for such purchases and leases, and the employees designated in such policies and procedures may execute purchases and leases on behalf of the University. Approval of the Board of Governors is required for the purchase or lease of any single item of equipment for which the cost is [\$25,000] \$100,000 or more. **When the President authorizes a purchase pursuant to this section which costs more than \$25,000 but less than \$100,000, the President shall report such action to the Board of Governors at its next regular meeting.**
- 9.070 Procurement of Contracted Services. The procurement of contracted services for the University is conducted in accordance with state statutes and guidelines developed by the state purchasing office. The President of the University, and his or her designees, are authorized to establish internal policies and procedures for the procurement of such contracted services and the employees designated in such policies and procedures may procure such services for the University. Approval of the Board of Governors is required for the selection of the contractors to provide the following services: annual audit of financial records; primary depository for checking accounts; food service for residence halls and student union; operation of Campus Bookstore; architectural, engineering, and land surveying services; information technology services; construction projects costing [\$50,000] \$100,000 or more; and consulting projects for which the cost is expected to exceed [\$5,000] \$10,000 and for which less than three proposals are received from qualified consultants. When the President of the University authorizes a construction project costing more than \$25,000 but less than [\$50,000] \$100,000, the President shall report such action to the Board of Governors at its next regular meeting.
- 9.075. Audit Committee Charter

DELEGATION OF AUTHORITY. Pursuant to Article IV of the Bylaws of the Board of Governors, the Board hereby creates a standing committee of the Board of Governors to be known as the Audit Committee and delegates such authority to the Audit Committee as is set forth herein below and directs that such delegation of powers be recorded among the actions of the Board.

ORGANIZATION. The Audit Committee of the Board of Governors shall be a standing committee consisting of at least three members, with at least two members from the Board of Governors. An outside member may be selected by the Board Chair to provide financial expertise for the committee. The Audit Committee members and committee chair shall be appointed by the Chair of the Board of Governors and shall be subject to reappointment or replacement at the discretion of the Board Chair.

RESERVATION OF AUTHORITY. Pursuant to section 9.070 of the Board of Governors Code of Policies, the Board reserves to itself the authority to select an independent accountant to

TRUMAN STATE UNIVERSITY

Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 17

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

perform the annual audit of financial records. Further, the Board of Governors reserves the authority to adopt policies for the University pertaining to the audit function.

PURPOSE. The Audit Committee will assist the Board in matters relating to the audit function by serving as a working contact point between the full Board of Governors and the University auditors retained by the Board; by serving as a direct channel of communication between the Board and the independent auditor; and by serving as an informed voice on the Board by communicating the audit perspective when related issues are brought before the Board.

DUTIES. The Audit Committee will receive reports and recommendations directly from the independent auditors. The Audit Committee will offer recommendations to the Board regarding approval of the engagement of the independent auditor and related fees for the performance of the annual financial statement audit and federal compliance audits.

The University administration may contract for non-audit services from an independent accountant without prior approval of the Audit Committee or the Board of Governors, provided, however that the cost of such services may not exceed \$5,000 in any fiscal year and provided further that any such contract for services must be reported to the Audit Committee at the next following Audit Committee meeting. Contracts for services costing more than \$5,000 in any fiscal year must be approved by the Audit Committee.

The Audit Committee shall review the annual financial report, including the administration's discussion and analysis, financial statements, footnotes, statistics and disclosures.

The Audit Committee shall review the independent audit results and discuss significant issues of internal control and compliance with the independent auditor and the University administration. The Audit Committee shall monitor the University administration's progress in addressing audit recommendations and shall report its findings to the full Board of Governors.

The Audit Committee is authorized to request supplemental reviews or other audit procedures by the independent auditor or other advisors and budgeted funds shall be made available for this purpose.

The Audit Committee should review the provisions of this policy and recommend changes as needed.

9.080. Contracts for Construction Projects. The awarding of contracts for construction projects is handled in the following manner.

9.080.1 Authorization for Small Projects. For construction projects costing [~~\$50,000~~] **\$100,000** or less, the President of the University, and his or her designees, are authorized to award contracts for such projects when funds for such projects are available through the budgets approved by the Board and the contractors for such projects are selected through normal bidding procedures. When the President of the University awards a contract for a construction project where the value of the contract is greater than

\$25,000 but less than ~~[\$50,000]~~ **\$100,000**, the President shall report such action to the Board of Governors at its next regular meeting.

9.080.2. Authorization for Large Projects. For construction projects costing more than ~~[\$50,000]~~ **\$100,000** the President of the University, and his or her designees, are authorized to award contracts for such projects upon satisfaction of the following requirements for each project:

1. The description and the budgeted amount for the particular project have been approved by the Board;
2. The bids are solicited through normal bidding procedures and two or more bids are received for the particular project;
3. The bidder selected to perform the work for the particular project has submitted both the lowest bid for the base bid and the lowest bid for the total of the base bid and the selected alternates; and
4. The total costs for the particular project, including design fees and construction costs, are within the budgeted amount approved by the Board.

When such conditions are met, the President of the University, and his or her designees, are authorized to award contracts for such construction projects without further authorization of the Board. If such conditions are not met, then the contract awards will require specific approval of the Board, *[either]* at a meeting of the Board *[or through written ballots between meetings]* as described in the following subsection.

9.080.3 Approval Between Meetings. The President of the University may **by conference call meeting of the Board of Governors** obtain approval of construction projects over ~~[\$50,000]~~ **\$100,000** in cost, which do not meet the requirements of the preceding subsection, and which need to proceed without awaiting the next **regular** meeting of the Board, by submitting to the members of the Board the following information for each project: 1) a description of the work for the project, 2) the budgeted amount for the project, 3) a list of bids for the project, 4) a recommendation of the best bidder for the project, and 5) the qualifications of the recommended best bidder. *[Upon receipt of written approvals from a majority of the voting members of the Board, the President of the University, or his or her designee, is authorized to execute a contract with the approved bidder.]*

9.090. Change Orders for Construction Projects. The approval of change orders for construction projects are handled in the following manner.

9.090.1. Authorization. The President of the University is authorized to approve change orders for construction contracts which 1) do not cause major changes in the plans and specifications for the project and 2) do not cause, in conjunction with other previous change orders for the same project, the amended contract price to exceed the original **[contract price] Board approved project budget** by more than ten percent. The approval of the Board of Governors is required for other change orders.

9.090.2 Approval Between Meetings. The President of the University may **by conference call meeting of the Board of Governors**, obtain approval of change orders for construction projects requiring Board approval, which need to proceed without awaiting the next **regular** meeting of the Board, by submitting to the members of the Board the following information for each change order: 1) a description of the proposed changes in the project, 2) the cost of the proposed changes, 3) the original **[contract] Board approved budget** amount for the project, 4) the amended amount of the **[contract] Board approved budget for the project** after approval of the proposed changes and any previous change orders, and 5) the rationale for the proposed changes. [Upon receipt of written approvals from a majority of the voting members of the Board, the President of the University, or his or her designee, is authorized to approve such proposed changes and to execute a change order on behalf of the University.]

9.100. Land Acquisitions. The acquisition and the conveyance of real property requires approval of the Board of Governors.

9.100.1. Proposals for Acquisition. The President of the University recommends the acquisition of land as suitable tracts become available or as necessary for immediate use. Normally, the recommendations by the President are supported by the estimates of market value by one or more competent appraisers.

9.100.2 Approval Between Meetings. The President of the University may **by conference call meeting of the Board of Governors**, obtain approval of real property purchases between **regular** meetings of the Board by submitting to the members of the Board the following information for the recommended purchase of a particular tract: 1) the location and nature of the tract, 2) the appraised value of the tract, 3) the proposed use of the tract, and 4) the negotiated price at which the seller is willing to sell. [Upon receipt of written approvals from a majority of the voting members of the Board, the President of the University, or his or her designee, is authorized to purchase the tract at the prescribed price and to execute a contract with the seller.]

[9.100.3 Land Areas Designated for Expansion. The tracts of land within Area I and Area II, as described below, are needed for public use by the University to provide space for building, parking lots, and recreational areas. The two areas are described as follows:
Area I: An area bounded by Normal Street on the north, First Street on the west,
Patterson Street on the south, and Franklin Street on the east.
Area II: An area bounded by Normal Street on the north, Florence Street on the west,
Patterson Street on the south, and Davis Street on the east.]

[9.100.4 Emergency Acquisitions.

1. The President of the University, or his or her designee, is authorized to secure and keep current appraisals for all of the tracts of land within Area I and Area II which are not owned by the University.
2. The President of the University is authorized to issue emergency offers of purchase, on behalf of the Board, for any of the tracts within Area I and Area II if the

TRUMAN STATE UNIVERSITY

Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 20

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

President of the University finds and determines that the owners are considering substantial improvements for a particular tract or tracts which will materially increase the cost of subsequent acquisition by the University. The amount of an emergency offer of purchase by the President of the University shall be equivalent to the estimated market value of the particular tract as established by one or more competent appraisers.

3. The General Counsel for the University is authorized to institute judicial proceedings to condemn and appropriate for the University any of the tracts of land within Area I and Area II, if he or she finds and determines that good faith negotiations have failed to produce an agreement of purchase with the owner of a particular tract or tracts and if he or she further finds and determines that the owners are about to begin substantial improvements for the tract or tracts which will materially increase the cost of subsequent acquisition by the University.]

- 9.110. Governmental Relations. It is recognized that the University receives assistance from many governmental agencies, and the President of the University, and his or her designees, are authorized to sign and execute applications, contracts, reports, and other documents to receive assistance and/or to work cooperatively with the various agencies and departments of federal, state, and local governments.
- 9.120. Execution of Contracts and Documents. The President of the University may personally sign and execute any and all contracts and other legal documents on behalf of the University for which he or she has express or implied authority under the provisions of the Code. The President also may delegate his or her authority for signature and execution of documents to one or more persons either by name or by title. Provided, however, that all checks and other orders for payments of money, the sale or withdrawal of investments, and the release of collateral securities, require the signatures of two persons at least one of whom shall be one of the Treasurers. The President also may certify the names of the persons authorized by him or her to sign and execute various types of contracts and other documents on behalf of the University, and third persons may rely upon such certificates of legal agency by the President.
- 9.130. Conflict of Interest. No officer or employee may approve a contract on behalf of the University in which the officer or employee has a conflict of interest. Similarly, no officer or employee may actively participate in the selection of a prospective employee, consultant, contractor, supplier, or vendor for the University without disclosing to his or her supervisor any personal friendship, business association, or family relationship which the officer or employee may have with the prospective selectee or with any member of the selectee's firm or company. Such disclosure should be made at the earliest possible time and, in all cases, prior to the actual selection.
- 9.140. Annual Audits. The Board of Governors selects a certified public accounting firm to conduct an audit of the financial records of the University on an annual basis. The services to be provided by the accounting firm are determined in the selection process. Representatives of the firm meet with the Board prior to the beginning of the audit in each year, and the firm submits its report

TRUMAN STATE UNIVERSITY

Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 21

OPEN SESSION
OF MEETING ON
JUNE 14, 2014

directly to the members of the Board of Governors, the President of the University, the Treasurer, and the State Auditor.

- 9.150 Records Management. It is the desire of the Board of Governors to establish a records management policy in order to provide for the appropriate preservation, management and disposition of all "University Records," which term includes all records of the Truman State University Foundation. It is the intention of the Board of Governors to maximize the efficient use and maintenance of University Records that the University creates or receives in the conduct of business; to ensure that University Records provide adequate and proper documentation of and accountability for the actions of the University; to provide proper and prompt disposal of University Records which have no further useful value; and to ensure the identification and continued preservation of University Records of historical and archival value. To this end, the University Board of Governors, the Foundation Board of Directors and University administrative offices will comply with the General Records Retention Schedule for local government offices as promulgated by the director of records management and archives in accordance with standards established by the Local Records Board pursuant to section 109.200, et.seq, RSMo, known as the "State and Local Records Law." It is acknowledged that the General Records Retention Schedule may be amended from time to time by the state director, and it is the intention of this Board that the University shall comply with the most current version of the General Records Retention Schedule as it may be promulgated by the state director.

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

Resolution Amending a Portion of Chapter 14 of the Code of Policies of the Board of Governors Pertaining to Limitation of Gifts to University Employees

Karen Haber moved the adoption of the following resolution:

BE IT RESOLVED that Section 14.120 of the Code of Policies of the Board of Governors entitled Limitation of Gifts, is hereby amended by the incorporation of the new language shown in **bold type and underlined**:

- 14.120. Limitation of Gifts. No officer or employee should accept any gift or favor, exceeding twenty-five dollars in monetary value, from any person, company or firm which transacts, or wishes to transact, business with the University. This section is not intended to prohibit faculty from receiving examination textbooks or materials relating to possible adoption for class, provided that such textbooks are not to be sold or otherwise transferred for personal profit. Also this section does not prohibit the receipt of advertisement or promotional items on which the name of the advertiser is clearly displayed. **Further, this section does not prohibit the receipt of gifts or favors where (1) such gift or favor is for the substantial benefit of the University and not a personal benefit to the officer or employee and, (2) where such transaction is approved in writing and in advance by the officer's or employee's University supervisor, and (3) where such officer or employee does not influence or attempt to influence the award of any University business to**

such person, company or firm unless all University personnel involved in the award of that University business are advised of such transaction. Supervisors who grant such approval pursuant to this policy shall maintain a written record of such approval and shall share such record with the Business Office. An annual report for all approvals granted pursuant to this policy will be provided to the Board of Governors Audit Committee.

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

Resolution Amending a Portion of Chapter 16 of the Code of Policies of the Board of Governors Pertaining to the University's Statement of Policy Regarding Use of Alcohol on Campus

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that Section 16.030.1 of the Code of Policies of the Board of Governors entitled Statement of Policy and related to the University's policy on Drug-Free and Alcohol-Free Campus, is hereby amended by the deletion of the language shown in [*italics, enclosed by brackets and underlined*] and by the incorporation of the new language shown in **bold type and underlined**:

- 16.030.1. Statement of Policy. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on all property owned or operated by the University, herein referred to as the University campus. The manufacture, distribution, dispensing, possession or use of intoxicating [*liquor*] **beverages** is also prohibited on the University campus, except [*for those times, places, and purposes*] **in accordance with a written policy promulgated, approved and published** by the President of the University, **such policy to describe the times, places and purposes for the distribution, dispensing and possession or use of intoxicating beverages on the University campus.** The presence of persons under the influence of unlawful drugs or intoxicating [*liquor*] **beverages**, regardless of where the use or consumption of such drugs or [*liquor*] **beverages** may have occurred, is also prohibited on the University campus. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment, and any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the University. As a condition of their employment, due to the University's receipt of federal grants, employees of the University, both full-time and part-time, 1) must abide by the prohibition against controlled substances, and 2) must notify the University, no later than five days after their conviction, of any criminal drug statute conviction for a violation occurring on the campus.

BE IT FURTHER RESOLVED that the President's policy shall be disseminated to the Board of Governors prior to its initial publication and implementation.

The motion was seconded by Matthew W. Potter and carried by a unanimous vote of 7 to 0. Susan Plassmeyer 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 for Saturday, August 2, 2014, 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 10, 2014;
Saturday, December 6, 2014;
Saturday, February 7, 2015;
Saturday, April 11, 2015; and
Saturday, June 13, 2015.

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

Agenda Items for Closed Session

Sarah Burkemper moved the adoption of the following resolution:

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

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

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 24

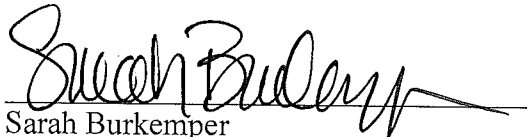
OPEN SESSION
OF MEETING ON
JUNE 14, 2014

knowledge of the transaction might adversely affect the legal consideration therefore; and

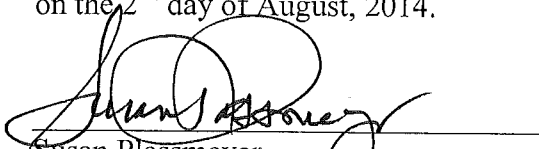
BE IT FURTHER RESOLVED that if any business not covered by the stated reasons for the closed session is raised during the closed session, then this meeting shall be reopened to the public and an announcement about a resumption of the open session shall be made in the hallway outside of the meeting room.

