TRUMAN STATE UNIVERSITY
Kirkville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

The Board of Governors for Truman State University met in conjunction with a planning retreat on Friday and Saturday, June 19-20, 2009, on the University campus in Kirksville, Missouri. The retreat portion of the meeting was held on Friday, June 19, 2009, in the Conference Room of the Student Union. The retreat was called to order shortly after 3:30 p.m. by the Chair of the Board of Governors, Cheryl J. Cozette.

A quorum was present with all seven voting members in attendance: Cheryl J. Cozette, Mike Greenwell, Karen Haber, Matthew W. Potter, Kenneth L. Read, John W. Siscel, III, and Mark S. Wasinger.

Also in attendance for the meeting were all three non-voting members: Cody Sumter, the student representative, and Peter T. Ewell and John Hilton, the two out-of-state members.

Dr. Cozette opened the retreat by extending a welcome to all in attendance. Dr. Cozette noted the absence of University President Darrell W. Krueger, noting that President Krueger was absent from the weekend’s events due to his attendance at the funeral of his brother-in-law. Dr. Cozette extended the Board’s sympathy to him and his family during their time of bereavement.

Dr. Ewell then led a discussion on the possibility of developing a new process for evaluating the University President. The Board appointed a subcommittee which will work to develop a potential new approach to the presidential evaluation. The members of the subcommittee include: Cheryl J. Cozette, Peter T. Ewell, Mike Greenwell, and Karen Haber. The Board noted that the process should be undertaken in parallel with the search for a new President. The Board then reviewed the June 2009 Annual Key Indicators Update and asked that they be revised to reflect the Board’s input.

There being no further business, the retreat portion of the meeting ended at approximately 5:00 p.m.

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The Board of Governors meeting was held on Saturday, June 20, 2009, in the Conference Room of the Student Union. The open session of the meeting was called to order shortly after 9:00 a.m. by the Chair of the Board of Governors, Cheryl J. Cozette.

A quorum was present with all seven voting members in attendance: Cheryl J. Cozette, Mike Greenwell, Karen Haber, Matthew W. Potter, Kenneth L. Read, John W. Siscel, III, and Mark S. Wasinger.

Also in attendance for the meeting were all three non-voting members: Cody Sumter, the student representative, and Peter T. Ewell and John Hilton, the two out-of-state members.

Call to Order
Dr. Cozette opened the meeting by extending a welcome to all in attendance.

Minutes for Open Sessions of Meetings on April 4, April 29, and May 26, 2009
Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open sessions of the meetings on April 4, April 29, and May 26, 2009, be approved.

The motion was seconded by Ms. Haber and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted.
TRUMAN STATE UNIVERSITY
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OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS
Page 2

OPEN SESSION
OF RETREAT/MEETING ON
JUNE 19-20, 2009

Audit Preview
Mr. Wasinger, as chair of the Finance and Auditing Committee, noted that the committee had met twice since the last regular meeting of the Board of Governors on April 4, 2009. The committee met with representatives of RubinBrown LLP accounting firm during a conference call on May 11, 2009. The committee also held a regular meeting on Friday, June 19, 2009, where they reviewed the Financial Report. Mr. Wasinger then introduced representatives of RubinBrown LLP accounting firm (Jeffrey Winter, Engagement Partner, and Kristopher S. Kueker, Engagement Supervisor) to provide an audit preview. Mr. Winter and Mr. Kueker then discussed the following items: 1) scope and objectives of Truman’s upcoming audit engagement; 2) projected audit plan for FY09 financial audit; 3) preliminary assessment of audit risk; 4) accounting and auditing matters; 5) consideration of errors or fraud; and 5) executive session as considered necessary.

President’s Report
Dr. Cozette noted that University President Darrell W. Krueger was absent from the meeting. Dr. Cozette noted that President Krueger had submitted his President’s Report in written form prior to the meeting.

Academic Affairs Report – Tenure and Promotion
Dr. Troy Paine, Provost and Vice President for Academic Affairs, began his report by introducing the new Director of the Truman Institute, Dr. Kevin Minch, Associate Professor of Communication; and two of three new academic deans: Dr. Douglas Davenport, Dean of the School of Social and Cultural Studies and Professor of Justice Systems, and Dr. Priscilla Riggle, Dean of the School of Arts and Letters and Professor of English. Dr. Paine then reviewed proposed changes to Chapter 6, Academic Affairs—Faculty, of the Code of Policies of the Board of Governors. Dr. Paine noted that during the past year he had worked with the Faculty Senate to refine the University’s tenure and promotion policies, and that the proposed changes were a result of that process. Dr. Paine provided justification for the substantive changes, with the intent to ask for official approval by the Board at the August 15 meeting.

Financial Report
Mr. Wasinger along with Judy Mullins, Controller, provided a review of the financial reports of the University, which included a review as of April 30, 2009, of education and general revenues and expenditures and auxiliary systems revenues and expenditures, and a review as of April 30, 2009, of the Truman State University Foundation revenues and expenditures.

Amendment to Code of Policies – Chapter 8, Student Conduct Code
Dr. Lou Ann Gilchrist, Dean of Student Affairs, noted that the Board working group which had been established at the April 4, 2009 meeting, consisting of Mr. Hilton, Mr. Potter, and Mr. Sumter, had met on Friday, June 19, 2009, in order to bring forward proposed amendments to Chapter 8 of the Code of Policies of the Board of Governors of Truman State University, entitled Student Conduct Code. Following discussion, Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that Chapter 8 of the Code of Policies of the Board of Governors of Truman State University is hereby amended by repealing Chapter 8, entitled Student Conduct Code, in its entirety and enacting in lieu thereof a new Chapter 8, entitled Student Conduct Code, as set out in Exhibit 1, attached hereto and made a part by reference as though full set out herein.

The motion was seconded by Mr. Potter and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit 1.
Construction Projects Report
Mr. Potter, as chair of the Budget and Capital Projects Committee, reported on the committee meeting which was held on Friday, June 19, 2009. Mr. Potter then provided a status report on construction projects previously approved by the Board.

Contracts for Construction/Technology Projects Report
Mr. Potter noted that there were no construction/technology projects totaling $25,000 to $50,000 which had been approved since the last meeting of the Board.

State Capital Improvement and Maintenance Request
Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the FY 2011 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 $95,380,000 for FY 2011 thru FY 2015, 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.

The motion was seconded by Mr. Read and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Construction Project: Residence Hall Perimeter Access System
Mr. Read moved the adoption of the following resolution:

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Perimeter Access System</td>
<td>$255,000</td>
</tr>
</tbody>
</table>

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

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

The motion was seconded by Ms. Haber and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the description of the project as Exhibit B.

Construction Project: Magruder Hall Improvements
Ms. Haber moved the adoption of the following resolution:
BE IT RESOLVED that the budgeted amount for the following construction project be approved:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magruder Hall Improvements</td>
<td>$745,000</td>
</tr>
</tbody>
</table>

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

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

The motion was seconded by Mr. Wasinger and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the description of the project as Exhibit C.

Construction Project: Roofing, Masonry, and Miscellaneous Building Repairs
Dr. Siscel moved the adoption of the following resolution:

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing, Masonry, and Miscellaneous Building Repairs</td>
<td>$760,000*</td>
</tr>
</tbody>
</table>

*with the proviso that staff be directed to look into possible cost savings with respect to the roofing plan for the Greenwood School building; and

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

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

The motion was seconded by Mr. Read and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the description of the project as Exhibit D.

Pershing Building Project Update
David R. Rector, Executive Director of Institutional Research and Budgets, provided an update on the Pershing Building Project, noting the possibility that a Board of Governors conference call may be needed to approve the project in mid-July.

Operating Budget FY 2010
Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the “Operating Budgets for Fiscal Year 2010” be approved and adopted for the 2009-2010 Fiscal Year; and
BE IF FURTHER RESOLVED that the President of the University is authorized to adjust the operating budget should state appropriations levels change; and

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

The motion was seconded by Mr. Potter and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit E.

**Salary Policies FY 2010**

Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the following salary and wage policies for the 2009-2010 Fiscal Year be approved:

1) 2009-2010 Policy for Faculty and Staff Salaries;
2) 2009-2010 Policy for Hourly Personnel Wage Rates;
3) 2009-2010 Policy for Unit I Wage Rates; and
4) 2009-2010 Policy for Off-Campus and Workshop Faculty Salaries; and

BE IF 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 Mr. Potter and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted, and the Secretary designated a copy of the documents as Exhibit F.

**Agenda Items for Future Meetings**

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

**Dates for Future Meetings**

Mr. Potter 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 15, 2009, on the University campus in Kirksville, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

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

- Friday, October 9, 2009;
- Saturday, December 5, 2009;
- Saturday, February 6, 2010;
- Saturday, April 10, 2010; and
- Friday and Saturday, June 18-19, 2010.

The motion was seconded by Mr. Read and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted.
Agenda Items for Closed Session
Dr. Siscel 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. 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
4. Confidential communications with the General Counsel.

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 Mr. Potter and carried by a unanimous vote of 7 to 0. Dr. Cozette then declared the motion to be duly adopted.

The closed session of the meeting began shortly after 10:40 a.m.

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 15th day of August, 2009.

Cheryl J. Cozette
Chair of the Board of Governors

John W. Siscel, III
Secretary of the Board of Governors
CHAPTER 8
STUDENT CONDUCT CODE

8.010. Purpose
8.020. Definitions
8.030. Administrative Authority
8.040. Jurisdiction
8.050. Expectations for Conduct
8.060. Relationship of Law Enforcement and University Conduct System
8.070. University Conduct System
8.080. Sanctions and Remedies
8.090. Interim Suspension
8.100. Review of Decisions
8.110. Interpretation and Periodic Review

8.010. Purpose. State statutes provide that the governing boards of public colleges and universities "shall possess full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all students" and "to enforce obedience to the rules." Although the grant of authority is broadly stated, it is well recognized that students are citizens. Students have legal rights, and deserve to be treated with dignity and respect. For that reason, it is important that the University's standards of student conduct, and the procedures for the enforcement of such standards, are fair and reasonable and are made available to all members of the University community.

