

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
FEBRUARY 6, 2016

The Board of Governors for Truman State University met on Saturday, February 6, 2016, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union Building, and the open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, Sarah Burkemper.

Participating in the meeting were all seven voting members: Sarah Burkemper, Cheryl J. Cozette, Mike LaBeth, Laura A. Crandall, Jennifer Kopp Dameron, Jim O'Donnell and Susan Plassmeyer.

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

Call to Order and Chair Report

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

Welcome to New Board Members – Laura A. Crandall and Jennifer Kopp Dameron

Governor Burkemper welcomed Laura A. Crandall and Jennifer Kopp Dameron, the two new members of the Truman State University Board of Governors.

David Bonner joined the meeting via conference call shortly after 1:00 p.m.

Committee Appointments for 2016 Calendar Year

Governor Burkemper shared an updated Board committee listing for the 2016 calendar year.

Academic and Student Affairs

- Cheryl J. Cozette, Committee Chair
- Jennifer Kopp Dameron
- Kelly Kochanski
- Sarah Burkemper, ex officio

Budget and Capital Projects

- Mike LaBeth, Committee Chair
- David Lee Bonner
- Michael A. Zito
- Sarah Burkemper, ex officio

Finance and Auditing

- Susan Plassmeyer, Committee Chair
- Laura A. Crandall
- Jim O'Donnell
- Sarah Burkemper, ex officio

Honorary Degrees

- Cheryl J. Cozette, Committee Chair
- Mike LaBeth
- Jim O'Donnell
- Kelly Kochanski
- Sarah Burkemper, ex officio

Foundation Board

- Jim O'Donnell
- Sarah Burkemper
- Mike LaBeth

Minutes for Open Session of Meeting on December 5, 2015 and January 27, 2016

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meetings on December 5, 2015, and January 27, 2016, be approved.

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

Recognition of 2015 Board Chair – Jim O'Donnell

Governor Burkemper expressed appreciation to Jim O'Donnell for his exemplary service as Chair of the Board of Governors for the 2015 calendar year. Governor Burkemper presented Governor O'Donnell with a framed gavel in recognition of his service.

Resolution of Appreciation – Karen Haber

Laura Crandall moved the adoption of the following resolution:

WHEREAS, the Honorable Karen Haber served as a member of the Board of Governors of Truman State University from February 2008 to January 2016, serving as Secretary in 2011, Vice President in 2012, and President of the Board in 2013; and

WHEREAS, during her tenure on the Board, Governor Haber displayed an unqualified commitment to the University's quest for excellence and to its focus on student learning that will have a lasting impact on the future directions and successes of the University; and

WHEREAS, Governor Haber effectively served as Chair of the Academic and Student Affairs Committee, placing students and student learning at the center of her commitment to the Board with the goal of providing the resources necessary for them to achieve success; and

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WHEREAS, Governor Haber discharged her duties with grace and good humor, endearing herself and earning the respect and admiration of the Board and the administration; and

WHEREAS, Governor Haber's sound advice, wisdom, generous support and friendship will be greatly missed in the months and years to come;

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of Truman State University hereby expresses its sincere gratitude to the Honorable Karen Haber for her guidance and leadership and for her distinguished and commendable service as a member and officer of the Board; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Governor Haber as a tangible expression of deep appreciation and felicitation.

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

Resolution of Appreciation – Matthew W. Potter

Governor Plassmeyer moved the adoption of the following resolution:

WHEREAS, the Honorable Matthew W. Potter served as a member of the Board of Governors of Truman State University from April 2007 to January 2016, serving as Secretary in 2008, Vice President in 2009, and President of the Board in 2010; and

WHEREAS, during his tenure on the Board, Governor Potter played a critical role in decision making and displayed a genuine commitment to the University's quest for excellence and to its focus on student learning; and

WHEREAS, Governor Potter effectively served as Chair of the Board Policy Review Committee, providing valuable leadership to a two-year review process which resulted in a complete update of the Code of Policies of the Board of Governors; and

WHEREAS, hallmarks of Governor Potter's service on the Board include a commitment to fiscal accountability and a genuine concern for the best interest of all involved; and

WHEREAS, as an alumnus of the University, Governor Potter consistently represented his alma mater with distinction and honor;

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of Truman State University hereby expresses its sincere gratitude to the Honorable

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Matthew W. Potter for his guidance and leadership and for his distinguished and commendable service as a member and officer of the Board; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Governor Potter as a tangible expression of deep appreciation and felicitation.