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

The closed session of the meeting began shortly after 2:30 p.m.


Sarah Burkemper
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 2nd day of August, 2014.


Susan Plassmeyer
Chair of the Board of Governors

ITEM G.3**Construction Project – General Services Building Chiller Replacement****DESCRIPTION AND BACKGROUND**

The existing chiller which serves the General Services Building dates from 1978. Currently it requires major repairs which represent a significant portion of the cost for a replacement unit. Truman's Physical Plant staff have researched options and Daikin Applied Ltd. of Minneapolis, Minnesota has a replacement unit which is the correct size, compatible with the existing HVAC system, and much more energy efficient than the current chiller. This unit is already priced through a GSA contract and will not require bidding. The total cost including delivery, installation and parts utilized to tie the chiller into the building system is \$53,000. Funds would be from the FY 2015 Maintenance and Repair Budget.

RECOMMENDED ACTION

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

Project Name

Project Budget

General Services Building Chiller Replacement \$53,000

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.

Moved by _____
Seconded by _____
Vote: Aye _____
Nay _____

ITEM G.4**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 2016 through Fiscal Year 2020.

For FY 2016 to FY 2020, the requested funds are in the following broad categories:

Repair and Renovation	\$109,646,000
New Construction	<u>\$ 10,648,000</u>
	\$120,294,000

1. Baldwin Hall/McClain Hall Project, FY 2016

This renovation project will complete the cycle of academic building updates which began with Violette Hall in 1995. It is designed to update Baldwin (76 years old) and McClain (38 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 the two structures would be replaced with a structure linking the buildings at three levels. Academic departments benefiting from this project include History, Political Science, English, Classical and Modern Languages, Economics, and Philosophy and Religion. Administrative offices would also be reconfigured to meet current needs, and the large auditorium in Baldwin would be renovated.

2. Pershing Phase 2, FY 2016

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 2016

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 and 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.

Board of Governors

June 14, 2014

4. Central Energy Monitory System/Steam Distribution and Condensate Loop, FY 2017

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 2017

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 2017

Renovation of Pickler Memorial Library is needed to meet evolving technology. By 2017 it will be 28 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. Kirk Building Project, FY 2018

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.

8. 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.

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.

FY 2016 State Capital Improvement and Maintenance Request

<u>Project/Facility</u>	<u>Category</u>	<u>Priority</u>	<u>Request</u>	<u>Fiscal Year</u>
Baldwin/McClain	RR	1	\$ 48,950,000	2016
Pershing Phase 2	RR	2	\$ 13,142,000	2016
Emergency Electrical Backup System	N	3	\$ 3,937,000	2016
Central Energy Monitor/Steam Loop	RR	4	\$ 4,878,000	2017
Power Systems Infrastructure	RR	5	\$ 15,999,000	2017
Pickler Memorial Library	RR	6	\$ 7,917,000	2017
Kirk Memorial/Kirk Buidling	RR	7	\$ 12,000,000	2018
Violette Hall Project	RR	8	\$ 6,760,000	2019
Maintenance/Central Receiving Facility	N	9	\$ 6,711,000	2020
TOTAL			\$120,294,000	

RR = Repair and Renovation

N = New Construction

NOTE: The Office of Administration has not provided construction inflation rates for FY 2016 requests at this date. Projects have been increased by 4% from FY 2015 estimates, but may be adjusted if guidance is received from the Office of Administration.

RECOMMENDED ACTION

BE IT RESOLVED that the FY 2016 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 \$120,294,000 for FY 2016 thru FY 2020, 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 _____

Board of Governors
June 14, 2014



MEMORANDUM OF AGREEMENT

by and between

TRUMAN STATE UNIVERSITY

and

LABORERS, LOCAL 773

INDEX

<u>Article</u>	<u>Topic</u>	<u>Page</u>
1	Recognition and Definitions.....	4
2	Statement of Reserved Rights	5
3	Holidays.....	6
4	Vacations	7
5	Sick and Family Leave	10
6	Overtime	11
7	Jury Duty	12
8	Funeral Leave	13
9	Pay Differential	13
10	Employee Status	14
11	Probationary Period	14
12	Tardiness and Absences	15
13	Rest Periods and Meal Breaks	17
14	Leave of Absence Without Pay	17
15	Absence Due to Work-incurred Injury or Occupational Disease	18
16	Workers' Compensation.....	19
17	Military Leave	20
18	Time Off for Voting	20
19	Check Off of Union Dues.....	21
20	Pay Procedures for Daylight Savings Time Conversion	22
21	Job Openings, Transfers & Work Assignments	22
22	Call-in and Call-back.....	24
23	Leave of Absence for Union Business	25
24	Seniority	26
25	Layoff, Rehiring, and Job Abolishment	27
26	Grievance Procedures	28
27	Grievance Investigation.....	28
28	Stewards	29
29	Safety	29
30	Arbitration	29
31	Strikes and Other Interferences	30
32	Supervisors	30
33	Group Insurance	31
34	Wages	31
35	Wage Reopening	31
36	Savings Clause.....	31
37	Discipline.....	32
38	Emergency Closure	32
39	Effective Dates	33

Appendix

- A Policy for Wage Rates
- B State Regulations for Military Leave
- C Summary Provisions for Medical, Family and Funeral Leave University Policy

MEMORANDUM OF AGREEMENT

ARTICLE 1

RECOGNITION

A. Bargaining unit:

With the objective of preserving the primary mission of the University, that of providing educational opportunities for all enrolled students, the Board of Governors of Truman State University acknowledges that Daniel C. Rogers, Chairman, State Board of Mediation, Jefferson City, Missouri certified the election results of an election held May 15, 1971, indicating that the following employees will be represented for the purpose of discussing general working conditions, employee benefits and services, opportunities for training, and grievances with the University administration under the provisions of Sections 105.500 through 105.530, Revised Statutes of Missouri, by Laborer's, Local No. 773, which is affiliated with Laborers' International Union of North America, AFL-CIO:

Regular full time employees of the Division of Maintenance Service, excluding supervisors, part time employees, office employees, clerical employees, student employees, Security Division employees, and employees in the Housing Department. For purposes hereof, regular full time employees shall include all employees who normally work a forty hour work week.

It is recognized that the "Division of Maintenance Service", as referenced in the preceding paragraph, is now called the "Physical Plant Department", and the two names have the same meaning for the purpose of this Memorandum of Agreement.

It is further recognized that as the result of a similar election on October 13, 1971, the Union was selected to represent the regular full-time "custodians and maids" in the Housing Department and most of the regular full-time employees in the Food Service Department and that the second group of employees was designated as Unit II. The parties acknowledge that all housekeepers (formerly called custodians and maids) in the residence halls are now a part of the Physical Plant Department and that the University has for many years procured its food service from outside contractors and thereby has no employees in the Food Service Department.

The parties agree that all current employees are located in Unit I and that a separate memorandum of agreement for Unit II is not needed at this time.

B. Duration:

This agreement shall become effective, **July 1, 2014 and shall remain in effect until July 1, 2016**, and thereafter from year to year unless notice by certified mail is given by either party to the other party of intention to terminate or modify this memorandum (other than a reopening of wage rates under Article 35) at least 60 days prior to **July 1, 2016**, or at least 60 days prior to any subsequent anniversary date of July 1st while this memorandum is still in force.

C. Definitions:

- 1) The Board of Governors for Truman State University is referred to herein as the Board of Governors.
- 2) Truman State University, and in some cases its administrators and its Board of Governors, are referred to herein as the University.
- 3) Laborers, Local 773, is referred to herein as the Union.
- 4) The group of employees described above in Section A and thereby covered by this Memorandum of Agreement shall be designated as Unit I and shall be referred to herein as the "bargaining unit".
- 5) Premium pay is defined to include holiday pay and shift differential.
- 6) The Family and Medical Leave Act is referred to herein as FMLA.
- 7) The Work Week shall be defined as beginning on Sunday at 12:01 AM and ending Saturday at 12:00 AM.

ARTICLE 2

STATEMENT OF RESERVED RIGHTS

- A. It shall be understood that the Board of Governors and the administration of Truman State University will not relinquish any of their legal responsibilities to appoint, remove, and fix the compensation, terms and conditions of employment and shall:
- 1) determine the size and composition of the work force;
 - 2) allocate and assign work or transfer work into or out of the bargaining unit, provided that this right shall not be used to undermine or weaken the Union;
 - 3) reduce the work force if necessary, and subcontract for business or economic reasons;
 - 4) designate the place of work and the nature of the work assigned an employee;
 - 5) not allow Union activity (on working time) involving recruiting new members, coercing non-members, interfering with, nor intimidating employees of the University;
 - 6) fix reasonable production standards;

- 7) merge or discontinue work areas;
- 8) reserve the right to invest in automation or technological changes which may displace bargaining unit employees;
- 9) not be required to notify the Union of disciplinary action (unless that disciplinary action is to become part of the employee's permanent record);
- 10) understand that this sole and entire existing agreement between the parties supersedes all prior agreements, commitments, policy, practices, whether oral or written, between the Board of Governors, the University, and the bargaining unit employees;
- 11) have the right to employ students and/or part time employees at a rate to be determined by the University for work within the bargaining unit (this shall in no way be construed to suggest that such employees shall be employed with the express purpose of displacing regular full-time employees within the unit);
- 12) use appropriate disciplinary measures.

B. Policy:

That by adopting this policy, the Board of Governors desires to make clear:

- 1) that the Board will not condone any type of attempted coercion, including striking or picketing, and
- 2) that the Board does not require any employee to become or remain a member of the Union, and
- 3) that any employee may, as always, personally discuss with or present to the administration any problem or suggestion or grievance concerning his or her job or working conditions, and
- 4) that no discrimination of any kind will be made, either in favor of or against, any employee because he or she is or becomes a member of this recognized labor union or does not become or remain a member of this union. All union eligible employees shall have the same privileges and benefits and shall be expected to assume the same responsibilities and abide by the same rules and regulations whether member of the Union or not.

ARTICLE 3

HOLIDAYS

- A. At least 10 holidays shall be observed by full time employees who work a 12 month schedule. These holidays shall be set by the University to best coincide with its

calendar and the dates shall be accounted for by administrative memorandum at least nine months in advance of the date.

- B. The President of the University may establish other holidays.
- C. Holidays are considered to extend over a 24-hour period and include shifts beginning at 12:00 midnight or later. Shifts shall not be split in such a way that premium pay is granted for a portion of the shift.
- D. When a holiday falls on a Sunday, the following Monday is normally observed as the holiday. If a holiday falls on a Saturday, it will normally be observed on the proceeding Friday.
- E. An employee required to work on a holiday will be paid two and one-half times his or her regular straight-time wage rate for the hours worked in lieu of his or her holiday pay. The employee shall not "pyramid" premium pay rates.
 - 1) Holidays not worked shall be paid at straight time rates.
 - 2) Employees working on a holiday will not receive both premium pay for the holiday hours worked and weekly overtime pay for the same hours. In no case shall premium pay and overtime pay be pyramided or duplicated.
- F. Employees failing to work when scheduled on a holiday, unless excused by the appropriate supervisor, will disqualify themselves for holiday pay.
- G. In order to be eligible for holiday pay, an employee must be in paid status the last regularly scheduled work day immediately preceding the holiday and the first regularly scheduled work day following the holiday.
- H. If a holiday recognized by the University occurs during a vacation period, the holiday shall not be counted against vacation time.
- I. The observance of special recognized religious holidays may be permitted. In such cases, time off is charged to accumulated vacation leave, earned overtime, or leave without pay. Arrangements for observance should be made at least two days in advance.
- J. There shall be no shift differential paid for holidays that are not worked.

ARTICLE 4

VACATIONS

- A. Employees who are employed on a full time basis and expected to be employed for 12 months in each year shall be entitled to paid vacation time from the date of last employment as follows:

Length of Service	Rate of Accrual	Annual Accumulation
Upon initial eligibility	6.67 Hours per month	2 work weeks (10 work days)
After 5 years	10 hours per month	3 work weeks (15 work days)
After 14 years	13.33 hours per month	4 work weeks (20 work days)

- 1) At the beginning of the sixth year of continuous service, vacation leave shall accrue at the rate of 10 hours per month (15 working days per year) for personnel employed on a full time basis.
- 2) At the beginning of the fifteenth year of continuous service, vacation leave shall accrue at the rate of 13.33 hours per month (20 working days per year) for personnel employed on a full time basis.

B. An employee shall be permitted to accumulate up to twice the amount of vacation he or she accrues in that year. For example, an employee with less than six years of employment since he or she was last hired may accumulate up to 20 days of vacation (two times two work weeks) without losing any vacation time which has accrued but not been used.

- 1) In the event a new employee does not complete a period of six months continuous service, no paid vacation time will be due.

C. Upon resignation, or other termination of employment, paid vacation time will be computed on a pro rata basis if at least six months of continuous service has been rendered provided:

- 1) that the termination of the employee is not for just cause, or
- 2) that the employee is not on probation at the time of the resignation or termination.
- 3) The maximum payout of accrued vacation is 20 days or 160 hours.

D. Length of service shall be determined as follows:

- 1) If all service has been full time and has been continuous except for sick leave or authorized absences or for temporary interruptions of less than four months duration each due to the University's temporary lack of need of services of the employee, the employee's length of service shall continue from the original date of employment.
 - 2) If, after having been employed full time, an employee's employment is reduced to part time for the convenience of the University, but later reverts to a full time basis, the length of service will be determined by deducting from the total period of full time and part time employment any period of part time service which exceeds six months in duration.
 - 3) If an employee's employment is terminated and he or she later is re-employed for full time work, the employee shall be considered to be the same as a new employee insofar as allowed paid vacations are concerned.
- E. Paid vacation time must be earned before it is taken.
- F. Except as provided in D above, vacation time shall not accrue during authorized absences without compensation.
- G. Extra pay shall not be made in lieu of vacation leave unless otherwise agreed to by all parties.
- H. A permanent record of vacation shall be kept in each department and/or in a centralized common location for each employee from the beginning date of employment.
- 1) The maintenance of this record will be the responsibility of the head of the appropriate department. Vacation shall be accrued hourly.
 - 2) When vacation time is used, it must be promptly deducted from accrued vacation time.
 - 3) Any vacation used will be a minimum deduction of a half-hour.
- I. These records will be subject to inspection by the employee and/or Union representative from time to time.
- J. Vacation schedules shall be worked out according to the needs of the University and the department. When possible, however, consideration may be given to employees' requests. At least 30 days before periods when vacation approvals within a specific work group will be limited due to foreseeable special events or heavy workload, the University will give notice of the dates of the period and the maximum number of employees who will be allowed on vacation simultaneously.
- 1) When employees request vacations for the same period, employees with greater lengths of service receive priority.