Truman State University is a community of scholars. The University aspires to transmit knowledge, to foster student development, and to promote the quality of a mature and diverse society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen but conducts his or her life in the context of mutual regard for the rights, property, and privileges of others. In seeking these goals, the University recognizes the significance of students' rights. Those rights include:

- freedom of expression
- autonomy
- procedural protection, and,
- respect for personal integrity of all members of the community and their property.

By ensuring those individual rights, the University fosters an environment conducive to student success and well-being. In addition, efforts are made to foster the personal and social development of students.

Of course, students have obligations as well as rights. As members of an academic community, students must observe rules that benefit this community. Students must practice personal integrity. By doing so, they respect the dignity, rights, and property of all members of the University community. The Student Conduct Code thus creates an expectation of behavior that

June 20, 2009
the University views as acceptable and appropriate. By fulfilling these expectations, students can enjoy their own rights, while also respecting others' rights and furthering the University's mission.

Student organizations often enrich the campus and community by providing a source of intellectual, personal, and social development for students through their programs and activities. The University fulfills an important mission by providing procedures and policies for the registration and support of student organizations. Inherent in University registration of student organizations is the obligation of each organization to conduct activities in accordance with all University rules, policies, and applicable laws. It is the responsibility of the officers of each student organization to ensure that the student organization complies with the Student Conduct Code, that activities of the organization are conducted properly, and to actively oppose and prevent any organizational activity that would violate it. It is also the obligation of the officers of any student organization to advise and counsel individual members of their organization whose conduct could lead to misconduct allegations against the organization.

The University, as any other, must have a system to address those instances when a member, members, or student organization(s) fails to adhere to the expectations of the community. This Student Conduct Code describes University expectations of students and student organizations and the processes available when a student or student organization has failed to adhere to these expectations. The Code also strives to support the educational environment by being proactive in nurturing appropriate personal and organizational development.

While the university places a high priority on student rights, the University conduct process differs from criminal law processes. This process is designed, in part, to determine whether a student has violated the Student Conduct Code only, not guilt or innocence. The University conduct process is informal and it is not bound by legal jargon, court-like proceedings, formal rules of evidence or the legal definitions that are the province of the criminal courts. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures:

- written notice;
- a hearing before an objective decision-maker;
- a finding of in-violation of Truman State University policy will not be made without information showing that it is more likely than not that a policy violation occurred; and
- sanctions will be proportionate to the severity of the violation.

This policy has been developed in accord with such philosophy and will be administered accordingly.
8.020. **Definitions.** Unless the context clearly requires otherwise, these terms will be accorded the following meanings.

1. The term "**attempting to commit an act**" means when a student or student organization, with the purpose of committing an act, takes any action that is a substantial step toward the commission of the act.

2. The term "**calendar day**" means any recognized day of a year.

3. The term "**complainant**" means a member of the University community, visitor or guest who files a written complaint with the University alleging that a student or student organization has violated the Student Conduct Code.

4. The term "**conduct hearing board**" means a committee appointed by the Dean of Student Affairs to determine whether a student or student organization has violated the Student Conduct Code and, if a violation is found, to recommend the imposition of sanctions.

5. The term "**Conduct Officer**" means any person authorized by the Dean of Student Affairs to implement the provisions of the Student Conduct Code and to provide assistance for any person involved in its operation. In most situations, the Conduct Officer is the Assistant Dean of Student Affairs for Citizenship and Community Standards.

6. The term "**Dean of Student Affairs**" means the person designated by the President of the University to be responsible for the administration of the Student Conduct Code.

7. The term "**faculty member**" means any person hired by the University to conduct classroom activities, to supervise other academic credit experiences, or other learning/teaching activities.

8. The term "**health**" means physical or mental well-being.

9. The term "**information**" means any witness testimony, documents, statements, or tangible material presented at a hearing or in the course of an investigation of an alleged conduct violation.

10. The term "**in violation**" means that the student or student organization has been found responsible for a violation of the Student Conduct Code.

11. The term "**joint hearing**" means any hearing at which two or more students or student organizations are accused of violating one or more provisions of the Student Conduct Code.

12. The terms "**may**" and "**should**" are used in the permissive sense.

13. The term "**member of the University community**" includes any person who is a student, administrator, faculty member, staff member, University official, or any other person employed by the University. A person's status in a particular situation will be determined by the Dean of Student Affairs.

14. The term “**more likely than not**” is the campus standard of proof. It is equivalent to the legal standard of "preponderance of evidence." The campus standard requires that a student or student organization will not be found in violation of the Student Conduct Code unless the information would lead a reasonable person to conclude that it is more likely than not that the accused student’s actions violated the Student Conduct Code.

15. The terms "**must**" and "**will**" are used in the imperative sense.

16. The term "**not in violation**" means that the student or student organization has not been found responsible for a violation of the Student Conduct Code.

17. The term "**officer**" means a person in a student organization who holds an elected or appointed leadership position in that organization.
18. The term “paraphernalia” includes any object that contains the residue of (a) alcohol or (b) an illegal drug or (c) any object that is used in the consumption or distribution of an illegal drug. Examples of “a” include, but are not limited to a beer bong and empty alcoholic containers. Examples of “b” include, but are not limited to a marijuana pipe, bong, or blow tube. An example of “c” is a scale used in measuring quantities of an illegal drug.

19. The term "policy" or "policies" means the written regulations of the University as approved by the Board of Governors, the President of the University, or other University officials, and as set forth in general publications such as, but not limited to, the bylaws and policies of the Board of Governors, general/graduate bulletins, student handbooks, residence life handbooks, student organization recognition agreement, vehicle rules and regulations, or in special announcements about specific issues which are openly and fairly made available to students and student organizations.

20. The term "prior record" means that the accused student or student organization engaged in acts prior to the incident in question which violated the Student Conduct Code. A prior record includes, but is not limited to, past action taken for misconduct, any previous conduct hearing, documents sent to an accused student or student organization concerning any act of misconduct, and informal hearing records. A finding of "in violation" of the Student Conduct Code will be considered a prior record even if a review of the finding and/or sanction is pending. A prior record can only be used in recommending or determining sanctions and will not be revealed during the hearing process except as outlined in the Special Provisions section below.

21. The term “sanctions” means the consequences and remedies imposed by the Office of Citizenship and Community Standards when a student is found to have violated the Student Conduct Code.

22. The term "sanctioned by an officer" means a student organization and its officers may be held collectively or individually responsible when violations of this Code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or the organization’s leaders, officers, or spokespersons.

23. The term "student" or "students" include all persons taking or auditing classes at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies; matriculated in any University program; and those who attend post-secondary educational institutions other than Truman State University and who reside in University residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University, are considered “students.”

24. The term "Student Conduct Code" means the policy in this chapter of the Code of Policies of the Board of Governors establishing rules for the conduct of students at Truman State University.

25. The term "student organization" means (a) any number of persons who have applied for recognition/registration as a student organization by the University or (b) any number of persons who have complied with the formal requirements for University recognition/registration as a student organization.

26. The term "University" means Truman State University.

27. The term "University conduct system" means the processes and entities created in this chapter to implement the provisions of the Student Conduct Code.
28. The term "University official" means any person employed by the University performing assigned administrative or professional responsibilities. This term specifically includes residence hall Student Advisors.

29. The term "University premises" includes all land, buildings, facilities, and other property owned or controlled by the University.

8.030. Administrative Authority. The authority to administer and implement the Student Conduct Code is vested in the President of the University. Unless the President of the University elects to be directly involved in the administration of the Student Conduct Code, the authority for such administration is delegated to the Dean of Student Affairs, who will implement the policy. The Dean of Student Affairs will develop policies for the administration of the student conduct program and procedural rules for the conduct of hearings that are consistent with state and federal laws and with the provisions of the Student Conduct Code.

8.040. Jurisdiction.

8.040.1. Jurisdiction over Student Conduct. Students at Truman State University are provided access to the Student Conduct Code on the Office of Citizenship and Community Standards website http://conduct.truman.edu or may request a printed copy from the office. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the Student Conduct Code and the authority of the student conduct process. Because the Student Conduct Code is based on shared values, it sets a range of expectations for the Truman State University student no matter where or when their conduct may take place. Therefore, the Student Conduct Code will apply to behaviors that take place on the campus, at Truman State University-sponsored events, and may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial Truman State University interest. The University extends its jurisdiction to misconduct occurring online on university networks and sponsored sites. The University also responds to complaints of misconduct online (such as posts to www.facebook.com), even if the misconduct occurs off campus, when it falls under the "substantial university interest" standard. A substantial Truman State University interest is defined to include:

a. Any action that constitutes a misdemeanor or felony criminal offense as provided in local, state, or federal law.
b. Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others.
c. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
d. Any situation that is detrimental to the educational interests of Truman State University.

The Student Conduct Code may be applied to conduct that takes place from the time of admission, during the time a person is enrolled as a student, including during intra-semester breaks and between semesters. Further, the Student Conduct Code applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Truman State University are also protected by the Student Conduct Code, and may initiate grievances for violations of the Student Conduct Code committed by
members of the Truman State University community against them. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Citizenship and Community Standards.

8.040.2. Student Organization Jurisdiction. A student organization, its officers, and advisor(s) acknowledge on an annual basis through completion and signing of the Student Organization Recognition Agreement that they have read, reviewed, and agreed that the organization and its members will abide by the Student Conduct Code and the rules for student organization conduct. Student organization officers are responsible for actively addressing member behavior that violates the Student Conduct Code, both individually and behavior that is considered an organizational violation. The “reasonable person” standard will be utilized by the Conduct Officer in determining if the behavior by the organization, its officers, members, and/or guests is the responsibility of the student organization. A violation exists when a reasonable person would conclude that it is more likely than not that the act in question did occur and is the responsibility of the student organization. A student organization is subject to the jurisdiction of the University Conduct System if it allegedly violated a provision of the Student Conduct Code:

1. Which occurs on University premises; or
2. Which occurs at any location during activities or events arranged or sponsored by the University or by a student, student organization(s), or by an officer or a student acting on behalf of, or at the request of an organization(s); or
3. Which occurs at any location if such conduct presents a danger or threat to the health or safety of members, guests, or others; or
4. Which occurs at any location if such conduct is so grievous that it could seriously and adversely affect the reputation of the University, its community, and/or the pursuit of the University’s objectives, or
5. If the organization(s) chooses to protect one or more individual offenders who are members, alumni or guests of the organization(s) or guests at the organization(s)’ activity; or
6. The offense, by its nature or after a review of facts and circumstances, is deemed an organizational violation since the organization, its officers, and/or leadership failed to exercise reasonable supervision of its member(s) or guest(s); or
7. When, after hearing a complaint, the conduct officer or conduct hearing board deems that the offense, by its nature, was an organizational violation and not the actions of an individual member.