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

President's Report

Dr. Troy D. Paino, University President, began his report by sharing a selected engagements report summarizing his external and internal relations activities since the last meeting of the Board. He welcomed the two new Board members, Laura Crandall and Jennifer Kopp Dameron. He shared a brief report on the student recruitment cycle for the 2016-17 Academic Year. He provided a legislative update which included status reports on state appropriations for higher education institutions, recently introduced legislation including a bill to allow concealed guns on Missouri college campuses, and Truman's continued efforts to secure funding for an Inter-Professional Autism Clinic in Greenwood School. In addition, he reported on his recent testimony before the House Higher Education Appropriations Committee. President Paino highlighted the items he plans to share at his annual state of the University meeting scheduled for February 10, including a report on the work of the three blueprint teams. Finally, Dr. Paino ended his remarks by providing an update on the work of the Committee to Develop a University Strategic Plan for Inclusive Excellence.

Annual Student Government Report

Molly Turner and J.J. Dorrell, President and Vice President of Student Government provided the annual Student Government Report.

Finance and Auditing Committee Report

Governor Plassmeyer, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held earlier that day.

Financial Report

Governor Plassmeyer provided a review of the financial reports which included a review as of December 31, 2015, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of December 31, 2015, of the Truman State University Foundation revenues and expenditures.

Annual Review of Board of Governors Conflict of Interest Policy

Governor Plassmeyer conducted the annual review of the Board of Governors Conflict of Interest Policy.

Academic and Student Affairs Committee Report

Governor Cozette, Chair of the Academic and Student Affairs Committee, provided a report on the committee meeting held earlier that day.

Budget and Capital Projects Committee Report

Governor LaBeth, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held earlier that day.

Construction Projects Report

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

Contracts for Construction Projects and Equipment Purchases Report

Governor LaBeth reported that one equipment purchase totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board:

<u>Description</u>	<u>Cost</u>
2015 John Deere 1585 Front Mower, Front Blade and Rotary Broom	\$39,653

Architectural Services—Stadium Track and Field Project

Governor Cozette moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Hollis and Miller to provide architectural services for the Stadium Track and Field Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

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

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

Campbell Apartments Sewer Replacement Project

Governor Dameron 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>
Campbell Apartments Sewer Replacement Project	\$150,000

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

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

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

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

Governor Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, April 9, 2016, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

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

Saturday, June 11, 2016;
Saturday, August 6, 2016;
Friday, October 21, 2016;
Saturday, December 3, 2016; and
Saturday, February 4, 2017.

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

Agenda Items for Closed Session

Governor Cozette 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";

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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 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 Governor LaBeth and carried by a unanimous vote of 7 to 0. Governor Burkemper declared the motion to be duly adopted.

The closed session of the meeting began shortly after 2:20 p.m.



Cheryl J. Cozette
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 9th day of April, 2016.



Sarah Burkemper
Chair of the Board of Governors

hollis architects
+ miller
cc

enhancing the way people learn, work and connect  educational, municipal, commercial

January 14, 2016

Mr. Mark Schultz, AIA, CSI
Campus Architect
Truman State University
McClain Hall 201
100 East Normal
Kirksville, MO 63501-4221

Via e-mail: mschultz@truman.edu

RE: Proposal for Professional Design Services - Athletics Improvements Project

Mark,

Thanks for selecting our team for the Athletics project. We're excited to put our best foot forward with you and Truman State!