ARTICLE 5

SICK & FAMILY LEAVE

- A. Full time regular employees accrue sick leave at the rate of one working day per month of completed continuous service.
 - 1) Credit for sick leave accumulates during vacations and leaves of absence with pay.
 - 2) A half month or more of active employment will be considered a complete month in computing earned sick leave. Less than one-half month of active employment will be disregarded.
- B. Sick leave with regular straight time pay will be allowed an employee for absences from work when the absences are properly due to 1) illness or injury or 2) medical or dental appointments for the employee or his or her child or spouse or parent. The use of sick leave is subject to the following conditions:
 - 1) That the employee has accrued sick leave pursuant to Section A of this Article.
 - 2) That sick leave pay is limited to 40 hours per week.
 - 3) That sick leave for medical or dental appointments is limited to a reasonable time and shall not exceed three hours without special permission of the University.
 - 4) That any sick leave used is deducted from accrued sick leave.
 - 5) That total compensation from combined sick leave pay and workers' compensation shall not exceed regular straight time pay for 40 hours per week, and in such event, sick leave pay shall be reduced accordingly.
 - 6) That any sick leave used will be a minimum deduction of a half-hour.
- C. Illness or injury which may cause an employee to use sick leave should be reported to the employee's immediate supervisor or to the Physical Plant Department as soon as possible.
- D. An employee may be required by the University to furnish satisfactory proof of injury, illness, or medical or dental appointment. In the event that an employee remains absent from work for a period longer than six working days then the University, at its election, may designate one or more practitioners of the healing arts to examine said employee and to provide a report in writing to both the employee and the University stating his or her opinion whether or not the employee is capable of returning to work. In the event that the employee shall refuse to submit to said examination then this refusal shall be just cause to terminate employment, or at the election of the University, to terminate all

sick leave benefits. In the event the doctor shall declare the employee fit to return to duty, failure of the employee to return shall be just cause for termination of employment, or at the election of the University, to terminate all sick leave benefits.

- E. An employee who is still recovering from an injury or illness, but who has received consent from his or her physician to return to work, subject to clearly stated temporary restrictions, will be allowed to return to work provided;
 - 1) The University is able to modify the employee's duties to accommodate the restrictions recommended by the physician.
 - 2) The employee will be able to perform productively under the restrictions, and the University finds that the remainder of the employee's normal duties can be reasonably delayed or performed by other employees.
- F. An employee who transfers from one department to another takes with him or her the balance of his or her unused sick leave. Sick leave records will be made available to employees on reasonable request.
- G. Sick leave accrued or granted prior to this Agreement and not used shall be retained.
- H. The University will recognize all accumulated unused sick leave as additional creditable service as allowed by MOSERS.
- I. Union employees will be eligible for all Medical and Family related leave benefits approved by the University's Board of Governors for full-time employees without faculty rank. A copy of the current policy is in the Appendix, Item C.

ARTICLE 6

OVERTIME

- A. Overtime work will be paid for at the rate of time and one-half of the employee's regular straight time wage rate, and all employees are expected to work when asked and when needed. Overtime is all authorized (in writing) time worked by an employee for the University that is in excess of 8 hours per day or 40 hours per week. However, if the University moves to a reduced work week that increases the number of hours worked per day but reduces the number of work days (i.e. a 4 day work week) then overtime will be paid only if the worker puts in hours in excess of 10 hours per day or 40 per week. For the purpose of computing overtime pay, the following will be counted as time worked: 1) a holiday for which holiday pay is received; 2) time off due to use of vacation time; and 3) time off due to use of earned sick leave. Overtime after 8 hours per day will not apply in weeks where time without pay is taken.
- B. Overtime will be fairly distributed to all employees within each job classification (by assigned building for housekeepers) on a rotating seniority basis. The University may, in its discretion, require any employee to work up to 20 hours overtime in any week.

- C. An employee required to work more than 16 consecutive hours shall be accorded either:
- 1) Double the amount of his or her hourly rate for all hours worked consecutively in excess of 16 hours; or
 - 2) Standard overtime pay for such hours worked consecutively in excess of 16 hours, plus release time at regular pay for his or her next scheduled eight hour shift, with such release time not to be deducted from any accumulated sick leave or vacation leave.
 - 3) Three days notice shall be given to employees for overtime, except in circumstances where the employer could not reasonably foresee that overtime would be necessary. As soon as the employer knows that overtime is necessary, the employer will immediately notify the employee of such.
- D. Overtime for the previous month shall be posted next to physical plant time clocks or in another location acceptable to the University and the Union. Payroll will send a copy of the monthly overtime posting to the Chief Steward.
- E. The work week definition under Article 1, Section C, Definitions will be used to calculate overtime.

ARTICLE 7

JURY DUTY

- A. Any employee covered in this agreement who shall be called for jury service shall report the call to his or her immediate supervisor and will be relieved from his or her duties for the reasonable time required for rendering such jury service.
- B. The employee shall be entitled to retain all compensation received for such jury service and no deduction shall be made in his/her regular compensation for the reasonable time he/she is absent from duty on account of responding for such jury service.
- C. "Reasonable time absent" will be interpreted to mean that an employee scheduled for the day shift and excused from jury duty is expected to report back to work for the balance of the shift if there are at least four hours work left on his/her assigned schedules. Employees normally scheduled to work on the second or third shift who are selected for jury duty will be expected to report for work in accordance with their assigned schedules if they are excused from jury service before having served four hours or more. The above would not apply if the jury duty is in another part of the state and travel time to the campus would make it unreasonable to do so.

ARTICLE 8

FUNERAL LEAVE

In the event of the death of an employee's family member, he or she shall be granted necessary time off with compensation according to the following: For husband, wife, mother, father, son, daughter, brother, sister, grandchild, step parent, step child, father-in-law or mother-in-law, up to a maximum of three working days. For sister-in-law, brother-in-law, aunt, uncle, grandparent, grandparent of spouse, great grandparent, or great grandchild, one working day, unless the employee can show cause for granting up to three days maximum. In this instance, the extra two days will be charged to earned sick leave or accrued vacation. Shift differential shall apply to funeral leave. In addition, employees may be excused from work with pay for the purpose of serving as pallbearers, for up to four hours at a time, subject to the limitations that employees be so excused with pay no more than twice in one year and that an amount of time equal to the excused time be deducted from accumulated sick leave. The employee may, with their supervisor's permission, use accrued vacation or accrued sick leave, to take additional days associated with funeral leave.

ARTICLE 9

PAY DIFFERENTIAL

- A. Shift Differential - An employee working the second or third shift shall receive, in addition to his or her regular pay, premium pay of **54 [was 48]** cents per hour effective August 1, 2008. The second shift is any shift that regularly starts on or after 2:00 p.m., but before 10:00 p.m. The third shift shall be any shift that regularly starts on or after 10:00 p.m., but before 5:30 a.m.

Shift differentials shall not be applicable to split shifts, "call-backs", or "call-ins", but it shall be applicable to vacation pay, sick leave pay, paid leave of absence. It shall not be applicable to those employees who normally work a regular shift, but who are temporarily on an overtime basis.

Shift differentials shall not be applicable to hours worked outside second or third shift, unless the University makes a temporary, mandatory change in working hours that moves part of an employee shift outside of second or third shift. If an employee voluntarily requests and the University allows a temporary change in hours that moves part of the shift outside second or third shift, then the hours worked outside second or third shift shall not earn shift differential.

- B. Step Up Pay – When an employee who is not a Lead Person, is required to step up into the foreman position, that person shall be paid an additional \$1.35 an hour. For an employee receiving pay as a Lead Person who is required to step up into the foreman position, the person will receive an additional \$1 per hour.
- C. Asbestos work pay: Employees doing asbestos material removal work shall be paid an additional \$1.00 per hour above their normal wage for the actual time spent doing this type of work.

ARTICLE 10

EMPLOYEE STATUS

- A. A full time regular employee is one who works 40 hours or more per work week.
- B. A full time regular employee is defined as a person who is employed in a regular position that is expected to continue six months or longer. An employee will be considered a probationary employee until he or she has completed **90 [was 120]** calendar days of satisfactory employment.
- C. A temporary employee is defined as a person who fills a position that is established for a limited period of time of less than six months. Temporary, part time and student employees are not covered by this agreement.

ARTICLE 11

PROBATIONARY PERIOD

- A. All new full time employees will serve a probationary period of **90 [was 120]** calendar days, with a possible extension by the University of 90 additional days. The probationary period is designed to give the University an opportunity to determine whether the employee is suitable and qualified for the work for which he or she was hired, and the decision as to the employee's suitability and qualifications is the sole responsibility of the University. A probationary employee may be terminated at any time without recourse except as provided by law. Termination of employment or other disciplinary action by the University during the probationary period is not subject to the grievance or arbitration procedure.
- B. If an employee's service during the probationary period is deemed unsatisfactory but it is felt that his or her employment should continue in a probationary status rather than such employment being terminated, the recommendation that the employee's probationary period be extended an additional 90 days should be forwarded by the supervisor to the department or administrative head. In all such instances, the employee shall be counseled regarding the extension of his or her probationary period prior to the completion of **90 [was 120]** calendar days service. The employee may not remain in a probationary status for more than seven months, unless there is a change of

jobs. A probationary employee may be terminated at any time without recourse, except as provided by law, during an extension of his or her probationary period.

- C. Employees who have satisfactorily completed their **90 [was 120]** calendar day probationary period, and who are subsequently transferred or promoted to another position, must serve a qualifying period of 90 **[was 120]** calendar days, with a possible extension of 90 days, in the new position. If at any time within this qualifying period, it is determined by the University that the employee is not qualified for the position or if the employee determines that he or she does not wish to continue in the new position, the University will return the employee to his or her previous position or a comparable one at the University. In no case shall a request for a change be granted more than once each two years, unless the change is agreed to by both parties. An employee who is promoted or transferred to another position prior to completion of his or her probationary period will continue to be on probation until he or she has completed a qualifying period of at least **90 [was 120]** calendar days, plus a possible extension of up to 90 days, in the new position. If at any time within the qualifying period, it is determined by the University that the employee is not qualified for the new position, the University may return the employee to his or her previous position or a comparable one elsewhere at the University if the employee's service in his or her previous position was considered to be satisfactory.
- D. Employees who receive a leave of absence during the probationary period, as a result of a temporary close down or a reduction of operations, will have the probationary period extended by the length of the leave of absence if for a period of more than one month.
- E. There shall be no University responsibility for re-employment or continued employment of probationary employees.
- F. A new employee will receive the applicable wage rate for his or her job as shown on the wage rates schedule.

ARTICLE 12

TARDINESS AND ABSENCES

Attendance and punctuality are important to the University and the efficiency of an entire work group is impaired if every individual is not at his or her workstation at the appropriate time.

- A. Tardiness.
 - 1) Employees should notify their supervisors of any anticipated reasons that might cause them to arrive late for work on the following day.
 - 2) Employees are obligated to call in if they anticipate arriving late. Recognizing that it may often be difficult to notify the University of lateness caused by unforeseen circumstances (e.g., a flat tire, weather condition), call-ins for

lateness due to emergencies will be required only if the employee expects to be late for one-half hour or more. Upon arriving late, the supervisor should be notified and an explanation given.

- 3) Employees who are late will have a pay deduction in accordance with the following schedule unless arrangements are made with the supervisor to make up time lost as a result of the tardiness within the same work week:

0-5 minutes:	0
6-11 minutes:	1/10 hour
12-17 minutes:	2/10 hour
18-23 minutes:	3/10 hour
24-29 minutes:	4/10 hour
30-39 minutes:	5/10 hour

- 4) Employees who are frequently tardy, absent, or who leave work early may be subject to further disciplinary action or dismissal but the discipline or discharge imposed by the University shall be subject to the grievance procedure.
- 5) Time lost due to tardiness is to be recorded on the employee's time card or time-work record. An employee may not punch-in more than 10 minutes before his or her work shift starts nor more than 10 minutes following the end of his or her regular work shift. Punching in or out intentionally for another employee will mean automatic dismissal.

B. Absences.

- 1) In the event that an employee is unable to report to work for any reason, then the employee or someone in the employee's behalf shall, prior to the commencement of the employee's work shift, notify the employee's immediate supervisor or the Physical Plant Office that the employee will be absent. Failure to so notify the University, unless the failure is caused by an emergency, shall constitute cause for progressive steps of disciplinary action per the University policy.
- 2) An employee absent without previous permission or without notifying his or her supervisor is subject to disciplinary action including termination.
- 3) All absences from work whether with or without pay shall be recorded each day. Leaves with pay shall indicate the nature of the leave, e.g., sick leave, vacation, military leave, holiday, jury duty.
- 4) Because of the need for efficient scheduling of work, an employee who has been absent for an indefinite period will be expected to notify his or her supervisor at least two days before he or she expects to return to work if possible.
- 5) Any absence of more than three days for illness or injury, regardless of whether accrued sick leave or vacation has been requested will be reported to Human Resources.

ARTICLE 13

REST PERIODS AND MEAL BREAKS

Employees will be given two fifteen minute rest periods with pay during the normal work shift--the periods will be designated by the University. The times and locations for rest periods may be designated by the University. A meal time break of thirty minutes without pay for the evening meal shall be received by the employees who work the evening shift. The day shift employees shall normally receive a one hour lunch period without pay. Boiler room employees will eat while on duty.

ARTICLE 14

LEAVE OF ABSENCE WITHOUT PAY

- A. Any full time regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve his or her employment rights and benefits that are eligible for continuance.
 - 1) All requests for leaves of absence without pay of 30 calendar days or more must be submitted in writing for approval or disapproval by the University. Leaves of absence of less than 30 days may be handled as excused absences.
 - 2) A leave of absence may be granted for a period not to exceed one year.
 - 3) Extensions of approved leaves of absence shall not exceed one year.
 - 4) A leave may not be granted for purposes of working for another employer.
 - 5) Sick leave and vacation days do not accumulate during leaves of absence without pay.
- B. A leave of absence without pay may be granted within the provisions of FMLA or for any exceptional personal reason if approved by the President of the University.
- C. Upon expiration of a leave of absence of less than two months the returning employee shall be reinstated to his or her former position. In the event the former position has been abolished or when the leave of absence is in excess of two months and the former position is not available, the employee shall be eligible for reinstatement to an open position of similar requirements and compensation. The employee shall notify the University in writing two weeks in advance of his or her intent to return to work ahead of the agreed upon time if possible.
 - 1) Should a position not be available at the time of return to work, the leave of absence may be extended until such time as a position for which the employee is qualified becomes available. The University will notify the employee in writing if there is not a position available.

- 2) Failure to return to work upon expiration of the leave of absence or when a position becomes available shall result in termination of the employee's services.

ARTICLE 15

ABSENCE DUE TO WORK-INCURRED INJURY OR OCCUPATIONAL DISEASE

NOTE: The provisions of this policy apply to any employee who is injured in the course of and arising out of his or her employment or who incurs an occupational disease compensable under the Missouri Workers' Compensation Act and hereinafter referred to as an "injured employee." It is the responsibility of the employee to report immediately to his or her supervisor or Department head all injuries or illnesses arising out of and in the course of his or her employment, regardless of the nature, severity or cause.

- A. It is the policy of the University that an injured employee shall be excused from work without the loss of pay, vacation or sick leave in order to obtain medical attention on the day the accident occurs and any subsequent treatment related to that injury during days he or she is working.
 - 1) All such absences shall be limited to the time required to obtain the necessary medical attention within a 15 mile radius of Kirksville. In the event that the professional services of a specialist are needed and necessary in the opinion of a licensed physician the restrictions above will be waived.
 - 2) An employee may be required to furnish satisfactory proof of such medical attention.
- B. Upon the recommendation of the attending physician, the employee may be excused from work with the deduction of sick leave for the balance of the day the injury occurs.
- C. Upon the recommendation of the attending physician that an injured employee is unable to return to work the following day, such employee may be granted leave without pay unless the employee elects to use any accumulated vacation or sick leave.
- D. During the waiting period (three days) immediately following an on-the-job injury or illness when payments under Workers' Compensation are not payable, the absence may be charged to any accumulated vacation or sick leave.

NOTE: The first day of the three-day waiting period is the first day of disability that the injured employee does not receive a full day's regular pay from the University. Payment for vacation or sick leave is not considered in determining a "full day's regular pay". Workers' Compensation daily pay and sick leave pay shall not be pyramided to exceed 100% of the regular rate of pay.

- E. Following the three-day waiting period, an injured employee may elect to use accumulated vacation or sick leave subject to the following restrictions for time absent even though he or she is receiving benefits under Workers' Compensation:
- 1) up to one full day's vacation for each day of absence, or
 - 2) up to one day's sick leave for each day of absence.
- F. An injured employee whose injury arose out of and during the course of his or her work who is unable to return to work and who has been granted a written leave of absence shall continue to accumulate seniority and shall be permitted to accumulate vacation and sick leave allowances, for a period not to exceed one year. Such vacation and sick leave allowances may be credited to the account of the employee only upon return to an employment status.
- G. An injured employee who is still recovering, but who has received consent from his or her physician to return to work, subject to clearly stated temporary restrictions, will be allowed to return to work under the conditions set forth in Article 5, Sick Leave.