8.050. Expectations for Conduct.

8.050.1. Expectations for Student Conduct. At Truman State University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Conduct Code. These standards are embodied within a set of core values that include trust, community, civility and responsible citizenship. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Conduct Code.
Any student found to have committed, to have attempted to commit, to have willfully aided or abetted, or to have been complicit in any of the following acts of misconduct is subject to the sanctions hereafter described in this chapter.

**TRUST:** Trust is a deeply held community value. Students at Truman State University exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of trust includes, but is not limited to:

1. **Acts of academic misconduct/dishonesty**, including, but not limited to the following:
   1.1. **Cheating:** Defined as using or attempting to use unauthorized (a) materials, (b) information, or (c) study aids in any academic exercise.
   1.2. **Fabrication:** Defined as unauthorized (a) falsification or (b) invention of any information (including research data) or citation in an academic exercise.
   1.3. **Facilitating academic dishonesty:** Defined as (a) assisting or (b) attempting to assist another to commit an act of academic dishonesty, whether or not that action is associated with any particular course.
   1.4. **Plagiarism:** Intentional representation of the words or ideas of another as one’s own in any academic exercise. The term “plagiarism” includes, but is not limited to, (a) the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet; and/or (c) the unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
   1.5. **Sabotage:** Defined as, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. **Taking property/property damage.**
   2.1. Intentional taking of (a) University property or (b) property of another.
   2.2. Intentional or reckless damage to (a) University property or (b) property of another.
   2.3. Procuring any money, goods, services, or thing of value under false pretenses, including the issuance of a check, draft, money order, or use of a credit card knowing that it will be dishonored upon presentation for payment.
   2.4. Knowingly taking possession of stolen property.

3. **Providing false and/or misleading information and/or falsification of University records.**
   3.1. (a) Lying, (b) deceiving, or (c) furnishing false and/or misleading information for the purpose of causing another person or University official to act or refrain from acting;
   3.2. (a) Forgery, (b) alteration, or (c) misuse of any document, record, material, file, or instrument of identification;
   3.3. Deliberately or purposefully providing false or misleading verbal or written information about another person that results in damage to the person’s reputation.
3.4. Tampering with or improperly attempting to influence the election(s) of any student organization(s) or group.

4. Unauthorized use of keys, and/or entry.
   4.1. Unauthorized (a) possession, (b) duplication or (c) use of keys, codes or passwords to gain entry to any University premises.
   4.2. Unauthorized (a) entry, (b) attempted entry, (c) use of University premises or (d) remaining in private or restricted areas of University or community facilities is prohibited.

5. Misuse of computing resources through failure to comply with laws, license agreements, and contracts governing network, software, and hardware use. Abuse of the University Computer Use Policy, including, but not limited to:
   5.1. Any use deemed commercial or for-profit.
   5.2. Any use that is likely, intended, or by negligence causes unauthorized network (a) disruption, (b) system failure, or (c) data corruption.
   5.3. Any use related to achieving, enabling, or hiding unauthorized access to (a) network resources, (b) Truman owned software, or (c) other information belonging to Truman State University, either within or outside the Truman network.
   5.4. Any use related to sending/receiving electronic mail that includes, but not limited to, the following: (a) solicitation or commercial use, (b) forging any portion of an electronic mail message, (c) spamming (bulk unsolicited email), (d) sending unwanted messages to unwilling recipients, or (e) invasion of privacy.
   5.5. Intentionally circumventing or building an unauthorized conduit through the University firewall with intentions of bypassing University (a) network management and/or (b) security devices.
   5.6. Use of another individual’s (a) identification; (b) network, email or other university based account; and/or (c) related passwords.
   5.7. Unauthorized transfer or entry into a file, (a) to read, use, or change the contents; or (b) for any other reason.
   5.8. Use of computing facilities or network resources to send (a) obscene, (b) harassing, (c) threatening messages, or (d) computer viruses or worms.
   5.9. Any use that violates Truman (a) policies, (b) procedures, and (c) contractual agreements.
   5.10. Any use that violates (a) local, (b) state or (c) federal laws.

6. University wordmark violations. Unauthorized use of the (a) University’s name, (b) abbreviation, (c) trademarks or (d) wordmarks, including the Bulldog, logo, seal, or other graphic identity symbols.

COMMUNITY: Truman State University students honor and value their community. Behavior that violates this value includes, but is not limited to:

7. Disruptive conduct.
   7.1. Disruption or obstruction of (a) teaching, (b) research, (c) administration, (d) free flow of pedestrian or vehicular traffic on University premises.
7.2. Disruption or obstruction of (a) teaching, (b) research, (c) administration, (d) free flow of pedestrian or vehicular traffic at University recognized activities and events.
7.3. Creating a fire, safety, or health hazard through the misuse, abuse, rendering inoperable, or degrading the effectiveness of any University safety equipment, fire fighting equipment, or fire alarms.
7.4. Activating a fire or emergency alarm, extinguisher, or other safety device without good cause or reasonable justification.
7.5. Failure to evacuate a Truman State University-owned building during a fire alarm;
7.6. Intentionally providing a false report of an explosive or incendiary device that constitutes a threat or bomb scare.
7.7. Any act that deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
7.8. Conduct that is (a) disorderly, (b) lewd, or (c) indecent.
7.9. An act that (a) is a breach of peace or (b) that aids, abets, or procures another person to breach the peace on University premises, at activities or events arranged or sponsored by the University, or sponsored by a student organization(s), regardless of location.
7.10. Failure to comply with oral or written instruction from duly authorized (a) University officials acting within the scope of their job duties or (b) law enforcement officers acting in performance of their duties.
7.11. Failure to identify oneself upon request to (a) University officials acting within the scope of their job duties or (b) law enforcement officers acting in performance of their duties when requested to do so. A student is required to produce his/her University ID card upon the request of an official or law enforcement officer.
7.12. Complicity. Condoning, supporting, or encouraging a violation of University policy. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation, and are encouraged to report it immediately.

8. **Violation of University policies** as defined above in this chapter, when such policies are published or otherwise made known to students in a fair and open manner (Student Handbook, Residence Life Handbook, General/Graduate Catalog, University websites, etc.).

9. **Misconduct at University sponsored/related activities.** Violation of University rules or regulations of a host institution sponsored/related activity.

10. **Abuse of University conduct procedures, including, but not limited to:**
10.1. Failure to obey the summons of the University Conduct system or University official.
10.2. Falsification, distortion, or misrepresentation of information to the University Conduct system.
10.3. Disruption of or interference with the orderly operation of the University Conduct system.
10.4. Initiation of a conduct proceeding knowingly without cause.
10.5. Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
10.6. Attempting to discourage an individual's proper participation in, or use of, the University Conduct system.
10.7. Attempting or committing an act of retaliation against a person or student organization that has reported or intends to report a violation of the Student Conduct Code.

10.8. Attempting to influence the impartiality of a member of a conduct hearing board prior to, or during the course of, participation in the University Conduct system;

10.9. Harassment, abuse, or intimidation of a member of a conduct hearing board prior to, during, or after participation in the University Conduct system.

10.10. Failure to comply with the sanction or sanctions imposed under the Student Conduct Code.

10.11. Influencing or attempting to influence another person to commit an abuse of the University Conduct system.

11. **Social Host.** It is the responsibility of any student who hosts a visitor or guest on campus to insure that the person knows and adheres to the Student Conduct Code and University policies. In instances where guests violate rules or policies, the student host may be held responsible. Whether a visitor is a student, non-student, or non-identified guest, the student host may be held responsible for violations of the Student Conduct Code and University policies. Responsibility under these rules may occur even if the host is not a participant in the activity or has left the visitor(s) alone.

12. **Conduct that is** (a) obscene based on contemporary community standards or that is (b) detrimental to the University's image as a public institution.

**CIVILITY**: Truman State University students exemplify civil and respectful treatment of each other in their dealings and interactions. Behavior that violates this value includes, but is not limited to:

13. **Personal Abuse.**

13.1. **Physical harm** or threat of physical harm to any person.

13.2. **Harassment**: severe, pervasive and objectively offensive physical, verbal, or written conduct related to an individual's age, disability, ethnic background, nationality, gender, race, religion, or sexual orientation that interferes with the person's academic or work performance and social interaction at the University. Student harassment occurs when the student's conduct (a) unreasonably interferes with a person's work or educational performance or (b) creates an intimidating, hostile, or offensive environment for working, learning, or social interaction at the University (including written, telephone, or electronic communication such as AOL, IM, ICQ, etc.). This definition, however, will not be interpreted to abridge the right of any member of the University community to freedom of expression protected by the First Amendment of the United States Constitution and other applicable law.

13.3. **Failure to respect the privacy of other individuals**, including, but not limited to, eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, magnifying optics, etc.

13.4. **Student conduct that threatens or endangers the health or safety of** (a) the individual student (self) or (b) any other person(s).

13.5. **Violence between those in an intimate relationship to each other.**
13.6 Stalking, defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

14.1. Sexual harassment: Defined as gender-based or physical conduct of a sexual nature, including unwelcome sexual advances and requests for sexual favors, that has the purpose or effect of unreasonably interfering with an (a) individual’s work or academic performance or (b) creates an intimidating, hostile or offensive working or educational environment. Both men and women can be sexually harassed. Sexual harassment can occur between peers, but most often occurs in situations where one person has power over another. Types of power that can result in sexual harassment among peers may include but are not limited to inequalities in: numbers; physical size; control over social, academic and/or vocational rewards.

