

**NOTICE OF MEETING**  
**Board of Governors, Truman State University**  
**Monday, July 9, 2018**

The Board of Governors for Truman State University will hold a meeting on Monday, July 9, 2018, in the President's Office in McClain Hall 200 on the University campus in Kirksville, Missouri. The public is invited to attend.

The tentative agenda for the meeting is attached to this notice.

When appropriate under the provisions of Section 610.010 thru 610.030 of the Revised Statutes of Missouri, commonly known as the Open Meetings Law, the Board will select the items of business to be conducted in closed session and will state its reasons for considering such items in closed session.

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

Dated this 3<sup>rd</sup> day of July, 2018.

A handwritten signature in black ink, reading "Susan L. Thomas". The signature is written in a cursive style with a large, stylized initial "S".

Susan L. Thomas, Ph.D.  
President of the University

**TENTATIVE AGENDA**  
**Board of Governors, Truman State University**  
**Monday, July 9, 2018**

11:30 a.m.	ITEM A	Call to Order
	ITEM B	Operating Budgets FY 2019 (revised)
	ITEM C	Salary Policies FY 2019
	ITEM D	Motion to Adjourn

**ITEM A**  
**Call to Order**

Governor Cheryl J. Cozette, Chair of the Board, will call the meeting to order and recognize Board members participating by phone or absent.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM B**  
**Operating Budgets FY 2019 (revised)**

**DESCRIPTION AND BACKGROUND**

Projected state appropriations for FY 2019 have been revised based on the funding bill signed by the Governor on June 28, 2018. This will provide \$3,143,729 in additional state support, and a comparison of FY 2019 revenue and expenditures by category is provided in the attachment labeled "Revised Education and General Operating Budget FY 2019". No changes are proposed in FY 2019 Auxiliary Budget or Restricted Fund Budget approved at the Board of Governors meeting on June 16, 2018. After the 3 percent withholding from the additional state funds, a total of \$3,049,417 is available for the Education and General Budget.

**RECOMMENDED ACTION**

BE IT RESOLVED that the "Operating Budgets for Fiscal Year 2019" previously approved on June 16, 2018, be revised to reflect additional state appropriations for the Education and General Budget; 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 entitled "Revised Education and General Operating Budget FY 2019" be attached to the minutes as an exhibit.

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

**ATTACHMENT**

Revised Education and General Operating Budget FY 2019

## REVISED EDUCATION AND GENERAL OPERATING BUDGET FY 2019

### FY 2019 Revenue by Category

	Approved 6-16-18	Revised 7-9-18
State Appropriation	\$37,516,593	\$40,660,322
Student Tuition & Enrollment Fees	\$52,398,000	\$52,398,000
Other Local Income & Transfers	\$ 2,185,000	\$ 2,185,000
<b>TOTAL</b>	<b>\$92,099,593</b>	<b>\$95,243,322</b>

### FY 2019 Expenditures by Category

Personal Service	\$55,311,882	\$56,611,882
Equipment	\$ 2,349,354	\$ 2,993,083
Operations	\$34,438,357	\$35,638,357
<b>TOTAL</b>	<b>\$92,099,593</b>	<b>\$95,243,322</b>

**ITEM C**  
**Salary Policies FY 2019**

**DESCRIPTION AND BACKGROUND**

Salary policies are generally established by the Board of Governors at the meeting preceding the start of the new fiscal year. The recommended actions cover faculty and staff for 2018-2019. This process was delayed for FY 2019 until the appropriation bill was signed by the Governor. Salary increases for staff would be retroactive to July 1, 2018 for employees on the payroll as of August 1, 2018.

**RECOMMENDED ACTION**

BE IT RESOLVED that the following salary and wage policies for the 2018-2019 Fiscal Year be approved:

- 1) 2018-2019 Policy for Faculty and Exempt Staff Salaries;
- 2) 2018-2019 Policy for Hourly Personnel Wage Rates;
- 3) 2018-2019 Policy for Unit I Wage Rates; and
- 4) 2018-2019 Policy for Off-Campus and Workshop Faculty Salaries; and

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

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

**ATTACHMENTS**

2018-2019 Policy for Faculty and Exempt Staff Salaries  
2018-2019 Policy for Hourly Personnel Wage Rates  
2018-2019 Policy for Unit I Wage Rates  
2018-2019 Policy for Off-Campus and Workshop Faculty Salaries

## 2018-2019 Policy for Faculty and Exempt Staff Salaries

Full-time and part-time faculty salaries for the 2018-2019 academic year will be increased by 3%, with the exception of those already under contract for FY 2019.

Full-time staff salaries for the 2018-2019 fiscal year will be increased annually by 3% with the exception of those already under contract for FY 2019. This increase will be retroactive to July 1, 2018 for employees on the payroll as of August 1, 2018.

Part-time staff salaries for the 2018-2019 fiscal year will be increased by 3%. This increase will be retroactive to July 1, 2018 for employees on the payroll as of August 1, 2018.

### 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 2018-2019 academic year (excluding those whose salaries for the 2018-2019 academic year have been established by separate agreement) are to be given the following increases in their salaries for the 2018-2019 academic year:

<u>Academic Promotion</u>	<u>Amount</u>
Instructor to Assistant Professor	\$1,000
Assistant Professor to Associate Professor	\$3,600
Associate Professor to Professor	\$7,200

Note: The amounts for those promoted to Associate increased by \$400 and to Professor by \$800. This is the final step of a multi-year plan which started in FY 2015 to gradually increase promotion amounts.

## **2018-2019 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 2018-2019 fiscal year.

<b>Grade</b>	<b>Title</b>	<b>Hourly</b>
A	Office Assistant 1	\$10.40
B	Office Assistant 2	\$10.65
C	Administrative Assistant 1	\$12.13
D	Administrative Assistant 2	\$13.75

Individuals above this scale who are non-exempt employees will receive an hourly wage rate increase of 3%.



**2018-2019 Policy for Unit I Wage Rates**

The hourly wage rates for employees in Unit I are to be the following amounts during the 2018-2019 fiscal year.

WAGE RATES FOR UNIT I

<u>Wage Status</u>	<u>Controls Technician</u>	<u>Grounds Mechanic</u>
Probationary	\$17.00	\$12.45
Step 1	\$17.90	\$12.85
Step 2	\$18.90	\$13.35
Step 3	\$20.00	\$13.95

<u>Wage Status</u>	<u>Mechanical Services</u>	<u>Building Trades</u>
Probationary	\$12.44	\$12.04
Step 1	\$13.06	\$12.55
Step 2	\$13.94	\$13.33
Step 3	\$14.65	\$13.92

<u>Wage Status</u>	<u>Groundskeeper</u>	<u>Mover/Laborer</u>	<u>Housekeeper</u>
Probationary	\$ 9.99	\$ 9.77	\$ 9.59
Step 1	\$10.30	\$10.08	\$ 9.92
Step 2	\$10.91	\$10.69	\$10.52
Step 3	\$11.38	\$11.20	\$11.03

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

Individuals on Step Schedule receive applicable increases on anniversary date.

Individuals above this scale who are non-exempt employees will receive an hourly wage rate increase of 3%.

## **2018-2019 Policy for Off-Campus and Workshop Faculty Salaries**

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2018-2019 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 2018-2019 rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

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

**ITEM D**  
**Motion to Adjourn**