ARTICLE 16

WORKERS' COMPENSATION

- A. Workers' Compensation Insurance provides for the payment of medical expenses and compensation to any employee, hereinafter referred to as an "injured employee", who receives personal injuries arising out of and in the course of his or her employment or who incurs an occupational disease in the course of his or her employment and provides for death benefits should the accident or disease result in death.
- 1) The determination as to whether medical expenses and compensation are payable and the amount and duration of such payments are prescribed by state or other statutes and not by the University or the insurance company. In no case, however, shall the injured employee pyramid daily compensation to exceed 100% of his or her regular pay.
 - 2) A waiting period of three days is prescribed by law and no Workers' Compensation is payable for the waiting period, unless the disability shall last longer than four weeks, in which case payment for the three-day waiting period shall be allowed.
 - a) The first day of the three-day waiting period is the first day of disability that the injured employee does not receive a regular day's pay from the University. Payment for vacation, sick leave, or for an official holiday is not considered in determining regular pay.
- B. For the purpose of computing salary and benefits in cases covered by Workers' Compensation the following computation will be followed:

- 1) The cash benefits received from Workers' Compensation will be supplemented by the University to the full regular day-time rate of pay computed to the nearest one-fourth (two hours) work day and the hours paid for by the University to the nearest two hours will be deducted from accumulated sick leave or earned vacation time being charged for the absence.
- 2) In the event the Workers' Compensation check is sent directly to the employee, he or she shall present the check to the Business Office for computation reasons or shall lose his or her right to supplemental benefits from the University.

ARTICLE 17

MILITARY LEAVE

- A. Military leave will be granted in accordance with the regulations established by the Personnel Advisory Board and Personnel Division for state employees. Such regulations are currently set forth in Subsection 4 of Section 1 CSR 20-5.020 (4), leaves of absence, of the Code of State Regulations. A copy of the current subsection is attached as Appendix B.

ARTICLE 18

TIME OFF FOR VOTING

In compliance with the laws of the State of Missouri, the following policy is established in respect to employees of the Truman State University receiving time off with pay in order to provide them with an opportunity to vote at elections.

- A. The term "elections" as used herein shall be deemed to mean all elections which place local, state, and national candidates and/or issues before the general public.
- B. Employees who are qualified and eligible to vote at any elections held within the State of Missouri shall be relieved from duties and services at the University for a period of time for voting, which period shall not exceed three successive hours, including off-duty time, between the opening and the closing of the polls on the day of election.
- C. In providing the period of three successive hours between the opening and closing of the polls if any scheduled working time is involved, the employee shall be paid for that part of the scheduled working time for which it is necessary for the employee to be absent; provided, however, that the employee has, prior to election day, contacted his or her supervisor and requested to be absent from work for the purpose of voting.
- D. The supervisor shall have the right to specify the time which employees shall be relieved from duties and services so as to provide the three successive hours for voting, and the supervisor may assign employees to different absentee periods so as to maintain sufficient working schedules and forces at Truman State University. For example, if there are several employees working 8-12 and 1-5 p.m., the supervisor may allow some

to report to work at 9 a.m. (allowing 6 a.m. - 9 a.m. as the three successive hours) and some to leave at 4 p.m. (allowing 4 p.m. - 7 p.m. as the voting period). In such cases the employee would be absent with pay one hour. Similarly, if an employee works a shift 8:30-5:30, the supervisor may specify that he or she vote during the period 6 a.m. - 9 a.m. and miss ½ hour of work or 4 p.m. - 7 p.m. and miss 1 ½ hours of work.

- E. Employees whose hours of work give them three successive hours on election day between the opening and closing of the polls when they are not on duty with the Truman State University will not be eligible for any paid time off for the purpose of voting.
- F. If an employee who commutes cannot, because of his or her travel arrangements, reach his or her voting place within the period of three successive hours between the opening and closing of the polls, he or she should arrange to cast an absentee ballot.
- G. Any employee of the University who is a resident of another state and who commutes to work from another state will be treated the same as a resident of Missouri in the case of a national election and primary held in preparation of a national election, but shall not be granted any paid time off for the purpose of state or local elections.

ARTICLE 19

CHECK-OFF OF UNION DUES

- A. Employees who desire to have their regular union dues to the Union withheld from their wages may do so under the following procedure.
Any such employee desiring to assign and to have withheld from his or her wages shall execute a "Check-Off Authorization and Assignment" which shall provide, in addition to necessary identification, the following wording:
 - 1) "I, the undersigned hereby authorize my employer, Truman State University, to deduct from my wages and to pay to Local 773 or its authorized representative, initiation fees and membership dues, in such amounts as may be established by such Local Union and in accordance with the agreement between such Local Union and my employer. This authorization and assignment shall be irrevocable for the term of the applicable contract between the Union and the Company, or for one year, whichever is the lesser, and shall automatically renew itself for successive yearly or applicable contract periods thereafter, whichever is the lesser, unless I give written notice to the Company and the Union at least 30 days and not more than 60 days before any periodic renewal date of this authorization and assignment of my desire to revoke the same."
- B. The assignment and deduction of union dues as provided for herein will become effective the first day of the month after the request and authorization is delivered to the University Business Office providing it is delivered to the University Business Office not later than the 15th of the month.

- C. Such employees desiring such deduction shall execute the authorization provided for herein to be delivered to the University Business Office.
- D. The University is hereby authorized, upon the filing of such requests and authorizations, to deduct from any net earnings due and payable to such employee the regular monthly dues as may be certified to the University by the appropriate union. Such deduction shall be made once each month, and the University shall, monthly, forward to the designated official of such Union, the following:
 - 1) A copy of any "Check-Off Authorization and Assignment" filed as provided with the University during the preceding month.
 - 2) A list of only such employees for whom the University had made a deduction showing the amount of dues deducted for each such employee.

ARTICLE 20

PAY PROCEDURES FOR DAYLIGHT SAVINGS TIME CONVERSION

- A. It is the policy of the University that when changing from Central Standard Time to Daylight Savings Time, hourly employees working only seven hours as a result of the change shall be paid for actual time worked.
- B. In returning from Daylight Savings Time to Central Standard Time, hourly employees required to work a nine hour shift shall be paid premium pay for the additional hour if in excess of 40 hours for the work week.
 - 1) Work schedules during the work week are not to be changed because of this wage-hour overtime regulation. The University has the right to establish work shifts.

ARTICLE 21

JOB OPENINGS, TRANSFERS & WORK ASSIGNMENTS

- A. Definitions: Occupational Group: one of the following: Housekeeping, Movers/Recycling, Grounds, Building/Facilities Trades, System Trades, and Boiler Plant.
Work Group: one of the following: Facilities Housekeeping, Facilities Trades, Academic Housekeeping, Movers/Recycling, Grounds, Building Trades, System Trades and Boiler Plant
- B. This Article does not limit the University's ability to make and revise individual work assignments. Nor does it limit the University's ability to convert any position to the type needed by the University.

- C. If a position opening exists in the Physical Plant Department, and the University decides to fill the position, the University will post a notice of the opening to allow qualified current Physical Plant employees to indicate an interest in the position. The notice will include a description of the position and the anticipated wage rate. All posted material is subject to University approval. **Any changes to job qualifications during or after a job posting shall be reposted for an additional 3 working days. The reposting will include clarification of the updates.**

For work assignment openings to be filled from within a work group, a notice will be posted at time clocks for 3 working days, and those interested must sign the original notice in the respective office (e.g. Facilities office for Facilities housekeeping assignments, and the custodial warehouse for Academic housekeeping assignments). For openings that involve transfers from outside of the work group, the notice will be posted at time clocks for 5 working days, and those interested must sign the original notice in the Physical Plant office. Because there may not be any qualified current employees who are interested in a position, the University may publicly advertise a position opening concurrent with the internal posting. Physical plant will share a copy of the posting and the bid sheet with the Chief Steward. The University will consider, but not be obligated to, indications of interest from current employees within the same work group where a work assignment opening exists. Though a current employee may indicate an interest in a work assignment within their current work group, the University still reserves the right to keep the employee in their current assignment if it is in the best interests of the University to do so. However, under no circumstances will the University practice a pattern of discrimination against an employee showing interest in other assignments. Furthermore, the University will give 2-weeks notice before making non-temporary changes to an employee's work schedule or work area.

- D. For the purpose of this article, a "transfer" means a move from one work group to another. When a current employee is moved to an opening that is in the same work group and shift, this is considered an individual work assignment. The University will make individual work assignments based on the best interests of the University taking into account indications of interest by current employees.
- E. If more than one qualified employee applies for an opening outside of their current respective work groups, the one who is most qualified will be selected. If the qualifications of two or more applicants are considered to be equal, the employee with the most seniority will be selected. The University reserves the right to determine whether the employees concerned possess the desired qualifications such as relevant experience, physical fitness, training, aptitude, motivation, etc., to fill the position. If no current employees are found to be qualified, the University will go outside the bargaining unit and outside the University to fill the position.
- F. The seniority of each full time employee consists of his or her relative tenure with respect to other full time employees as recorded in the personnel records of the University. Seniority shall accumulate from the first day of full time employment in the employee's occupational group, but no employee shall be entitled to benefits of seniority until he or she has completed the required probationary period and any extension of such period.

- G. Any employee who has satisfactorily completed his or her probationary period, and who is subsequently transferred or promoted to another position, must serve a qualifying period of **90 [was 120]** calendar days in the new position. If at any time within this qualifying period it is determined by the University that the employee is not qualified for the position, or if the employee determines that he or she does not wish to continue in the new position, the University will return the employee to his or her previous position or a comparable one at the University. To avoid seasonal requests for job assignments, transfers shall not be granted to an employee more than once each two years, unless agreed to by all parties.
- H. If an employee being granted a job transfer has previously satisfactorily completed his or her probationary period of **90 [was 120]** calendar days, and if the transfer involves a reduction in the wage rates, the probationary wage rate will be waived during the qualifying period in the new position. If the transfer involves an increase in wage rate, the probationary rate will be used during the **90 [was 120]** calendar day qualifying period in the new position. If the step-1 wage for the new position is less than the transferring employee's previous wage, but the step-3 wage for the new occupational group is higher than the step-3 wage for the person's previous occupational group, then the employee shall keep their previous wage until they reach a step that increases their wage. The length of probationary periods is not defined by this article – see article 11.

ARTICLE 22

CALL-IN AND CALL-BACK AND SCHEDULED AFTER-HOURS WORK

- A. An employee "called-in" to work on a day when he or she has not been scheduled will be paid a minimum of three hours at the overtime rate for the "call-in." If the actual work hours for a "call-in" exceed three hours, the employee will be paid the actual hours worked, at the overtime rate. For example, an employee called in to work a time he or she has not been scheduled, who works 1.5 hours would be paid 3 hours at overtime rate or 4.5 hours total.
- B. An employee, who has completed his or her work schedule has left the campus and is subsequently "call-back" to work, will be paid a minimum of three hours at the overtime rate for the "call-back." If the actual work hours exceed three hours, the employee will be paid the actual hours worked at the overtime rate. If an employee is called in or called back additional times, within three hours of the previous call, he/she will not be paid more than once for call-in/call-back paid time that overlaps.
- C. Scheduled After hours work: An employee scheduled to work any time that is non-continuous with their normal work hours (therefore requiring an extra trip to and from the campus) will be paid a minimum of three hours at the overtime rate for the scheduled after-hours work. If actual time for the scheduled after-hours work exceeds three hours, the employee will be paid for the actual hours worked, at the overtime rate.

- D. An employee called to work before his or her normal shift time begins and who continues working into his or her regular shift will not be considered to be either called-in or called-back and will be paid only for all hours worked. If there is a reasonably brief period not to exceed 30 minutes between the time of completing the work for which he or she is called in early and his or her normal starting time, this time will be considered also as time worked.
- E. Each employee is expected to work when called unless excused for good and sufficient reason, which is to be administered by reasonableness and fairness. Employees called in are expected to do whatever work is necessary even though not part of their regular duties.
- F. The hours credited for work on a call-in or call-back will not include travel time to or from home as the minimum pay provision is to allow for the inconvenience and the travel time involved.
- G. Shift differential premium pay will not be paid for "call-in" and "call-back" work.
- H. In case of call-in and call-back where the employee is required to work more than four hours or where an employee is held over for an additional four-hour period, he or she will be given 30 minutes paid time off for mealtime.

ARTICLE 23

LEAVE OF ABSENCE--UNION BUSINESS

- A. A leave of absence for up to one year will be granted to a regular full time employee of the University who has been elected or appointed to an office of the Union, or as a delegate, necessitating a leave of absence. Such leaves of absence will be granted only when the requests are made in writing by the appropriate Union officer addressed to the Physical Plant Director with a copy of the request addressed to the employee's immediate supervisor. The request for leave of absence is to give the dates the leave of absence will begin and end with two weeks notice before the beginning. The leave of absence is without pay.
- B. Such leave of absence may be renewed for an additional period when circumstances warrant renewal.
- C. No more than three employees or 30 percent of the employees, whichever is lesser, in any one work group may be on a leave of absence at the same time. In no case shall more than five employees out of the bargaining unit be on such leave at the same time.

- D. An employee on leave of absence for more than 30 days will not accumulate additional seniority of University service credit, nor will he or she be eligible for University benefits. The seniority or University service credits will be frozen as of the date the leave becomes effective. On returning from a leave of absence, an employee will have to his or her credit the same seniority and University service credits, which he or she had at the beginning of the leave of absence.
- E. A person who has been on a leave of absence as provided for above will be returned to the classification he or she occupied at the time his or her leave became effective, provided he or she is physically able to do the work, has the necessary seniority, and work is available.
- F. A person returning to work after a leave of absence of more than 30 days will give the University at least two weeks notice of his or her wish to return.
- G. A person who fails to report for work within five working days after expiration of a leave of absence shall be considered as having voluntarily quit unless he or she has a reason satisfactory to the University for needing additional time before returning to work. When such is the case, arrangements for an extension of the leave must be made with the University not later than the 14 day period following the expiration date of the leave, otherwise he or she will be considered as having voluntarily quit.

ARTICLE 24

SENIORITY

- A. A new employee entering the service of the University shall be considered as a probationary employee during the first 120 calendar days of service, and the employee will not be considered as having established any seniority rights until he or she has completed the probationary period and any extension of such period, after which seniority shall date from the employee's last date of hire.
- B. Seniority shall accumulate in the case of:
 - 1) Approved leave of absence (the University will give a written notice to the employee with a copy to the Chief Steward).
 - 2) Layoffs not in excess of two years, subject to recall requirements set forth in Section C, Subsection 6, below.
 - 3) Military service, provided application for reinstatement is made in accordance with the current laws.
 - 4) Short periods of illness where a written leave of absence is not necessary.

5) Other legitimate reasons approved by the University.

C. An employee shall lose his or her seniority and employee status in the event he or she:

- 1) retires;
- 2) quits;
- 3) is discharged for just cause;
- 4) is laid off for a period in excess of 24 consecutive months;
- 5) has been granted a leave of absence and does not return at the expiration date, unless it is extended by the University; or
- 6) is on continuous layoff of less than two years and the University directs a notice of recall to work to the employee's last known address on the University's records and the employee fails to report for work within five days after being called by the University, and the Union is given 48 hours in which to locate such employee and arrange for his or her reporting to work. Responsibility for informing the University of the employee's latest address and telephone number rests solely with the employee and the Union. If an employee is laid off for less than two weeks, however, he or she shall be expected to return to work at the time specified by the University. The University may make exception to these time limits for good and sufficient reason.

D. If an employee is rehired following a loss of seniority and employee status, as set forth immediately above, he or she shall be considered a new employee at the time of rehire.