Types of Sexual Harassment

A. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include:
- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim’s mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
- whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;

B. Quid pro quo sexual harassment exists when there are:
- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- submission to such conduct results in favorable educational or employment action; or
- rejection of such conduct results in adverse educational or employment action.

14.2. Retaliation Prohibited: Retaliatory action of any kind against any individual as a result of a person’s attempt to seek redress under the applicable procedures dealing with sexual harassment or misconduct is prohibited. Retaliatory action shall be
regarded as a separate and distinct cause for complaint under this policy and any other applicable policies. Harassment or intimidation includes but is not limited to threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, taunting, bullying or ostracism.

14.3. **Non-consensual sexual intercourse** is any sexual intercourse involving anal, oral or vaginal penetration, however slight, by a man or a woman upon a man or a woman, without effective consent.

14.4. **Non-consensual sexual contact** is any intentional sexual touching, however slight, by a man or a woman upon a man or a woman, without effective consent.

**Effective Consent**

Effective consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity --who, what, when, where, why and how sexual activity will take place. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age.

If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

a. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

b. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances (e.g., Rohypnol, Ketamine, GHB, Burundanga, etc.) is prohibited, and administering one of these drugs to another individual for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/)

c. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity. Sexual activity includes:
a. Intentional contact with the breasts, buttocks, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;

b. Any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

c. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

14.5. **Sexual exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism (Peeping Tom); knowingly transmitting an STI or HIV to another student.

15. **Abusive affiliation** (hazing), which the law might recognize by the term "hazing" is any act on or off the campus of the University, that a reasonable person would find to endanger the mental or physical health or comfort or safety of a student or prospective student or member, or which results in the destruction or removal of public or private property, or which causes extreme embarrassment, or public humiliation, for the purpose of initiation or admission into, affiliation with, or confirming any form of affiliation, or continued membership in a student organization regardless of an individual’s consent to participate in the activity. Acts of abusive affiliation include, but are not limited to:

15.1. Any activity which endangers the physical health or safety of the student or prospective member, including, but not limited to, physical brutality, whipping, beating, paddling, slapping, kicking, choking, scratching, branding, exposure to elements, forced consumption of any food, liquor, drug, or other substance, or forced smoking or chewing of tobacco products; or

15.2. Any activity which endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress or other extreme stress inducing activity; or

15.3. Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any University policies, rules, or regulations published in University documents; or

15.4. Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students.
RESPONSIBLE CITIZENSHIP: Truman State University students are given and accept a high level of responsibility as role models. Responsible citizenship requires self-reflection and acceptance of the duty to model ethical and moral conduct. Behavior that violates this value includes, but is not limited to:

   16.1. (a) Manufacture, (b) possession, (c) use, (d) sale, (e) distribution of narcotic or other controlled substances, (f) drug paraphernalia, and/or (g) other chemicals is prohibited, without proper prescription or required license, except as expressly permitted by law or University regulation. Possession could mean in the presence of narcotic or other controlled substances, drug paraphernalia, or other chemicals.
   16.2. Misuse or abuse of prescription medications and/or drugs.
   16.3. Operating a vehicle on University property, or on streets or roadways adjacent to or abutting University property, under the influence of a narcotic or other controlled substance.

17. Alcohol violations.
   17.1. Public intoxication on University premises.
   17.2. (a) Manufacture, (b) possession, (c) use, (d) sale, or (e) distribution of alcoholic beverages or alcohol paraphernalia on University premises, when such manufacture, possession, use, sale, or distribution is prohibited by law or University rules. Possession could mean knowingly in the presence of alcohol.
   17.3. Operating a vehicle on University property, or on streets or roadways adjacent to or abutting University property, under the influence of alcohol.
   17.4. No student will furnish or cause to be or allow to be furnished any alcoholic beverage to any person (a) under the legal drinking age; (b) in a state of noticeable intoxication; or (c) who is on University premises.

18. Possession and/or use of a firearm and/or dangerous material.
   18.1. Possession of (a) firearms (including BB, paint, and pellet guns) or (b) any other weapons other than a common pocket knife on University premises or at University sponsored/related activities unless specifically approved by a University official.
   18.2. Possession of (a) fireworks, (b) explosives, (c) dangerous chemicals which are disruptive, explosive, or corrosive on University premises or at University sponsored/related activities unless specifically approved by a University official.

19. Gambling is prohibited at activities or events arranged or sponsored by the University, on University premises, or sponsored by a student organization(s), regardless of location. It is prohibited to:
   19.1. Play or sponsor an unlawful game of chance for money or for anything of value (a) on University premises or (b) at a University or student organization sponsored activity or event.
   19.2. Sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name (a) on University premises or (b) at a University or student organization sponsored activity or event.
19.3. Wager on a University team or organization in a competition, with or without an intent to have a direct influence on the outcome of the competition (a) on University premises or (b) at a University or student organization sponsored activity or event.

20. **Instigation or participation in group disturbances during demonstration(s), parade(s), or picketing.**

20.1. Participation in demonstration(s), parade(s), or picketing which (a) disrupts the normal operations of the University; (b) infringes on the rights of other members of the University community; (c) obstructs or unreasonably interferes with freedom of movement, either pedestrian or vehicular, on University premises; or (d) which jeopardizes public order or safety.

20.2. Leading or inciting others to disrupt scheduled and/or normal activities on University premises.

21. **Commission of felony or misdemeanor.** Commission of an act, which may be a (a) felony or (b) misdemeanor as provided in local, state, or federal law will also constitute a violation of this Code, and subject the accused student to conduct action, whether or not prosecuted by public officials.

Acts of misconduct by a student will be cumulative in effect, and all acts of misconduct may be considered together in deciding whether the Student Conduct Code has been violated and, if a violation is found, the imposition of sanctions. This does not include prior infractions for which a determination has already been made.

8.050.2. **Expectations for Student Organization Conduct.** In addition to all of the Expectations for Student Conduct listed above, the following acts are prohibited and any student organization found to have committed, have attempted to commit, or to have willfully aided or abetted any of the following acts of misconduct is subject to the sanctions hereafter described in this chapter. Sanctions for student organization misconduct may include revocation or denial of recognition, registration, or charter, as well as other appropriate sanctions, pursuant to 8.080 of this Code.

**TRUST:** Trust is a deeply held community value. Organizations at Truman State University exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of trust includes, but is not limited to:

1. **Taking property/property damage.**
   1.1. Intentional taking of (a) University property or (b) property of another.
   1.2. Intentional or reckless damage to (a) University property or (b) property of another.
   1.3. Procuring any money, goods, services, or thing of value under false pretenses, including the issuance of a check, draft, money order, or use of a credit card knowing that it will be dishonored upon presentation for payment.
   1.4. Knowingly taking possession of stolen property;
   1.5. Keeping in its possession property or services not belonging to their organization without authorization.
2. **Providing false and/or misleading information and/or falsification of University records.**

2.1. (a) Lying, (b) deceiving, or (c) furnishing false and/or misleading information for the purpose of causing another person or University official to act or refrain from acting.

2.2. (a) Forgery, (b) alteration, or (c) misuse of any document, record, material, file, or instrument of identification.

2.3. Deliberately or purposefully providing false or misleading verbal or written information about another person that results in damage to the person’s reputation.

2.4. Tampering with or improperly attempting to influence the election(s) of any student organization(s) or group.

3. **Unauthorized use of keys, and/or entry.**

3.1. Unauthorized (a) possession, (b) duplication or (c) use of keys, codes or passwords to gain entry to any University premises.

3.2. Unauthorized (a) entry, (b) attempted entry, (c) use of University premises or (d) remaining in private or restricted areas of University or community facilities is prohibited.

4. **University wordmark violations.**

4.1. Unauthorized use of the (a) University’s name, (b) abbreviation, (c) trademarks or (d) wordmarks, including the Bulldog, logo, seal, or other graphic identity symbols.

4.2. The phrases “Truman State” or “Truman State University” (or some form thereof) cannot precede the title of the organization or group.

**COMMUNITY:** Truman State University organizations honor and value their community. Behavior that violates this value includes, but is not limited to:

5. **Disruptive Conduct.** No student organization will:

5.1. Act in a manner that can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of (a) students, (b) the University community, or (c) local community.

5.2. Obstruct the (a) free movement of other students around the campus, (b) interfere with the use of University facilities, or (c) prevent the normal operation of University.

5.3. Condone or encourage acts that cause physical harm.

5.4. Engage in obscene or indecent conduct.

5.5. Fail to comply with the administrative policies as enacted by the University.

5.6. Fail to comply with the directions of (a) University officials or (b) authorized agents acting in the performance of their duties.

6. **Compliance with the Directions or Requests of University Officials.**

6.1. Student organization officers, leaders and spokespersons will comply with all directions or requests of (a) University officials or (b) law enforcement officers in a timely manner.

6.2. Student organization members will comply with all directions or requests of (a) University officials or (b) law enforcement officers in a timely manner.
7. Use of Facilities.
7.1. Registered student organizations planning events in University facilities are responsible for knowing any applicable policies.
7.2. Registered student organizations planning events in University facilities are expected to be in full compliance with any applicable policies.
7.3. Those individuals acting on behalf of an organization that reserves facilities should check with the University department or office responsible for the facility to guarantee that all procedures have been followed.

8.1. (a) Tampering with or (b) damaging fire safety equipment is prohibited.
8.2. (a) Causing, (b) condoning, or (c) encouraging the creation of any situation involving incendiary or other chemicals or substances, explosives or fire that reasonably may result in danger to another’s person or property is prohibited.
8.3. (a) Possession or (b) use of fireworks, incendiary devices, or dangerous explosives is prohibited.
8.4. Failure to properly maintain a student organization’s facilities, property (furnishings, equipment, etc.), or surrounding real estate property so as to create a potential danger to the health and/or safety of the occupants or members of the University and surrounding community is prohibited.