PROJECT

In summary, Truman State University wishes to reconstruct their existing running track, replace the existing synthetic turf field, complete storm drainage improvements, and replace the existing press box.

SCOPE

The scope will include the work of Parts A and B delineated below in a single project, to be bid and constructed as a single prime construction contract:

Part A: The Work will include replacement of the running track, replacement of existing synthetic turf field, storm drainage improvements, and other miscellaneous site work required to create an operational track and field.

Part B: The Work will be the demolition of the existing press box and the design and construction of a new multi-level press box structure with an elevator, hospitality spaces and adjacent site improvements.

The total project budget for the Work listed in Parts A & B will be \$3.25 million.

HOLLISANDMILLER.COM

8205 W 108th Terrace, Overland Park, KS 66210.1661 • 913.451.8886 • 913.451.0220
220 NW Executive Way, Lee's Summit, MO 64063.1841 • 816.525.5600 • 816.525.3028

TEAM

As proposed in our qualifications, the team will consist of Hollis + Miller for architectural design, project management, and structural engineering. We are proposing a team that includes a landscape architect; civil, mechanical, electrical, and plumbing engineering.

VSR Design will provide landscape architectural design services related to the reconstruction of the track and resurfacing of the synthetic turf field.

THHInc McClure Engineering will provide civil engineering services.

McClure Engineering will provide miscellaneous mechanical, plumbing, and electrical engineering services.

We are engaging Construction Management Resources to assist with cost estimating.

SCHEDULE

We anticipate the following milestones in the schedule for the Work:

- | | |
|----------------------------------|------------------------------------|
| 1. Schematic Design: | February 15 – April 15, 2016 |
| 2. Design Development: | April 15 – June 3, 2016 |
| 3. Construction Documents: | June 3 – August 26, 2016 |
| 4. Bidding & Negotiation: | September 1 – October 7, 2016 |
| 5. Board of Governor's Approval: | October 21, 2016 |
| 6. Contracts: | October 22 – November 30, 2016 |
| 7. Construction: | December 15, 2016 – August 1, 2017 |

COMPENSATION

We propose the stipulated sum fee of \$250,000.00 plus an allowance for reimbursable expenses of \$27,200.00.

REIMBURSABLE EXPENSES

Reimbursable expenses would include mileage/transportation costs for design team members from their principal place of business, meals while traveling, and printing costs for deliverables (not for in-house check printing), site survey, and geotechnical services. Reimbursable costs will be billed at 1.0 times the actual costs.

Mark, thanks again for allowing us to present this proposal. We look forward to beginning work with Truman State University!

Sincerely,

A handwritten signature in black ink that reads "Jan Burgess". The signature is fluid and cursive, with the first name "Jan" written in a larger, more prominent script than the last name "Burgess".

Jan Burgess, AIA, LEED AP
Market Leader, Higher Education

Hollis + Miller Architects

ITEM K.4

Campbell Apartments Sewer Replacement Project

DESCRIPTION AND BACKGROUND

CA

Work is needed to replace the sanitary sewer line on the south side of Campbell Apartments. This is the second phase of this project, work during the summer of 2013 on the west side replaced approximately one-third of the lines. This involves removal of the old cast iron line, which is in the concrete slab, and replacing it with a PVC line. The section to be replaced is failing and represents approximately one-third of the sanitary main lines in this structure.

The work will be done under the Job Order Contract which is a competitively bid contract. These contracts are established via the National Joint Powers Alliance (NJPA) cooperative purchasing agreement and have been approved by the Missouri Division of Purchasing. The Wilson Group, through its Kansas City, MO office will be responsible for the work, which would be completed this summer. Funds are available in the auxiliary improvements budget and the total cost is \$150,000.

RECOMMENDED ACTION.

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

<u>Project Name</u>	<u>Project Budget</u>
Campbell Apartments Sewer Replacement Project	\$150,000

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