E. Any employee in the bargaining unit transferred by the University to a position which is excluded from the coverage of this Agreement may return to the bargaining unit within one year after date of transfer without loss of seniority. However, after one year, he or she will no longer accumulate seniority and will lose all seniority.

F. Seniority lists shall be brought up to date at least annually as of July 1, and shall be posted in a conspicuous place. If an error is noted by an employee, he or she must call it to the attention of the University within 30 days.

ARTICLE 25

LAYOFF, REHIRING, AND JOB ABOLISHMENTS

A. In the event it is necessary to adjust the work force, employees so affected may exercise their seniority within their occupational group, provided they are qualified as defined in Article 21.

- 1) In exercising seniority, employees may go to a job in the same wage rate as their present job or to a lower rated job.

B. Rehiring will be affected in the reverse order of layoff.

ARTICLE 26

GRIEVANCE PROCEDURES

If there arise disputes between the University and the Union or any of the employees with reference to the proper interpretation or application of, or compliance with any of the provisions of this Agreement, such dispute shall be settled in the following manner:

- A. The employee having a grievance shall first take it up with his or her supervisor, within three working days from the occurrence of the matter about which the employee grieves, and every reasonable effort will be made to settle the problem promptly at that point. The employee shall have the right to have a steward present.
- B. If the matter is not settled within the above three working days period, the grievance shall be reduced to writing, signed by the employee, and the Union Representative and the employee shall take it up with the Physical Plant Director within five additional working days.
- C. If the matter is not settled within the above five working day period, the Union Representative shall appeal it to the President's designee within five additional working days. The President's designee shall, at the request of the grieving employee, schedule a meeting with all parties involved in the grievance for the purpose of reviewing the grievance. The President's designee will provide written answers to the grieving employee and the Chief Steward/Field Representative within 5 working days from the hearing. If the grievance is resolved, no further action will be necessary.
- D. If a settlement is not reached within the above five working day period, the Union shall have the right to request arbitration by serving notice in writing within 25 working days after the occurrence of the matter about which the employee grieves.
- E. Grievances not processed within the time limits set forth above or signed by the aggrieved employee may be considered in the grievance procedure but will not be subject to arbitration.
- F. It shall be understood that events which occurred before the signing of this agreement shall not form the basis for a grievance. This shall not limit the rights of any employee under the law.

ARTICLE 27

GRIEVANCE INVESTIGATION

- A. During all times when employees covered by this agreement are working, any officer of the Local or International Union shall have access to the University for the purpose of investigating or handling grievances. As a matter of courtesy, Union officials shall notify the Physical Plant Director of their arrival on campus. In no case shall such a visit be allowed to interfere with the scheduled work of the employees.
- B. One steward within a department, upon request made to the department supervisor, will be granted a reasonable time to investigate any grievance arising in the department during his or her scheduled working hours without loss of pay within a department. He or she must, however, report back to his or her supervisor promptly when his or her part in the grievance investigation has been completed. All other stewards shall utilize rest break time or meal time or their own time in resolving or in investigating grievances. In no case shall any stewards interfere with the work of the employees.
- C. The Chief Steward, upon request made to his or her supervisor, will be granted a reasonable time to investigate and process grievances during steps B and C during his or her scheduled working hours without loss of pay.

ARTICLE 28

STEWARDS

- A. The Union will furnish to the University, in writing, the names of any stewards authorized to act in behalf of the Union.

ARTICLE 29

SAFETY

Both parties recognize the great importance of maintaining safe and efficient practices at the University. It is agreed that all employees will be alert to any condition which may cause accidents or injury and are duty bound to report such conditions immediately to management. It is agreed that management will promptly investigate such conditions and if it finds the conditions unsafe it will take appropriate corrective action.

First aid supplies shall be made available in areas designated by the University.

For each employee whose job entails potential exposure to Hepatitis virus, the University will make arrangements for them to voluntarily receive Hepatitis vaccinations. The University will reimburse these employees for their out-of-pocket costs for these vaccinations.

ARTICLE 30

ARBITRATION

- A. If a grievance or dispute is not amicably adjusted, the Union may submit the grievance or dispute for final decision by an arbitrator. If the Union desires to submit the dispute to arbitration, notice must be given in writing to the University, and a joint request will be made of the Federal Mediation and Reconciliation Service to submit a list of five arbitrators. After the receipt of said list, the parties hereto shall strike names alternately from said list, with the Union striking the first name, until one name remains. The remaining name shall be appointed the impartial arbitrator.
- B. The sole function of the impartial arbitrator shall be to interpret the meaning of the articles of this Agreement, and it shall in no way be construed that the arbitrator shall have the power to add to, subtract from, or modify in any way the terms of this Agreement. The arbitrator shall have no authority to consider more than one grievance, unless the parties mutually agree to the contrary.
- C. The arbitrator's decision shall be in writing and shall be binding upon all parties concerned. It is understood and agreed that upon mutual consent of both the University and the Union, the impartial arbitrator may be selected by mutual consent without applying all the provisions of this article. The University and the Union agree that the expenses of the impartial arbitrator, travel, miscellaneous expenses, except for the expenses of each party's own witnesses, shall be borne equally by each party.

ARTICLE 31

STRIKES AND OTHER INTERFERENCES

The University agrees that so long as this Agreement is in effect there shall be no lockouts. The closing down of the operations or any part thereof or curtailing any operations for economic reasons shall not be construed to be a lockout. The Union, its officers, agents, members and employees covered by this Agreement agree that there shall be no picketing, other than informational picketing which does not lead to a work stoppage, or interference with deliveries, there shall be no strikes, sit-downs, slow-downs, stoppages of work, or any unlawful acts that interfere with the University's operations and that they will take affirmative action to prevent and stop any that occur in disregard to this commitment. The Union, its officers, agents, members and employees covered by this Agreement further agree to cooperate with the University and to support the University's efforts to assure a full day's work on the part of the employees covered by this Agreement and that they will actively combat absenteeism and other practices detrimental to the efficient functioning of the University. Any violation of the foregoing provision may be made the subject of disciplinary action, including discharge.

ARTICLE 32

SUPERVISORS

- A. Supervisors shall be appointed by the University and shall work or supervise as directed by the University, and the number, work assignments, and relationships to each other, to the employees, and to the University shall be at the discretion of the University. Supervisors are not a part of the bargaining unit nor are they covered by the terms of this agreement.
- B. The question of supervisory status may be submitted to arbitration under the standards set forth in the National Labor Relations Act.

ARTICLE 33

GROUP INSURANCE

The University agrees to provide for bargaining unit employees the same insurance coverages that are provided by the University for non-bargaining unit hourly paid employees. Any modification or termination of the insurance coverage for non-bargaining unit hourly paid employees will automatically apply to bargaining unit employees.

ARTICLE 34

WAGES

The **FY 2015 Policy for Unit I Wage Rates**, as approved by the Board of Governors, which established the current wage rates, will be attached as Appendix A. The wage rates became effective on July 1, 2014, and will continue until changed by the Board of Governors.

ARTICLE 35

WAGE REOPENING

Either the University or the Union by giving at least 60 days written notice prior to **July 1, 2015** (or any subsequent annual anniversary of July 1st while this memorandum is still in force) may reopen this memorandum for the sole purpose of negotiating changes in the wage rates schedule which is then in force. If either party has served notice of its intention to terminate or modify this memorandum under the provisions of Article 39, Effective Dates, then the applicable wage rates schedule shall end at the same time as the Memorandum of Agreement, and a new wage rates schedule shall be one of the topics of discussion for any new memorandum of agreement.

ARTICLE 36

SAVINGS CLAUSE

In the event that any provision of this memorandum shall at any time be declared invalid by any court or administrative agency of competent jurisdiction, or the Attorney General of Missouri, the decision shall not invalidate the entire memorandum, it being the express intention of the parties that all other provisions shall remain in full force and effect.

ARTICLE 37

DISCIPLINE

The following will instead be included.) For minor offenses, such as brief tardiness, the University will use progressive disciplinary steps, which become more severe if offenses are repeated. The most severe step of progressive discipline will include termination. Written University policy for progressive discipline has been developed and will be distributed as soon as approved. For major offenses, such as, threats, timecard fraud, theft, etc., the University may take serious disciplinary action including termination, even for the first offense.

ARTICLE 37

PROGRESSIVE DISCIPLINE

The University agrees with the tenets of progressive disciplinary steps and shall not discipline or discharge an employee without just cause. Progressive discipline will include the following steps:

1. Oral warning
2. Written reprimand
3. Suspension
4. Discharge

Written University policy for progressive discipline can be found in the Staff Handbook on the Human Resources web page.

In some cases, a disciplinary step may be skipped if the nature of the performance or behavior problem warrants. If a disciplinary step is skipped, notification will be given to a Union representative prior to the disciplinary action.

Major offenses such as violence or threats of violence, timecard fraud, theft, intoxication on the job, or conviction of a felony, shall fall under summary discharge and employees may be terminated even for the first offense. (Felony convictions must be reported to Human Resources.)

Employees covered under this Agreement may request Union representation in any possible disciplinary situation. Employees may request to have a union steward/union representative present during disciplinary/investigatory discussions with management. Management shall make every effort to allow for union representation not to exceed a two hour wait time for union steward/union representative to be present.

Management is not required to inform the employee of his/her rights, it is the employee's responsibility to know and request representation per their contract rights.

ARTICLE 38

EMERGENCY CLOSURE

In certain unusual and emergency circumstances, campus operations may be temporarily suspended (such as cancellation of classes) through partial or full campus closure. In full closure, classes are cancelled, the majority of academic and administrative operations are suspended, and employees (except those who are designated as being situationally critical for the event) are instructed that they should not report to work. Even in full closure some campus operations must be maintained such as the power plant, public safety and residential life. The necessity or feasibility of maintaining these operations will vary by the circumstances causing the closure, such as weather, health conditions, natural or man-made disasters, etc.

All announcements of changes in operations will be released by the President's Office through established campus processes. Only the President has the authority to cancel classes and/or suspend campus operations in part or in full. The President may place into immediate effect any emergency regulations and procedures deemed necessary or appropriate to meet the emergency, safeguard persons and property and maintain educational activities.

Situationally critical employees are defined as those employees designated as critical to the operation of the University and who may be required to work by their supervisor during a temporary closing. Situationally critical employees may differ, depending on the nature of the emergency. Situationally critical employees will be expected to promptly respond when called for emergency situations, unless excused for good and sufficient reason.

Pay Procedures for Nonexempt Employees: Regular nonexempt employees who are not required to work during full closure will continue to receive their regular pay for the duration of the closure, not to exceed 5 work days, based on their normal schedule. Those employees who are designated as situationally critical and who are required to work during full closure will receive their regular rate of pay up to their regular FTE. In addition, they will receive time and a half for all hours actually worked. Should a closure extend beyond 5 days, regular employees may use accrued vacation, sick leave or take leave without pay.

ARTICLE 39

EFFECTIVE DATES

This agreement shall be effective **July 1, 2014, and shall remain in effect until July 1, 2016**, and shall continue in effect thereafter from year to year unless notice by certified mail is given by either party to the other party of intention to terminate or modify this memorandum (other than a reopening of wage rates under Article 35) at least 60 days prior to **July 1, 2016**, or at least 60 days prior to any subsequent annual anniversary date of July 1st while this memorandum is still in force. If notice of intention to terminate or modify this memorandum is properly and timely given by either party, then this Memorandum of Agreement shall end on the applicable anniversary date of July 1st.

In Witness Whereof, the parties have executed this Memorandum of Agreement in duplicate on the date

LABORER'S INTERNATIONAL UNION
OF NORTH AMERICA, AFL-CIO,
LOCAL NO. 773

TRUMAN STATE UNIVERSITY

By _____
Clint B Taylor, Business Manager
Southern and Central Illinois Laborers'
District Council

By _____
Troy Paino, President
Truman State University

Date approved by the membership

Date approved by the Board of
Governors _____

Date signed by the Business
Manager _____

Date signed by the President of
of the University _____



**OPERATING BUDGETS
FOR
FISCAL YEAR 2015**

FY 2015 BUDGET DOCUMENTS

A. The FY 2015 Education and General Budget	Page
1. Executive Summary	1
2. General Budget Priorities	1
3. Revenue Assumptions	2
4. Planned Expenditures	5
5. FY 2015 Education and General Revenue by Category	10
6. FY 2015 Education and General Expenditures by Category	17
 B. The FY 2015 Auxiliary Budget	
1. Executive Summary	19
2. General Budget Priorities	19
3. Revenue Assumptions	19
4. Planned Expenditures	20
5. FY 2015 Auxiliary Revenue by Category	23
6. FY 2015 Auxiliary Expenditures by Area	25
 C. The FY 2015 Restricted Funds Budget	
1. Executive Summary	27
2. Projected Restricted Revenues and Expenditures	27
3. FY 2015 Estimated Restricted Revenue and Expenditures	30
 D. Combined Operating Budget Summary	
1. Operating Budgets	32
2. Revenue Sources	33

FISCAL YEAR 2015 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 five percent increase, with reserves to cover potential withholding. Tuition for 2014-2015 was increased for out of state and graduate students and enrollment for FY 2015 is projected to decline. The overall result is a projected increase in revenue and expenditures compared to the FY 2014 budget.

General Budget Priorities

Functional areas of the University were asked to develop budget requests for FY 2015 based on projected enrollment and state funding and were also asked to identify functions or areas where reallocations could occur. State revenue for FY 2015 is likely to grow at a slower rate than originally expected when the overall state budget was developed. Therefore, 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

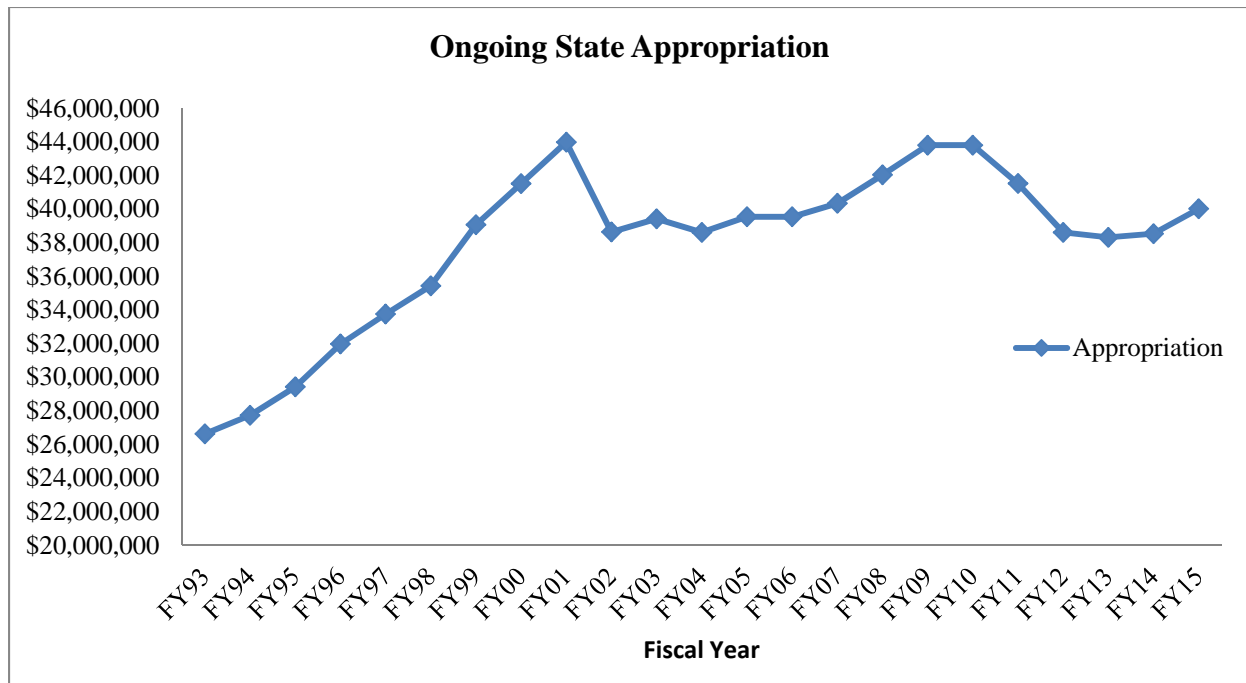
General Revenue

The base general revenue appropriation for Truman from the State of Missouri approved by the General Assembly is 5% above FY 2014. Total funds appropriated from general revenue and lottery proceeds for FY 2015 are \$42,538,644. Historically, the Governor withholds at least three percent of these funds as a contingency. For Fiscal Year 2015 this requires a reserve of \$1,276,159 for the standard withholding. Table 1 provides a snapshot of total state revenue trends for FY 1993 through FY 2015 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 FY98-FY15 is found on Table 2. Expected state support for the FY 2015 is roughly equal to the FY 2000 level.