9. Abuse of University Conduct procedures, including but not limited to:
9.1. Failure to obey the summons of the University Conduct system or University official.
9.2. Falsification, distortion, or misrepresentation of information to the University Conduct system.
9.3. Disruption or interference with the orderly conduct of the University Conduct system.
9.4. Initiation of a conduct proceeding knowingly without cause.
9.5. Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
9.6. Attempting to discourage or discouraging an individual's proper participation in, or use of, the University Conduct system.
9.7. Attempting or committing an act of retaliation against a person or student organization that has reported a violation of the Student Conduct Code.
9.8. Attempting to influence the impartiality of a member of a conduct hearing body or hearing officer prior to, or during the course of, a University Conduct proceeding.
9.9. Harassment of a member of a conduct hearing body prior to, during, or after a University Conduct proceeding.
9.10. Failure to comply with the sanction or sanctions imposed under the Student Conduct Code.
9.11. Influencing or attempting to influence another person to commit an abuse of the University Conduct system.

10. Conduct that is (a) obscene based on contemporary community standards or that is (b) detrimental to the University's image as a public institution.
11. Other misconduct.

11.1. **Social Host.** It is the responsibility of any student organization who hosts a visitor or guest on campus, at a University sponsored event/activity or student organization sponsored event/activity, to ensure that the guest knows and adheres to the Student Conduct Code. In instances where guests violate rules or codes, the student organization host will be held responsible. Student organizations are responsible for all that occurs within facilities they have reserved for use on campus, or which they own or rent off-campus. Whether a visitor is a student, non-student, or non-identified guest, the student organization host will be held responsible for violations of the Student Conduct Code. Responsibility under these rules may occur even if the host organizations’ officers are not a participant in the activity or have left the visitor(s) alone.

11.2. **Violation of University policies** as defined above in this chapter, when such policies are published or otherwise made known to students in a fair and open manner (Student Handbook, Residence Life Handbook, General/Graduate Catalog, University website, etc.).

11.3. **Misconduct at University sponsored/related activities.** Violation of University rules of a host institution sponsored/related activity.

**CIVILITY:** Truman State University organizations exemplify civil and respectful treatment of others in their dealings and interactions. Behavior that violates this value includes, but is not limited to:

12. **Damage to Property.** Intentional or reckless (a) damage or (b) destruction of another’s property is prohibited.

13. **Advertising.**

13.1. Origination or circulation of any advertising media that contains matter that violates or is contrary to the policies of the University, Student Organization Recognition Agreement, Center for Student Involvement, Department of Residence Life, Student Recreation Center, Student Union, and/or federal, state or local law is prohibited.

13.2. Origination or circulation of any advertising media containing (a) false information, (b) misleading information, (c) obscene language, (d) patently offensive material, (e) the promotion of alcohol consumption, or (f) illegal activities/behavior is prohibited.

14. **Abusive affiliation.** (hazing), which the law might recognize by the term "hazing" is any act on or off the campus of the University, that a reasonable person would find to endanger the mental or physical health or comfort or safety of a student or prospective student or member, or which results in the destruction or removal of public or private property, or which causes extreme embarrassment, or public humiliation, for the purpose of initiation or admission into, affiliation with, or confirming any form of affiliation, or continued membership in a student organization regardless of an individual’s consent to participate in the activity. Acts of abusive affiliation include, but not be limited to:

14.1. Any activity which endangers the physical health or safety of the student or prospective member, including, but not limited to, physical brutality, whipping, beating, paddling, slapping, kicking, choking, scratching, branding, exposure to the
elements, forced consumption of any food, liquor, drug, or other substance, or forced
smoking or chewing of tobacco products; or
14.2. Any activity that endangers the mental health of the student or prospective member,
including but not limited to sleep deprivation, physical confinement, placing
prospective members of an organization or group in ambiguous situations which lead
to confusion and emotional stress or other extreme stress inducing activity; or
14.3. Any activity that requires the student or prospective member to perform a duty or task
that involves a violation of the criminal laws of this state or any University policies,
rules, or regulations published in University documents; or
14.4. Subservience, including but not limited to any activity which promotes a class system
within organizations or activities which facilitate inappropriate levels of authority
over students.

RESPONSIBLE CITIZENSHIP: Truman State University organizations are given and accept
a high level of responsibility as role models. Responsible citizenship requires self-reflection and
acceptance of the duty to model ethical and moral conduct. Behavior that violates this value
includes, but is not limited to:

15. Alcohol and Drug Related Misconduct. Missouri law prohibits possession or consumption
of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic
beverages available to persons under the legal drinking age.
15.1. No organization will furnish or cause to be or allow to be furnished any alcoholic
beverage to any person under the legal drinking age.
15.2. The sale of alcohol is prohibited at organization events, as are donations, sales of
items, or other financial arrangements that are used to secure funding for the purchase
of alcohol.
15.3. No organization will furnish or cause to be or allow to be furnished any alcoholic
beverage to any person in a state of noticeable intoxication.
15.4. The unlawful (a) manufacture (b) possession, (c) use, (d) sale, (e) distribution of
narcotic or other controlled substances, (f) drug paraphernalia, and/or (g) other
chemicals is prohibited. Each organization will take all necessary steps to see that this
regulation is not violated at functions it sponsors as well as on any property it owns,
operates, and/or rents.
15.5. Each student organization will take all necessary steps to see that no person under the
legal drinking age possesses any alcoholic beverages at (a) functions it sponsors as
well as within any (b) property or (c) transportation it owns, operates, and/or rents.
15.6. When alcoholic beverages are present at off-campus activities sponsored by a student
organization, (a) the organization must provide non-carbonated, non-alcoholic
beverages and an adequate supply of food that is in plain view of those attending; and
(b) the organization must not permit, encourage, or sponsor participation in pre-
loading or any drinking games or themes that might encourage the rapid/excessive
consumption of alcohol.
16. **Gambling.** Student organizations are prohibited from the following:

16.1. Play or sponsor an unlawful game of chance for money or for anything of value (e.g., raffle) on (a) University premises or at (b) any event sponsored by a student organization.

16.2. Unlawfully sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on (a) University premises or at (b) any event sponsored by a student organization.

16.3. Wager on a University team or organization in a competition, with or without an intent to have a direct influence on the outcome of the competition (a) on University premises or (b) at a University or student organization sponsored activity or event.

17. **Outstanding Debt.**

17.1. All student organizations are responsible for ensuring that all bills are paid to both on and off campus vendors and creditors in a timely manner.

17.2. Student organizations will not knowingly enter into purchase or rental agreements that are beyond the resources of the organization’s ability to pay.

18. **Social Events.**

18.1. Crowd size that exceeds such limits so as to infringe upon the rights and/or property of others and/or endanger those in attendance is prohibited. Student organizations should refer to other national parent organizations or University policies for specific information on crowd size.

18.2. Failure to provide adequate security personnel or other security measures in order to ensure the safety of those in attendance at an organization-sponsored event is prohibited.

18.3. Failure to provide adequate parking so that vehicles are impeding the normal flow of traffic, parked illegally or parked on private property without proper authorization is prohibited.

18.4. Conducting any event that interferes with the normal progress of academic events on campus is prohibited.

18.5. Failure to register and get appropriate approval for any outdoor event on or adjacent to campus (via Outdoor Event Permit) with the Center for Student Involvement five (5) days before the event is prohibited (30 days advance approval is required for parades and events involving fireworks).

18.6. Failure to adhere to specific time limits and other restrictions required of all outdoor events on campus involving bands or other forms of amplified music is prohibited. Outdoor events on campus must cease by 1:00 a.m. unless prior approval has been received from the University.

19. **Solicitation and Fundraising.** All student organizations will conduct any solicitation and fundraising activities in a manner that does not violate and is not contrary to the policies of the University or its Center for Student Involvement, Department of Residence Life, Student Recreation Center, Student Union, and/or federal, state, or local law.

June 20, 2009
Acts of misconduct by a student organization will be cumulative in effect, and all acts of misconduct may be considered together in deciding whether the Student Conduct Code has been violated and, if a violation is found, the imposition of sanctions.

8.050.3. Responsible Action Policy. The welfare of our students is of the highest importance to Truman State University. There will be times when individual students, both on and off campus, may have knowledge of a situation that may present a significant threat to the health and welfare of themselves or others. Truman wants to eliminate any hesitation that students or student organizations might have in obtaining help due to concern that their own behavior might be a violation of University policy.

The University will take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequence for the reporter of the problem will be evaluated against the positive consequences of the intervention for the student in need. Responsible citizens recognize and accept the duty to make ethical and moral decisions about the health and safety of themselves or others even when to do so might result in personal inconvenience. At a minimum, Truman hopes that a student or student organization would make an anonymous report that would put the student in need in touch with professional helpers. If charged and found responsible for a violation of the Code, sanctions imposed, if any, will be less severe when students or student organizations appropriately report dangerous circumstances than if students or student organizations fail to report.

8.060. Relationship of Law Enforcement and University Conduct System. Violations of federal, state and local laws are incorporated as offenses under the Student Conduct Code. When an offense occurs over which the university has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal charges that may arise from the same incident. Should a student withdraw from the university when criminal charges are made, it is the typical practice of the university to pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is arrested, charged or indicted for a violent, alcohol, or drug-related off-campus crime, the University may elect to take action against that student for violation of the Student Conduct Code, which incorporates violation of local, state and federal laws as code infractions.

When it has reasonable cause to separate a student from the community, the university may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the Code. The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or charges. The university will permit a student who receives an interim suspension to request a meeting with the Dean of Student Affairs or designee to show cause why an interim suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.
When criminal charges are pending, the university may be delayed or prevented from conducting its own investigation, and moving forward with a campus hearing. In such cases, the university will delay its hearing until such time as it can conduct an internal investigation, or obtain from law enforcement sufficient information upon which to proceed.

It may be in the best interests of students accused of crimes to withdraw from the university, without penalty, until the criminal charges are resolved. The university has a procedure for voluntary withdrawals, under the following conditions. The accused student may not be present on campus or at university-sponsored events without special permission. The accused student must comply with any and all campus efforts at investigation that will not prejudice their defense in the criminal trial, and the accused student must agree that in order to be reinstated to active student status, the student must first be subject to and fully cooperative with a campus hearing, and must comply with any sanctions that are administered. If the alleged victim of the crime is a student, the University will consult with the alleged victim about the voluntary withdrawal of the accused student.

8.060.1. Cooperation with Authorities. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding for a violation of the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the compliance with conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and employees, acting in their personal capacities, will remain free to interact with governmental representatives, as they deem appropriate.

8.070. University Conduct System. Reports and complaints of misconduct of a student will be administered in accordance with the standards of due process as established by this Code. Reports and complaints of misconduct of a student organization will be administered in accordance with the standards of fundamental fairness as established by this Code.

8.070.1. Complaint Procedure. Any member of the University community may file a complaint of misconduct by a student or student organization(s). Complaints asking for action on the misconduct are to be prepared in writing and signed by the complainant. Complaints are to be directed to the Assistant Dean of Student Affairs for Citizenship and Community Standards (Conduct Officer). Any complaint should be submitted as soon as possible after the misconduct takes place or becomes known, preferably within ten (10) calendar days. Absent special circumstances, no action may be taken on reports or complaints received more than one year after the misconduct takes place or becomes known, whichever is later. The existence of special circumstances will be determined in each complaint by the Conduct Officer and will include any threats or actions that, through trauma or fear, caused the complainant or any witness to delay their reports of the misconduct. When a complaint is received, the Conduct Officer will conduct an investigation to determine what further action will be taken, including the following:
a. **No Action** — Complaints that fall outside the University’s jurisdiction, do not violate the Student Conduct Code, or that are not supported by sufficient information, may result in no action being taken by the Office of Citizenship and Community Standards.

b. **Administrative Hearing** — The Conduct Officer may meet with the involved parties in an attempt to resolve the complaint. Such dispositions will be final and there will be no subsequent proceedings except in those complaints involving students whose sanction is suspension or expulsion from the University or student organizations whose sanction is recommendation for charter revocation or suspension or revocation of University registration, or denial of registration for a chartering student organization.

c. **Conduct Hearing Board** — any individual or student organization accused of a violation of the Student Conduct Code may have the complaint heard by a Conduct Hearing Board of his/her/its peers, under the discretion of the Conduct Officer.

8.070.2. **University as Complainant.** Individuals outside the University may provide information related to student or student organization misconduct to the Conduct Officer for consideration. As necessary, Truman State University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

8.070.3. **Group Violations.** When members of groups, individuals acting together collectively or members of an organization acting together in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students. In any such action, individual findings of responsibility and a determination of sanctions will be made with respect to each accused student involved in the incident.

8.070.4. **Conduct Hearing Board.** The Conduct Hearing Board (CHB) is comprised of students and faculty or staff. The CHB is chosen from a pool of eligible candidates. For each complaint, a new CHB will be chosen at random under the supervision of the Conduct Officer. Any members of the pool who have a conflict due to any prejudicial factors (anything that would prevent an impartial and objective determination) should remove themselves from consideration. One member of each CHB chosen will be designated by the Conduct Officer to serve as Chairperson, who will conduct the hearing and serve as the official representative of the Board. The Chairperson has final say on all questions of admissibility of information, appropriateness of questions, and on any procedural decisions. The CHB will render decisions on all requests prior to and during the hearing, and will be allowed to directly question all involved parties (accused student(s) or student organizations(s), complainant(s), and witnesses) during the hearing. The Chairperson may also permit parties to directly question each other and witnesses if that can be done with maturity and civility. All decisions will be made by a majority vote. No student will be found in violation unless information proves that a violation of the Student Conduct Code is more likely than not to have occurred. Abstention in voting is not permitted. Every voting member will either vote to support a motion or will vote not to support a motion.
The term for individuals chosen to be in the pool is two calendar years (January 1st year one through December 31st year two), and a member may serve more than one consecutive term at the discretion of the Dean of Student Affairs. Three (3) members are necessary to hear a complaint. In most cases, the CHB will be comprised of two (2) full-time students and one (1) faculty or administrative staff member. The Conduct Officer is responsible for coordinating training sessions, hearings, and assigning complaints. The Dean of Student Affairs or Conduct Officer has authority to make interim appointments to fill any open slot from the three categories below. Additionally, the Conduct Officer may implement alternate procedures for any conduct complaints when the usual pool of CHB members is not available. The composition of the eligible pool will be as follows:

a. **Six (6) full-time students** — who are appointed by the Dean of Student Affairs after consultation with Student Government. The Office of Citizenship and Community Standards will be responsible for recruiting and recommending student Conduct Hearing Board nominees to be appointed by the Dean of Student Affairs.

b. **Three (3) Faculty** — who are appointed by the Dean of Student Affairs and recommended by the Provost/Vice President for Academic Affairs after consultation with the Faculty Senate.

c. **Three (3) professional administrative staff** — who are appointed by the Dean of Student Affairs and recommended by the Chair of the Staff Council with the advice and consent of the Staff Council.

**8.070.5. Investigation and Disposition.** The Conduct Officer will conduct an investigation to determine if the report or complaint has merit and if the reported violation and any resulting sanctions can be disposed of administratively by mutual consent of the Conduct Officer and the accused student or student organization. If a complaint has been filed, the Conduct Officer may confer with the complainant about the proposed terms of the administrative hearing by mutual consent, prior to a finalization of an agreement with the accused student or student organization. Such disposition by mutual consent is final and there will be no subsequent proceedings. If the complaint cannot be disposed of by mutual consent, the Conduct Officer will prepare written allegations against the accused student or student organization, unless the Conduct Officer finds there are no reasonable grounds for the filing of a complaint. If the violation(s) cannot be disposed of with an administrative hearing, a Conduct Hearing Board (CHB) will be assigned to resolve the complaint. A CHB will recommend a finding and if merited, the imposition of sanctions, but the Conduct Officer has the right to amend that recommendation.

**8.070.6. Notice and Time for Hearings.** Notice will be in writing, and may be delivered in person during a meeting with the Conduct Officer. Notice will also be e-mailed to the student’s University e-mail address or mailed to the local or permanent address of the accused student. Once mailed, such notice will be presumptively delivered.

a. The letter of notice will include a concise summary of the alleged violation;

b. The letter will state all policies the accused student is alleged to have violated and the possible consequences if the accused student is found in violation;
c. The letter will include the relevant procedures for resolution of the complaint;

d. The date, time, and place of the hearing;

e. A list of the University’s witnesses (to be supplemented later if necessary); and

f. A deadline for meeting with the Conduct Officer.

g. The letter of notice may also direct the accused student to contact the Conduct Officer within
two business days of receipt with a written response to the complaint.

Once the accused student responds, written notice of the time, date and location of the hearing will be
sent to all parties to the complaint, who may additionally be notified in person, by telephone, or by e-
mail. Such means may also be used when the accused student fails to respond to the mailed notice
letter. If an accused student fails to respond to notice, the Conduct Officer will initiate a complaint
against the student for failure to comply with the directives of a University official, and give notice of
this offense. Unless the student responds to this notice within two business days by answering the
initial notice, the student will be automatically suspended until such time as s/he responds to the initial
complaint. In complaints where the Assistant Dean of Student Affairs/Citizenship and
Community Standards serves as the complainant, another Conduct Officer may carry out his/her
pre-hearing duties.

Additionally, the following pre-hearing timeline applies to all Conduct Hearing Board (CHB)
proceedings:

   a. Once a student denies a violation, they will be given a minimum of seven (7) days to prepare
      for a hearing.

At least forty-eight hours before any scheduled hearing, the following will occur:

   a. The accused student will deliver to the Conduct Officer a written response to the
      complaint;

   b. The accused student will deliver to the Conduct Officer a written list of all witnesses the
      accused student wants Truman State University to call on his/her behalf at the hearing, giving
      the full contact information of any such witness, if known.

   c. The accused student will deliver to the Conduct Officer a written list of all physical items the
      accused student intends to use or needs to have present at the hearing, and will indicate who has
      possession or custody of such information, if known;

   d. The complainant will deliver to the Conduct Officer a written list of all witnesses the
      complainant wants Truman State University to call and all physical items that will be used by
      the complainant at the hearing and will indicate who has possession or custody of such
      information, if known;

   e. The parties will notify the Conduct Officer, at least forty-eight hours prior to the hearing, of the
      names of any advisors who may be accompanying the parties at the hearing;

   f. The Conduct Officer will ensure that this information and any other available written
documentation is shared between the complainant and accused student at least twenty-four
hours before any scheduled hearing. In addition, the parties will be given a list of the names of
all the hearing officers for the complaint. Should either party object to any members of the
board or panel, they must raise all objections in writing to the Conduct Officer immediately.
Hearing officers will only be unseated if the Conduct Officer concludes that their bias

25                                               June 20, 2009
precludes an impartial hearing of the complaint.

g. The Conduct Officer will, prior to the hearing, attempt to obtain signed FERPA consents from all parties and witnesses who will participate in hearing.

h. Witnesses are normally to be identified in advance. However, the Conduct Officer has discretion to protect the identity of a witness where knowing the witness’ identity is not essential to the defense of the accused student. While witnesses are subject to questioning at the hearing, unavailable witnesses may submit their testimony by telephone or written statement.