Enrollment Fees and Other Income

The Fall 2014 enrollment is projected for budget purposes at approximately 5,505 full-time equivalent students. This is lower than actual enrollment for Fall 2013. Spring 2015 enrollment is projected at the historical average of 93 percent of the fall semester total. Tuition and required fees were not increased for undergraduate Missouri students and increased for non-resident and graduate students by 1.5% for 2014-2015. 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 2015 is projected to be comparable to FY 2014.

Table 1
GENERAL REVENUE TRENDS



Ongoing State Appropriations Received

Fiscal Year	Appropriation	% Change
FY 93	\$26,631,717	5.4%
FY 94	\$27,737,229	4.2%
FY 95	\$29,427,745	6.1%
FY 96	\$31,979,820	8.7%
FY 97	\$33,757,552	5.6%
FY 98	\$35,437,909	4.7%
FY 99	\$39,072,485	10.3%
FY 00	\$41,522,860	6.2%
FY 01	\$43,987,383	5.6%
FY 02	\$38,640,023	-12.2%
FY 03	\$39,427,733	2.0%
FY 04	\$38,619,423	-2.1%
FY 05	\$39,545,109	2.4%
FY 06	\$39,545,109	0.0%
FY 07	\$40,346,396	2.0%
FY 08	\$42,040,945	4.2%
FY 09	\$43,806,665	4.2%
FY 10	\$43,806,665	0.0%
FY 11	\$41,526,613	-5.2%
FY 12	\$38,619,750	-7.0%
FY 13	\$38,325,596	-0.8%
FY 14	\$38,542,604	0.6%
FY 15*	\$40,024,610	3.8%

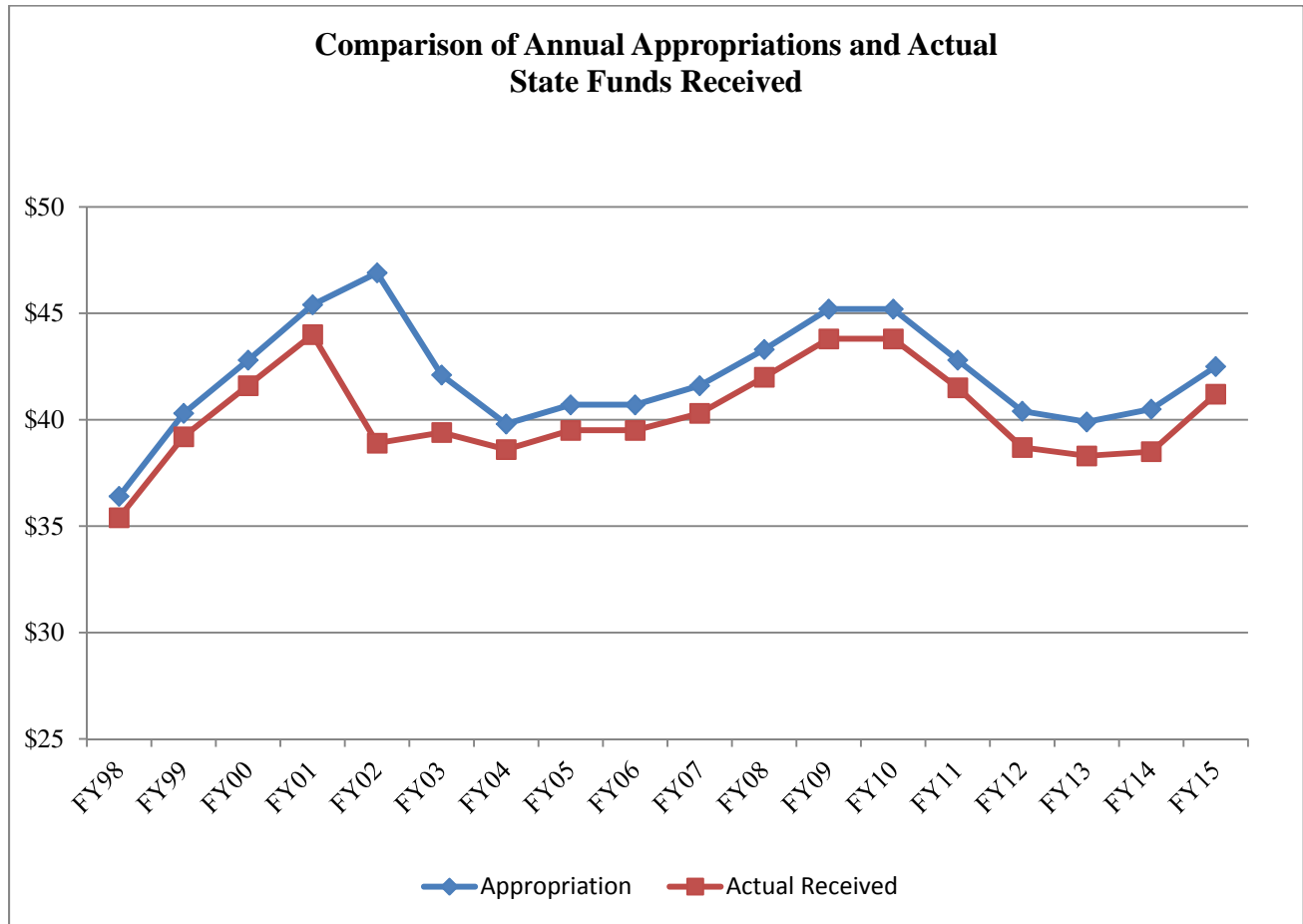
*Projected

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 15, the standard 3% withholding is assumed plus an additional 3% due to revenue shortfall.

Table 2



	<u>FY98</u>	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>	<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>
Appropriation	36.4	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	42.5
Actual Received	35.4	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	41.2

FY10 excludes one-time federal fund designated for Caring for Missourians.
FY15 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 2015, Truman is budgeting \$56.8 million in this category, or 60% 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	\$37,630,971
Fringe Benefits	\$16,030,667
Student Employment	\$ 3,204,619
Total	\$56,866,257

Within the FY 2015 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

Because the projected revenues were originally expected to increase for FY 2015, some reallocations were made in the equipment and operations categories. 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 2014 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 2002-FY 2015 and shows the asset renewal rate for these areas. Research funding totals nearly \$811,500 for FY 2015, with most of the funds in the operations and equipment categories.

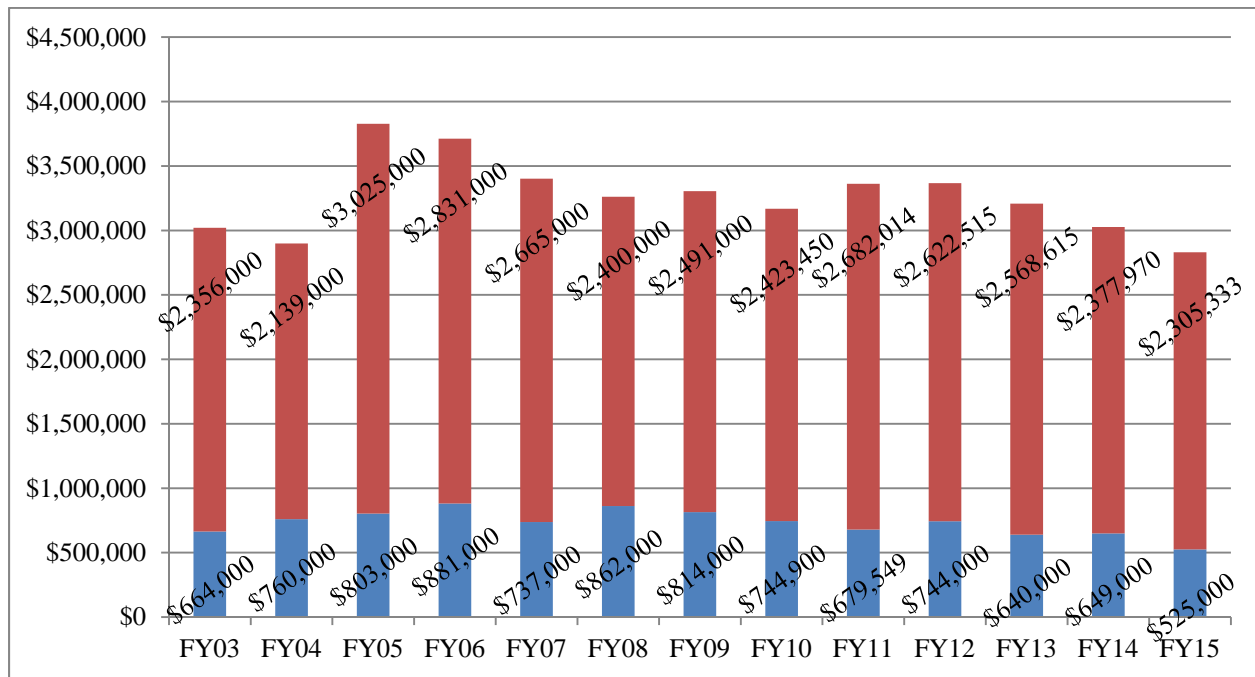
A continuing priority is the maintenance of the academic holdings of Pickler Memorial Library. Because cost increases for periodicals have exceeded inflation, it has been necessary to reallocate funds to cover periodicals and provide a modest acquisition budget for books. The library budget for FY 2014 was increased due to a new technology fee and this funding is continued in the FY 2015 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 2015 operating budget continues significant allocations for computing and technology. A total of \$3.3 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 2014-2015, technology areas are budgeted at 3.5 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 of 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 2015, a total of \$1,460,875 is budgeted for maintenance

and repair which is equal to FY 2014. Table 4 outlines trends in the Maintenance & Repair budget for FY 2005-FY 2015.

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 2015, and the total budget in this category has been increased by \$80,000 to provide an allowance for rate increases and the impact of 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 \$2.4 million, which includes funds transferred from the Foundation to support advancement and fundraising efforts.
7. Scholarships. For FY 2015, funds for scholarships have been increased slightly 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 \$3.2 million, a small increase from FY 2014.

Table 3
Academic & Research Equipment Budgets

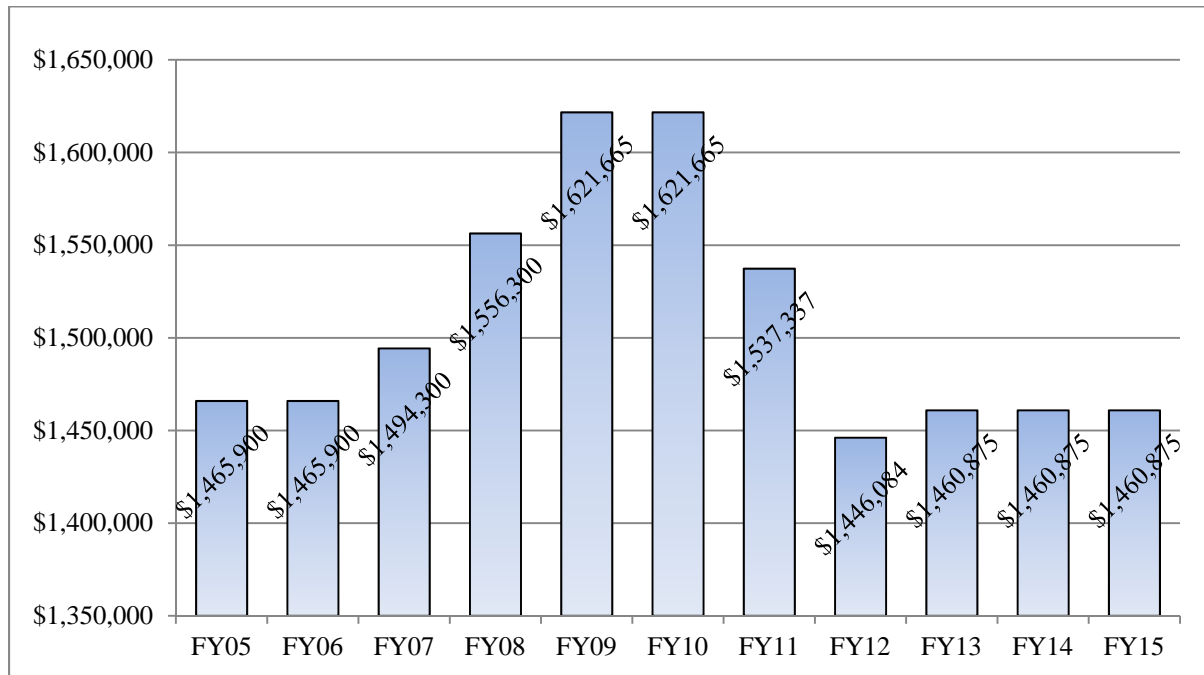


(000's omitted)

	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
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
Actual \$ Available	664	760	803	881	737	862	814	744	679	744	640	649	525

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



	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
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

FY 2015 EDUCATION AND GENERAL REVENUE BY CATEGORY

The page that follows provides a summary of projected revenue for FY 2015 in several major categories. General Revenue, or state funds, provides 44.9% 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 2015. The portion of the adjusted budget supported by student tuition is 30.1% and, therefore, is within the policy.

Table 5 illustrates budgeted sources of funds for FY 2015. 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 2015 REVENUE BY CATEGORY**

<u>General Revenue</u>	<u>\$42,538,644</u>
------------------------	---------------------

This represents the entire amount appropriated by the General Assembly. A contingency budget of \$1,276,159 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 2015.

<u>Student Tuition and Enrollment Fees</u>	<u>\$49,830,000</u>
--	---------------------

FY 2015 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 2014 summer level. This category also includes fees for off-campus courses, the athletic fee, study abroad programs, and special enrollment fees.

<u>Other Local Income and Transfers</u>	<u>\$ 2,289,356</u>
---	---------------------

This includes various revenue sources: investments, athletic gate receipts, sales and services of educational activities (such as summer camps), rollover from FY 2014, indirect costs from grants and other miscellaneous sources. Transfers from Auxiliary sources and the Foundation are also included here.

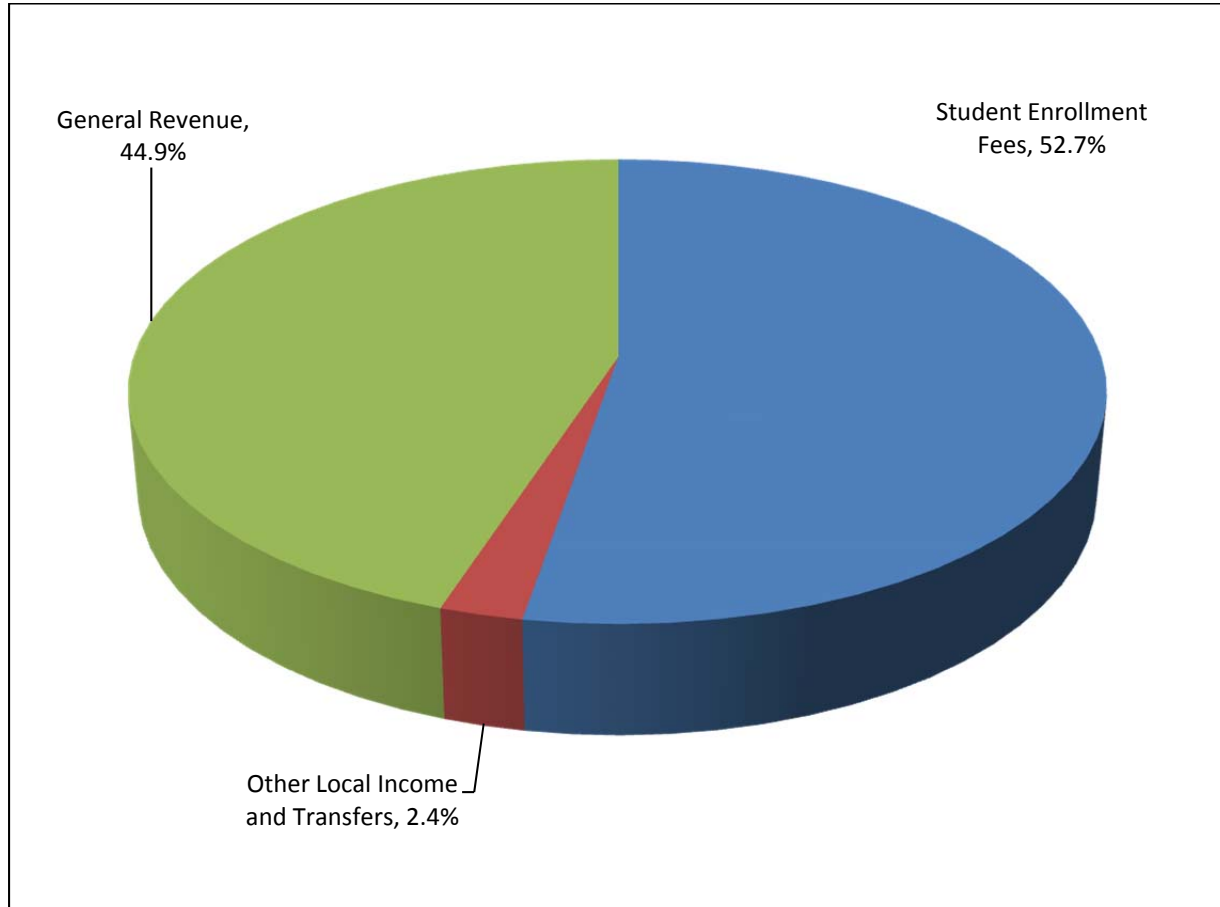
GRAND TOTAL ALL SOURCES	<u>\$94,658,000</u>
--------------------------------	----------------------------

SEGREGATION OF ON-CAMPUS FEE INCOME FOR FY 2015 IS AS FOLLOWS:

	Total Fee Income	Undesignated & Unrestricted
Enrollment Fees		47,750,000
Less Restricted/Designated		
Student Union	-1,139,000	
“out-of-state”		
Missouri taxpayer discount	-315,000	
Recreation Center	-1,305,000	
Residential College Fees	-382,500	
Truman Week Fee	-493,000	
Joseph Baldwin Academy	-415,000	
Student Health Center Fee	-295,000	
Student Activity Fee	-486,000	
Athletic Fee	-540,000	
Technology Fee	<u>-180,000</u>	
Total designated/restricted funds	-5,550,500	
Total unrestricted funds		42,199,500
The percentage calculation is shown as follows:		
1. Undesignated and unrestricted fees (above)		42,199,500
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-19,577,813
NET TUITION		22,621,687
1. Total Education and General Budget		94,658,000
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-19,577,813
ADJUSTED E&G TOTAL		75,080,187
NET TUITION AS A PERCENTAGE OF ADJUSTED E&G		30.1%

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

Table 5
FY 2015 BUDGETED REVENUE



FY 2015 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 2015 are as follows:

Instruction \$42,641,894

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

Research \$ 811,350

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 \$ 110,413

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 \$ 5,133,391

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

Student Services \$ 8,516,250

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

Institutional Support \$ 7,997,483

Support areas including fiscal operations, alumni and public relations, and general administration are in this category.

Physical Plant \$ 8,368,531

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 \$ 1,460,875

Funds designated for campus building repairs and preventive maintenance are in this category.

Student Aid \$19,587,480

Student scholarships, experienceships and athletic aid are included here.

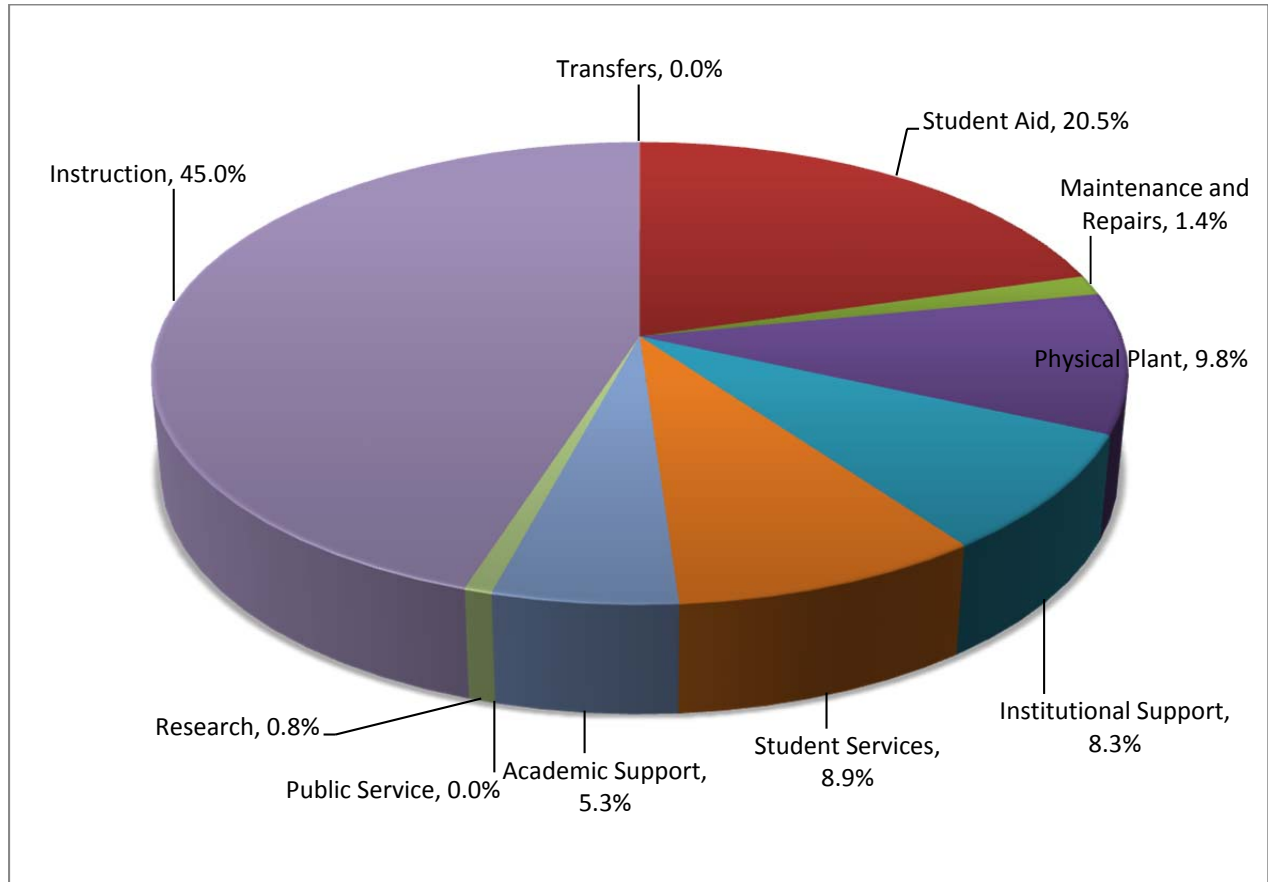
Transfers \$ 40,000

Mandatory transfers for federal aid programs (Perkins and SEOG) comprise this budget.

TOTAL \$94,658,000

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 2015 PLANNED EXPENDITURES



FY 2015 EDUCATION AND GENERAL EXPENDITURES BY CATEGORY

	Personal Service	Equipment	Operations	Total
Instruction	35,016,351	1,883,788	3,741,755	42,641,894
Research	107,750	370,000	333,600	811,350
Public Service	50,485	0	59,928	110,413
SUBTOTAL	37,174,586	2,253,788	4,135,283	43,563,657
Academic Support	3,286,196	51,545	1,795,650	5,133,391
Student Services	5,518,380	19,875	2,977,995	8,516,250
Institutional Support	5,587,618	110,907	2,298,958	7,997,483
Physical Plant	3,893,477	199,850	4,275,204	8,368,531
Maintenance & Repairs	0	0	1,460,875	1,460,875
Student Aid	1,406,000	0	18,171,813	19,577,813
Transfers	0	0	40,000	40,000
TOTALS	56,866,257	2,635,965	35,155,778	94,658,000

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.

**COMPARISON OF EDUCATION AND GENERAL BUDGET BY CATEGORY
FY 2008 – FY 2014**

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Change 14-15
Personal Service	52,300,164	53,942,855	53,418,859	52,039,986	52,548,445	52,886,984	54,834,643	56,866,257	3.7%
Equipment	2,752,365	2,819,415	3,527,989	3,000,714	2,941,815	3,074,615	2,844,715	2,635,965	-7.3%
Operations	33,784,651	35,743,584	36,312,919	35,759,207	34,193,635	35,252,011	35,155,492	35,155,778	0.0%
TOTAL	88,837,180	92,505,854	93,259,767	90,799,907	89,683,895	91,213,610	92,770,780	94,658,000	2.0%

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 2015 AUXILIARY BUDGET NARRATIVE

Executive Summary

Revenue from combined auxiliary operations is projected to decrease in FY 2015. 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 at the same level as actual for 2014. The rates charged to students for residence halls including room and board were increased by an average of 2.5% for the 2014-15 academic year.

Modest decreases in operating and equipment budgets have been recommended for 2014-2015. For FY 2015, only minor staffing changes are recommended in auxiliary areas. The major changes in the Auxiliary Budget for FY 2015 include the reallocation of funds to cover projected utility costs as well as the fringe benefit cost increases for retirement and insurance. Significant savings were realized with the refinancing of bonds in 2013 and this is reflected in the operating budgets for FY 2015.

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 2.5% for FY 2015. A student living in a typical two-person room will pay \$7,580 for the 2014-2015 academic year. Based upon an occupancy rate of 2,550 for the fall semester and 93 percent returning for the spring semester, revenue from residence halls and apartments is projected at \$19,700,000.

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 \$590,000 for FY 2015. Additional revenue sources include interest income and miscellaneous fees which should generate approximately \$795,000.
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 was increased for FY 2015 to help 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 \$1,395,000.
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 2015 is projected at \$1,335,000 for the Recreation Center.
5. Service Departments. Revenue from auxiliary service departments including Printing Services and the University Press is projected at \$686,000 for FY 2015.

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 2015 and illustrates the emphasis on asset renewal in these areas.

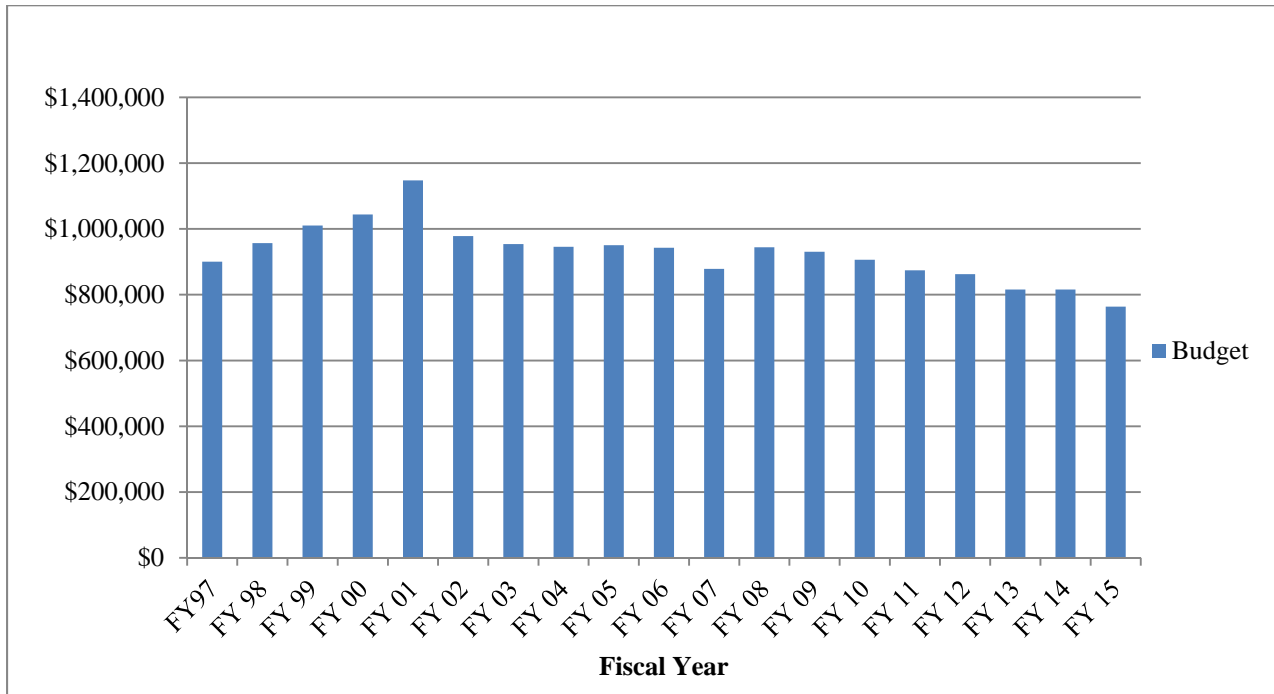
Operating funds for Residential Living include utilities, repairs and renovations, and food service contracts. Funds are included for furniture replacements and general repairs to the facilities. Food service costs will increase to cover increased costs as agreed to in the food

service contract. Utility rates are projected to increase in 2014-2015 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 \$3,717,180 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 \$315,123 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 debt retirement (\$644,370) to repay the internal borrowing from E&G Reserves.

Table 7
Auxiliary Equipment Budget Trends
FY97-FY15



<u>Fiscal Year</u>	<u>Equipment Budget</u>	<u>% change</u>
FY 97	\$ 900,570	17.5%
FY 98	\$ 957,058	6.3%
FY 99	\$ 1,010,358	5.5%
FY 00	\$ 1,043,858	3.3%
FY 01	\$ 1,147,858	9.9%
FY 02	\$ 978,464	-14.7%
FY 03	\$ 954,166	-2.5%
FY 04	\$ 945,906	-0.9%
FY 05	\$ 950,796	0.5%
FY 06	\$ 942,796	-0.8%
FY 07	\$ 878,780	-6.8%
FY 08	\$ 944,488	7.4%
FY 09	\$ 930,488	-1.5%
FY 10	\$ 906,247	-2.6%
FY 11	\$ 874,233	-3.5%
FY 12	\$ 862,633	-1.3%
FY 13	\$ 815,883	-5.4%
FY 14	\$ 815,883	0.0%
FY 15	\$ 763,883	-6.4%

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

FY 2015 AUXILIARY REVENUE BY CATEGORY

RESIDENCE HALLS

Room and Board \$19,700,000

This projection is based on an occupancy rate of 2,550 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 \$ 590,000

This source represents income from purchase of residence hall meal cards by students who live off-campus. The projection is based on FY 2014 levels of sales.

Academic Transfer \$ (382,500)

To fund the Residential Colleges, \$150 per residence hall occupant is transferred to the Education and General Budget.

Other Income \$ 795,000

Revenue from deposits, processing fees, rentals, commissions, and small sources is projected to be down slightly from FY 2014.

TOTAL RESIDENCE HALL INCOME **\$20,782,500**

STUDENT UNION**\$ 1,395,000**

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 FY15 and additional income sources include rentals, bookstore, and food service commission.