8.070.7. Conduct of Hearings. Hearings to determine whether or not a student or student organization has violated the Student Conduct Code as alleged, or as reasonably related to the facts as alleged, will be conducted by a conduct hearing body according to this Code and any other procedures as issued by the Dean of Student Affairs and Conduct Officer. Minor variations in established hearing procedures can be approved on an ad hoc basis by the Dean of Student Affairs and Conduct Officer as long as they do not materially impact on the fairness of the proceedings. The hearings will be administrative in nature, and every effort will be made to assure fair and impartial hearings. The hearings will be conducted in closed session, and all hearings and records will be administered in compliance with FERPA. The accused student or student organization has the right to consult an advisor of his/her/its choice before, during, and after any conference, hearing, or review. If there is an alleged victim of the conduct in question, the alleged victim may serve as the complainant, or may elect to have the administration serve as complainant. Where there is no victim, the administration will serve as complainant. A student serving as complainant has the same rights to an advisor as the accused student or student organization. Advisors are not permitted to speak or to participate directly, (i.e., make opening or closing remarks, examine or cross examine, ask questions, to submit and object to information, to address the hearing board), in any hearing, conference, or review. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Conduct Officer may supply previous complaint information in complaints of sexual misconduct, stalking, relationship violence and discrimination to the CHB, or may consider it her/himself in hearing the complaint, only if:

a. The accused student was previously found to be responsible;

b. The previous incident was substantially similar to the present allegation;

c. Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

8.070.8. Hearing Deliberations. The Conduct Officer will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Conduct Hearing Board (CHB) will determine an appropriate sanction. The Conduct Officer is responsible for informing the CHB of applicable precedent and any previous conduct violations by the accused student. The Chairperson will prepare a written deliberation report submitted to the Conduct Officer detailing the finding, how each CHB member voted, the information cited by the body in support of its finding, and any information that the body excluded from its consideration, and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length, and must be submitted to the Conduct Officer within 48 hours after the end of deliberations. The Conduct Officer may make
appropriate modifications and then will implement the final determination and inform the parties within seven (7) days after the hearing.

8.070.9. Record of Hearings. There will be a single verbatim record, such as a tape recording, of all hearings before a conduct hearing board. The record will be the property of the University. In the event a student or student organization petitions for a review of a decision or a sanction and wishes to review a verbatim record, he/she/it may make a request in writing to do so to the Dean of Student Affairs. Under no circumstances will a copy of the recording be released. A student petitioning for a review or student organization may request a typed summation of the hearing. The transcription should normally be provided subject to payment of costs for the production of the transcript. Personally identifiable information will be deleted, unless FERPA consents have been sought and obtained from those students mentioned in the record. In the event a mechanical failure occurs that prevents a verbatim recording, the absence of a verbatim record will not, in itself, be cause for review. In such complaints, the Conduct Officer will contact the chairperson of the hearing board. The chairperson will reconvene the hearing body and issue a record, which will include the finding of the body, what information the body considered, and the basis for the finding. This record will be considered sufficient for review by a review authority.

8.070.10. Notification of Outcomes. The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, Truman State University observes the legal exceptions as follows:

a. Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome and sanctions of the hearing and any subsequent appeals, in writing, without condition or limitation.

b. Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.

c. Truman State University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a Truman State University policy that is a non-forcible sex offense or a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. Truman State University may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.

8.070.11. Parental Notification. Truman State University reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Truman State University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, Truman State University may contact parents/guardians to inform them of situations in which there is a health and/or safety risk. Truman State University also reserves
the right to determine which Truman State University officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

8.080. Sanctions.

8.080.1. Listing of Sanctions. The following sanctions may be imposed upon any student or student organization found to have violated the Student Conduct Code.

1. **Warning.** A notice in writing to the student or student organization that the student or student organization is violating or has violated one or more provisions of the Student Conduct Code.

2. **Probation.** A written reprimand for one or more violations of the Student Conduct Code and, when appropriate, conditions for continued enrollment or continued recognition. Probation is for a designated period of time, and it includes the probability of more severe conduct sanctions if the student or student organization fails to fulfill the conditions for continued enrollment or continued recognition or is found to be violating or to have violated any provisions of the Student Conduct Code during the probationary period.

3. **Loss of Privileges.** Denial of specified privileges for a designated period of time.

4. **Restitution.** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

5. **Discretionary Sanctions.** Work assignments, service to the University, or other related discretionary assignments. Such assignments are to be supervised by, and must have the prior approval of, a Conduct Officer.

6. **Educational Sanctions.** Projects or assignments designed to educate a student or student organization(s) in connection with the effect of their behavior on the community.

7. **Residence Hall Probation.** A written reprimand for one or more violations of the Residence Life Handbook and/or Student Conduct Code and, when appropriate, conditions for continued residence on campus. Probation is for a designated period of time, and it includes the probability for more severe conduct sanctions if the student fails to fulfill the conditions for continued residence or is found to be violating or to have violated any provisions of the Residence Life Handbook or the Student Conduct Code during the probationary period.

8. **Residence Hall Suspension.** Separation of a student or student organization from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

9. **Residence Hall Expulsion.** Permanent separation of a student or student organization from the residence halls.

10. **Interim Suspension.** Temporary separation of a student or student organization(s) from the University pending completion of conduct procedures, as referenced in Section 8.090.

11. **Limited Access.** A student or student organization may be denied access to any or all of University premises, or any activities or events arranged or sponsored by the University or student organization, as the Dean of Student Affairs or the Conduct Officer may determine to be appropriate.

12. **Interim Suspension of Participation.** Separation of a student or student organization from participation in a University recognized activity or organization for a definite period of time, after which the student or student organization is eligible to return. Conditions for readmission may be specified. While on interim suspension of participation, the student or
student organization is denied access to University premises, and all University or student organization sponsored activity. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization’s activities on or off-campus, pending completion of the misconduct procedures.

13. **Recommendation for Charter Revocation.** An official request to the national office that the local charter be revoked.

14. **Revocation or Denial of University Registration/Recognition.** Permanent severance of the organization’s relationship with the University.

15. **Denial of Privilege to Re-enroll.** This permits the student to complete the current semester barring further violations, but prohibits the individual from enrolling for a definite period of time, after which the student is permitted to return. Conditions for readmission may be specified. Records are encumbered.

16. **University Suspension.** Separation of the student or student organization from the University for a definite period of time, after which the student or student organization is eligible to return. Conditions for readmission may be specified. Records will note a sanction of suspension due to conduct proceedings. While on university suspension, the student or student organization is denied access to University premises, and all University or student organization sponsored activity. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization’s activities on or off-campus.

17. **University Expulsion.** Permanent separation of the student from the University. Records will note a sanction of expulsion due to conduct proceedings. Upon expulsion, the student is denied access to University premises, and all University or student organization sponsored activity. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization’s activities on or off-campus.

**8.080.2. Multiple Sanctions.** More than one of the sanctions listed above may be imposed for any single violation.

**8.080.3. Special Recommendations.** If any of the following conditions exist in a violation of the Student Conduct Code, more severe or multiple sanctions may be given to the accused student(s) or student organization(s):

- a. Information that the victim was intentionally selected because of the victim’s actual or perceived race, religion, national origin, gender, ethnicity, sexual orientation, or disability;
- b. The use or possession of a firearm(s) or other weapon(s);
- c. The possession of a controlled substance, or information that the accused student(s) was under the influence of a controlled substance;
- d. The existence of a prior record of violation(s) in this chapter by the accused student(s) or student organization(s);
- e. Any additional factors which contribute to the severity of the offense.
- f. It is also possible that mitigating factors can serve as cause to moderate a sanction, such as the payment of restitution prior to the complaint, sincere regret, and accepting responsibility by admitting to misconduct.
8.080.4. **Additional Actions.** The foregoing sanctions are in addition to any actions that any other office(s) is authorized to take for conduct violations or any actions authorized to be taken by faculty members or academic deans for acts of academic misconduct.

8.080.5. **Student and Student Organization Records, Record Retention, and Record Consideration in Organization Sanctions.** Conduct sanctions become part of the student's conduct record. Conduct records of students will be kept for a period of no more than seven (7) years after the academic year when final disposition of the violation occurred, except in complaints of suspension and expulsion, where the record will be kept permanently. Student conduct records may be kept longer due to special circumstances, as deemed necessary by the Dean of Student Affairs. Conduct records of student organizations will be kept permanently for historical and archival purposes. Generally, a five-year time frame will be utilized when considering sanctions for a student organization. However, a longer time frame may be considered when evaluating sanctions for serious violations of the Code (e.g., patterns of organizational behavior that include alcohol and drug related misconduct, abusive affiliation, life safety issues, etc.).

8.080.6. **Determination and Notice of Sanctions.** In each complaint in which a conduct hearing determines that a student or student organization has violated the Student Conduct Code, the sanction or sanctions will be determined in accordance with the rules of this Code or rules issued by the Dean of Student Affairs for that particular conduct hearing. Following any conduct hearing, the decision will be sent via e-mail to the student’s University e-mail address or the United States Postal Service mail or hand delivered to the accused and complainant, if applicable, to the last known address and will include a concise summary on the decision and recommendation of sanction(s), and information on the review process.

8.090. **Interim Suspension.** In certain circumstances, the Dean of Student Affairs, or his/her designee, may impose a University or residence hall suspension prior to a conduct hearing. The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or charges. The University will permit any student who receives an interim suspension to request a meeting with the Dean of Student Affairs or designee to show cause why an interim suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.

8.090.1. **Reasons.** Interim suspension may be imposed only to ensure the safety and well-being of members of the University community or preservation of any University premises, to ensure a student's own physical or emotional safety and well-being, or if the student or student organization poses a reasonable threat of disruption of, or interference with, the normal operations of the University.

8.090.2. **Denial of Access.** During the interim suspension, a student or student organization may be denied access to any or all University premises, or any activities or events arranged or sponsored by the University or student organizations, as the Dean of Student Affairs or his/her designee may determine to be appropriate.
8.100. Reviews. The Student Conduct Code allows the accused student, student organization or the complainant to petition for a review of the finding(s) or sanction(s) of a University Conduct Hearing Board. A petition for the review of the finding(s) or sanction(s) of an administrative hearing cannot be made except when an individual is suspended or expelled from the University or residence hall/apartment or when a student organization is suspended or their charter or registration/recognition is revoked. Normally, sanctions are in place from the time of imposition, but the Dean of Student Affairs has discretion to suspend sanctions during the period in which the complaint is being reviewed.

8.100.1. Contents of the Review. The review must include the grounds for the review as well as supporting facts and arguments. The following are grounds for a review:

   a. New information, unavailable at the time of the board hearing, is now available and could materially affect the decision that was rendered.
   b. "The hearing board deprived a party of a right the party had according to the rules and regulations governing the University Conduct System; and this deprivation materially affected the decision." In other words, a review can be filed on the grounds that the process was not conducted according to the procedures described in the Student Conduct Code and the process failure influenced the decision that was rendered.
   c. "The finding of 'in violation' is not supported by substantial evidence." In other words, a review can argue that the evidence was not substantial enough to justify an "in violation" finding.
   d. "The sanction(s) imposed is not proportionate to the severity of the violation(s)." In other words, the review can argue that the sanctions were inappropriate when the circumstances of the act and prior record of the accused are considered.