RECREATION CENTER**\$ 1,335,000**

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**\$ 686,000**

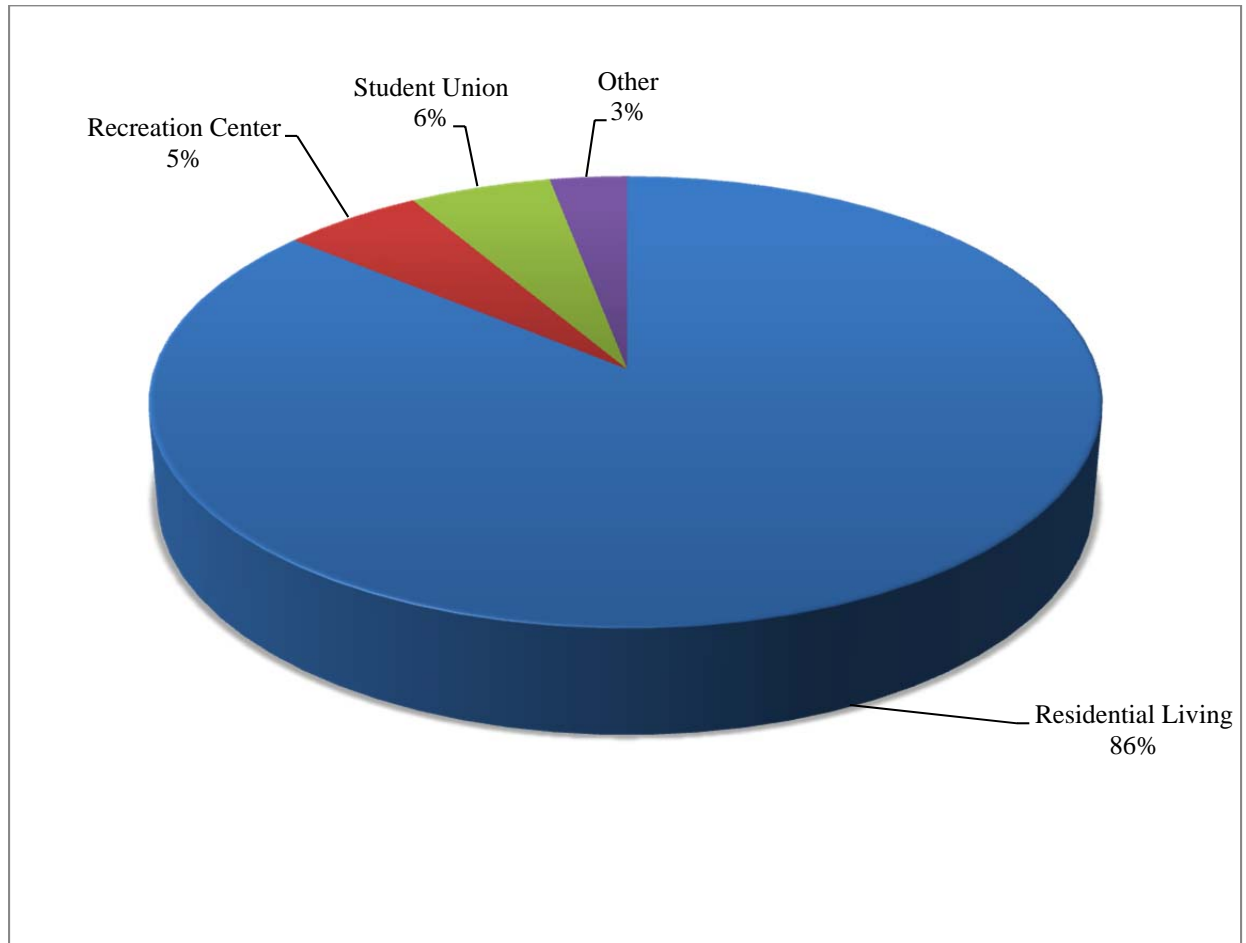
Several service departments are operated as auxiliary enterprises. Currently this includes Printing Services and the University Press. Revenue is projected to be level for FY15.

GRAND TOTAL AUXILIARY**\$24,198,500**

FY 2015 AUXILIARY EXPENDITURES BY AREA

	Personal Service	Equipment	Operations	Total
Residential Living	3,228,774	592,768	12,375,493	16,197,035
Residential Living Bond Payments	0	0	3,717,180	3,717,180
Student Union	427,783	131,115	447,175	1,006,073
Student Union Bond Payment	0	0	315,123	315,123
Printing Services	203,167	10,000	259,565	472,732
Auxiliary Administration	92,177	0	8,589	103,766
University Press	213,658	0	435	214,093
Other Auxiliary	3,000	0	28,000	31,000
Recreation Center	449,695	30,000	209,848	689,543
Recreation Center Loan	0	0	644,370	644,370
Transfer/Surplus	0	0	807,585	807,585
TOTAL	4,624,254	763,883	18,813,363	24,198,500

Table 8
FY 2015 AUXILIARY EXPENSES
BY MAJOR AREA



FISCAL YEAR 2015 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

\$ 156,388

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.

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.

Other

\$ 306,739

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 2015 RESTRICTED

\$7,255,902

FISCAL YEAR 2015
ESTIMATED RESTRICTED REVENUE AND EXPENDITURES

<u>Area or Program</u>	<u>FY 2015 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	\$ 156,388
NSF-Supporting Early Career STEM Majors	\$ 131,869
Pell	\$4,500,000
SEOG	\$ 101,284
Work-Study	\$ 310,818
Federal TEACH Grant	\$ 75,000
Other	\$ 306,739
 TOTAL	 \$7,255,902

COMBINED OPERATING BUDGET SUMMARY

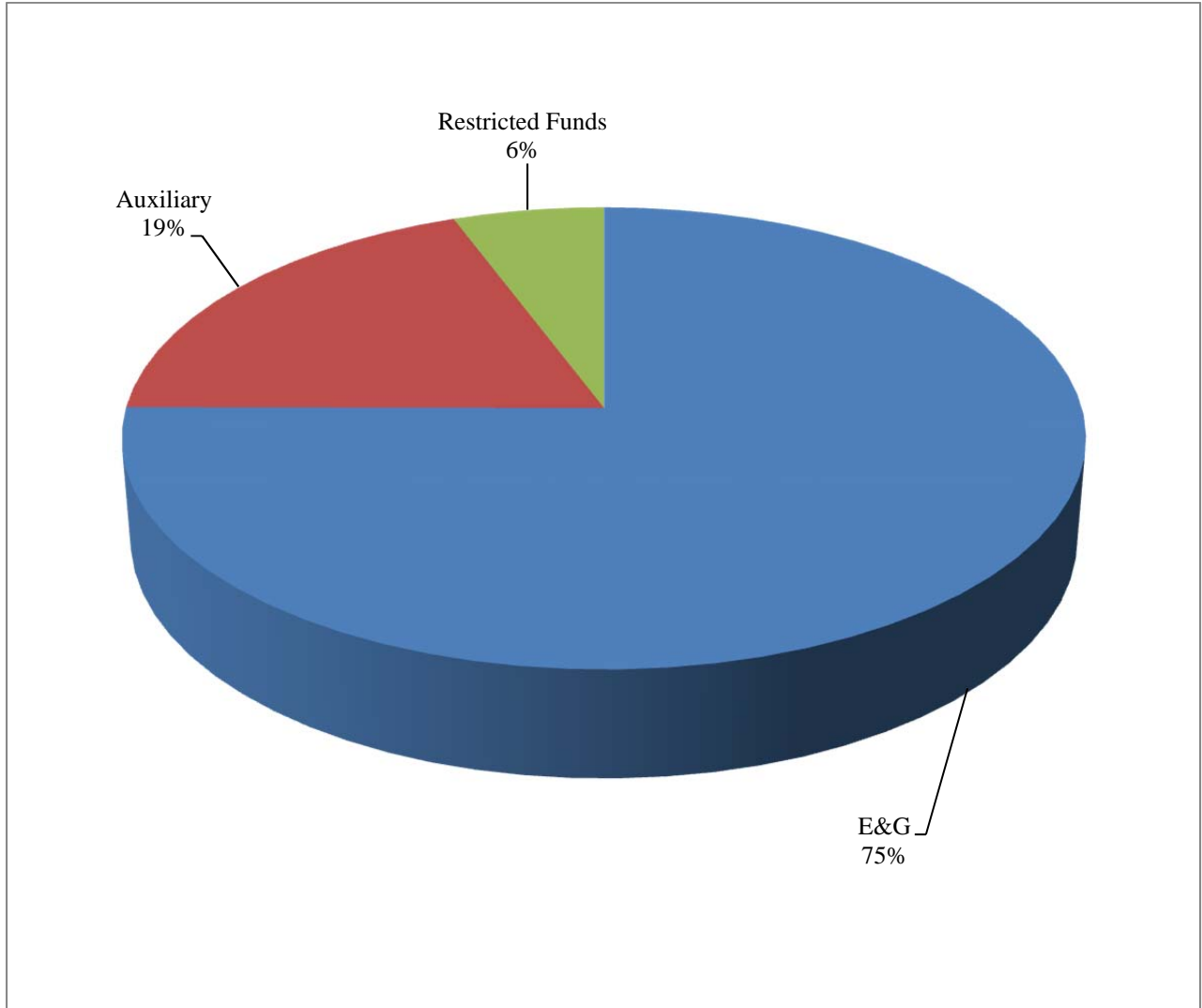
The combined operating budget for Fiscal Year 2015 totals \$126,112,402.

Education and General	\$ 94,658,000
Auxiliary	\$ 24,198,500
Restricted Funds	<u>\$ 7,255,902</u>
Total	\$126,112,402

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

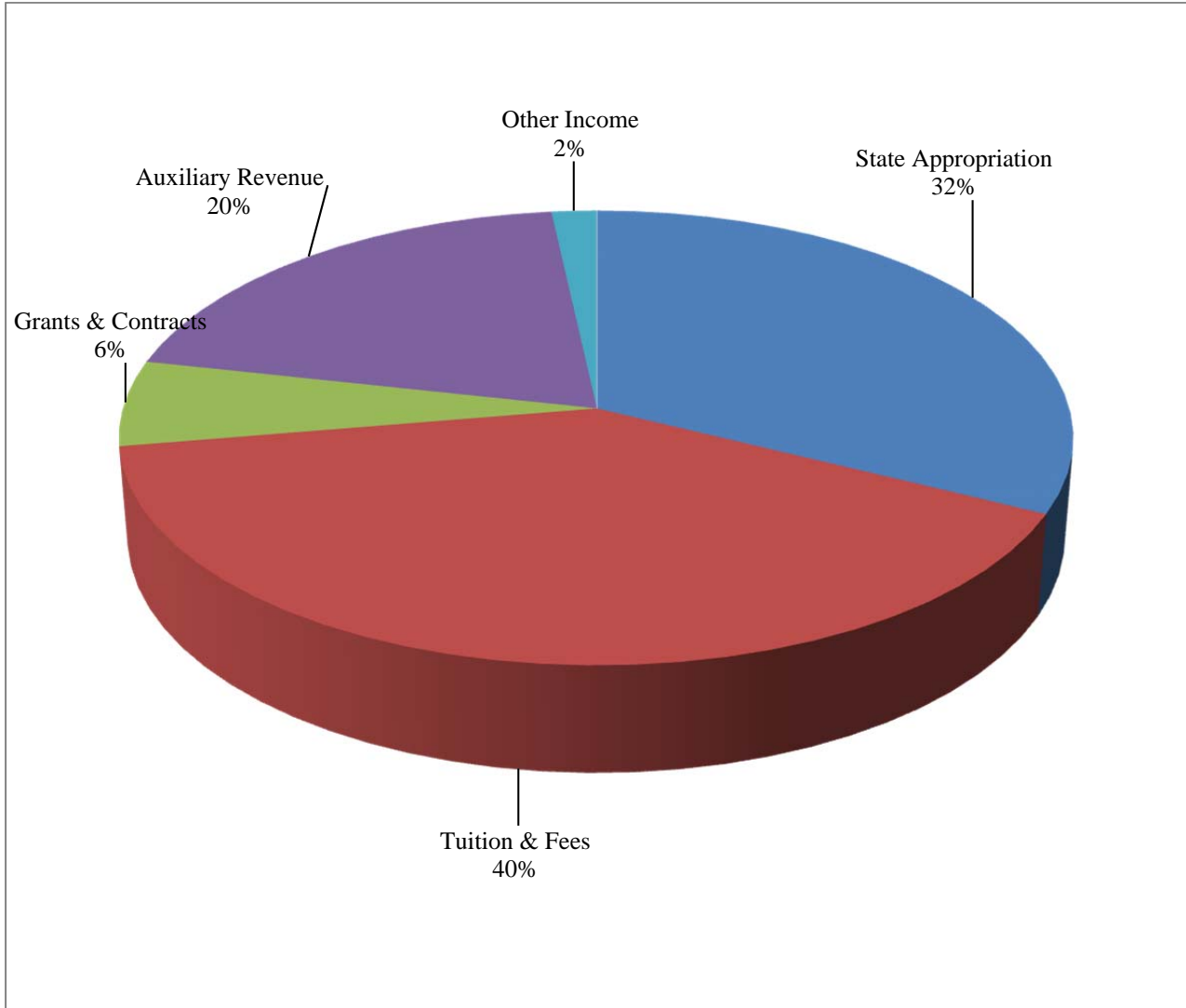
Projected revenues are equal to the various operating budgets, and Table 10 illustrates the sources of revenue which are combined to produce the funds needed. Major sources, in descending order, are Student Tuition and fees, State Appropriations, Auxiliary Revenue, Grants and Contracts, and Other Income.

Table 9
FY 2015 OPERATING BUDGETS



Operating Budget	\$ Amount
E&G	\$94,658,000
Auxiliary	\$24,198,500
Restricted Funds	\$ 7,255,902

Table 10
FY 2015 Revenue Sources



Revenue Sources	\$ Amount
State Appropriation	\$42,538,644
Tuition & Fees	\$49,830,000
Grants & Contracts	\$ 7,255,902
Auxiliary Revenue	\$24,198,500
Other Income	\$ 2,289,356

**2014-2015 Policy for Faculty and Exempt Staff Salaries**

Full-time and part-time faculty salaries for the 2014-2015 academic year will be increased by 2%, with the exception of those already under contract for FY15.

Full-time staff salaries for the 2014-2015 fiscal year will be increased annually by \$600 or 2%, whichever is higher, with the exception of those already under contract for FY15.

Part-time staff salaries for the 2014-2015 fiscal year will be increased by 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 2014-2015 academic year (excluding those whose salaries for the 2014-2015 academic year have been established by separate agreement) are to be given the following increases in their salaries for the 2014-2015 academic year:

<u>Academic Promotion</u>	<u>Amount</u>
Instructor to Assistant Professor	\$1,000
Assistant Professor to Associate Professor	\$2,500
Associate Professor to Professor	\$5,000

Note: The amounts for those promoted to Associate increased by \$200 and to Professor by \$400. These are the first changes since Academic Year 2000-2001.

2014-2015 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 2014-2015 fiscal year.

Grade	Title	Hourly
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 raise of \$.29/hour (\$600 annual) or 2%, whichever is higher.

These starting salaries have been increased to be more competitive in the Kirksville market. The increases for categories are \$.10/per hour for A and B; \$.25/per hour for C and D. The majority (53%) of office positions are classified as B.

2014-2015 Policy for Unit I Wage Rates

The hourly wage rates for employees in Unit I are to be the following amounts during the 2014-2015 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	\$11.79	\$11.54
Step 1	\$12.41	\$12.05
Step 2	\$13.29	\$12.83
Step 3	\$14.00	\$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 = 1st year anniversary

Step 3 = 2nd year anniversary

*Each step was raised \$.29/hour or \$600 annually. Individuals above scale receive the greater of \$.29/hour or 2%.

2014-2015 Policy for Off-Campus and Workshop Faculty Salaries

Teachers of off-campus courses and workshops are to be paid the following salaries during the 2014-2015 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 2014-2015 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.