8.100.2. Filing. Any review must be submitted in writing, addressed to the Dean of Student Affairs and delivered to the Conduct Officer, and include all supporting facts and arguments, no later than three (3) calendar days after the notification of decision has been delivered to the accused student, unless an extension has been granted by the Conduct Officer for the case. A review letter must meet two conditions:

   a. It must cite the basis of the review;
   b. It must provide sufficient and detailed information to support the review.

Failure to meet either or both of these conditions will be sufficient cause to deny a review. The Conduct Officer for the case will make the determination as to whether both conditions have been met.

8.100.3. Review by the Dean of Student Affairs. The Dean of Student Affairs has fourteen (14) calendar days after the date the review is delivered to the Conduct Officer to respond to a petition for review, unless there are extenuating circumstances that require additional time for the review to be considered. The Dean of Student Affairs may grant the review, and if so, decide whether to return the complaint to the hearing board for reconsideration, or to conduct the reconsideration herself/himself. Generally, reviews will involve a review of the hearing record,
but the Dean of Student Affairs may conduct a new hearing, interview witnesses or otherwise
direct further investigation at her/his discretion.

The standard for review is a deferential standard. It is not merely a matter of whether the Dean
of Student Affairs agrees with the hearing board. S/he may only alter the finding if there is clear
error. S/he may only alter the sanction if a compelling justification exists to do so.

The Dean of Student Affairs’ decision will be sent via e-mail to the student’s University e-mail
address or United States Postal Service mail or hand delivered to the accused and complainant, if
applicable, to the last known address and will include a concise summary on why the decision
was upheld or amended as well as information on the review process. Any decision rendered by
the Dean of Student Affairs will be final except in those complaints involving students whose
sanction is suspension or expulsion from the University or student organizations whose sanction
is recommendation for charter revocation or suspension or revocation of University
registration/recognition. In those complaints, the accused may petition for Extraordinary Review
by the President of the University.

On the rare occasion when the Dean of Student Affairs is unavailable to conduct a review of a
particular case, a designee may be appointed by the Dean of Student Affairs. On the rare
occasion when the Dean of Students is unavailable to conduct a review due to a conflict of
interest with a particular case, then the President will appoint the designee.

8.100.4. **Review by the President.** A petition for Extraordinary Review can be made to the
President of the University when a review by the Dean of Student Affairs has already been
decided and when either of two grounds exist:

a. New information, unavailable at the time of the review by the Dean of Student Affairs,
is now available, and could materially impact on the decision rendered by the Dean of
   Student Affairs;
b. Outcome determinative procedural errors or deprivation of student rights not cured by
   the review to the Dean of Student Affairs, or arising from the review decided by the
   Dean of Student Affairs.

The review letter needs to be **delivered to the Dean of Student Affairs** within seven (7)
calendar days after notice of the Dean of Student Affairs’ decision, unless an extension is granted
at the discretion of the Dean of Student Affairs. The review letter must cite the basis of the
review (one of the two “grounds” listed above). The letter must then provide “sufficient and
detailed information to support the review.” The Dean of Student Affairs will review the letter
to ensure the letter contains the required components prior to delivering the review letter to the
President.

On the rare occasion when the President is unavailable to conduct a review or, due to a conflict
of interest, is inappropriate to review a particular case, a designee may be appointed by the Dean
of Student Affairs or the President to conduct the review.
The standard for review is a deferential standard. It is not merely a matter of whether the President agrees with the Dean of Student Affairs. S/he may only alter the finding if there is clear error. S/he may only alter the sanction if a compelling justification exists to do so. The President’s decision will be rendered in thirty (30) calendar days after the date the review is delivered to the President from the Dean of Student Affairs unless there are extenuating circumstances that require additional time for the review to be considered. The President’s decision is final. The President may decide that no review is warranted, grant a review and direct the Dean of Student Affairs to reconsider or grant the review and consider the matter directly.

8.110. Interpretation, Review, and Revision. Questions of interpretation and periodic reviews of this policy will be administered in the following manner:

8.110.1. Interpretation. Any questions of interpretation regarding the Student Conduct Code will be referred to the Dean of Student Affairs or his/her designee for determination.

8.110.2. Code Revision. The Code will be reviewed once every three years under the direction of the Dean of Student Affairs. Review of this document should be done in conjunction with the University General Counsel, the Provost and Vice President for Academic Affairs, and the Student Government. Changes to the Code can be made as necessary at the request of the Dean of Student Affairs, President, or Board of Governors, with the approval from the Board of Governors. Grammatical, editing, formatting and other non-substantive changes can be made at the discretion of the Dean of Student Affairs or designee as needed without approval of the Board.

Source: Resolution of the Board dated June 20, 2009

This code of conduct has been reviewed by Brett Sokolow from the National Center for Higher Education Risk Management www.ncherm.org. Some of the language may be proprietary and copyrighted. It is licensed to Truman State University for its use and publication, but all other uses and copying is prohibited without express permission from NCHERM.
ITEM G.2
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 2011 through Fiscal Year 2015.

Our priority list is based on the University Master Plan Update for facilities and has been revised based on the recent state funding appropriated for the Pershing Building project.

For FY 2011 to FY 2015, the requested funds are in the following broad categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair and Renovation</td>
<td>$89,810,000</td>
</tr>
<tr>
<td>New Construction</td>
<td>$5,570,000</td>
</tr>
<tr>
<td></td>
<td>$95,380,000</td>
</tr>
</tbody>
</table>

1. Baldwin Hall/McClain Hall Project, FY 2011
This renovation project will complete the cycle of academic building updates which began with Violette Hall in 1995. It is designed to update Baldwin (71 years old) and McClain (33 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 an infill building linking the buildings at three levels. Academic departments benefiting from this project include History, Political Science, Psychology, 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. Central Energy Monitory System/Steam Distribution and Condensate Loop, FY 2011
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.

3. Power Systems Infrastructure, FY 2011
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 currently being developed to upgrade the steam, chilled water, and electrical service on campus.

4. Kirk Memorial/Kirk Building Project, FY 2012
The Kirk Memorial/Kirk Building Project would provide funds for renovation of these two structures, with Kirk Memorial primarily a restoration project and Kirk Building a major renovation. Kirk

Board of Governors
June 19-20, 2009
Memorial is a historic structure located on the quadrangle, and it would serve as a site for offices and meeting rooms. 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.

5. Greenwood School Project, FY 2013
The Greenwood School Project would renovate and restore the property for use as offices and classrooms. This would include masonry repairs, new windows, and a new HVAC system. This building is a former public school which has historical ties to both the campus and the city of Kirksville.

6. Maintenance/Central Receiving Facility, FY 2014
New maintenance shops, garages for vehicles, and a central receiving facility would be considered the sixth project on the priority list. Existing facilities to be replaced include a former implement dealer site which is approximately 40 years old. Currently, Truman has no central receiving facility.

The final project on the list is renovation of Pickler Memorial Library. By 2015, it will be over 25 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 meet institutional needs.

<table>
<thead>
<tr>
<th>Project/Facility</th>
<th>Category</th>
<th>Priority</th>
<th>Request</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin/McClain</td>
<td>RR</td>
<td>1</td>
<td>$38,831,000</td>
<td>2011</td>
</tr>
<tr>
<td>Central Energy Monitor/Steam Loop</td>
<td>RR</td>
<td>2</td>
<td>$4,050,000</td>
<td>2011</td>
</tr>
<tr>
<td>Power Systems Infrastructure</td>
<td>RR</td>
<td>3</td>
<td>$13,279,000</td>
<td>2011</td>
</tr>
<tr>
<td>Kirk Memorial/Kirk Building</td>
<td>RR</td>
<td>4</td>
<td>$15,532,000</td>
<td>2012</td>
</tr>
<tr>
<td>Greenwood School</td>
<td>RR</td>
<td>5</td>
<td>$11,547,000</td>
<td>2013</td>
</tr>
<tr>
<td>Maintenance/Central Receiving Facility</td>
<td>N</td>
<td>6</td>
<td>$5,570,000</td>
<td>2014</td>
</tr>
<tr>
<td>Pickler Memorial Library</td>
<td>RR</td>
<td>7</td>
<td>$6,571,000</td>
<td>2015</td>
</tr>
</tbody>
</table>

TOTAL $95,380,000

RR = Repair and Renovation  
N = New Construction

NOTE: The Office of Administration has not provided construction inflation rates for FY 2011 requests at this date. Projects have been increased by 3% from FY 2010 estimates, but may be adjusted.

Board of Governors  
June 19-20, 2009
RECOMMENDED ACTION

BE IT RESOLVED that the FY 2011 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 $95,380,000 for FY 2011 thru FY 2015, 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 19-20, 2009
ITEM G.3
Construction Project: Residence Hall Perimeter Access System

DESCRIPTION AND BACKGROUND

This project is designed to provide a card-access system for Truman’s residence halls exterior doors. During the summer of 2008, all room locks in the student rooms were retrofitted to automatically lock when closed. The perimeter access system is the next step to improve security in the residence halls. This system will be linked to the Banner computer database to verify which residence hall each student can access after normal operating hours.

A group including representatives from Student Services, Residential Living, Information Technology, Physical Plant, and Campus Planning developed specifications for the project RFP. The RFP called for a system capable of controlling a minimum of 40 door controllers and 70 alarmed egress doors with capacity for future expansion. All controls are to be handled online, hard wired to a computer monitoring system. This system will notify the front desk staff if any doors in the residence hall are propped open or unlocked. The system must be customizable to handle multiple cardholder types, timetables, and access patterns. Vendors were also required to be compatible with Truman’s current Sergeant brand core lock system. The project proposal was to include all necessary hardware, software, and related installation and training.

There were seven responses received. Complete proposals were received from the following firms:

1. Ingersoll Rand
2. Eagle (Persona)
3. Cam-Dex (GE Security)
4. CBORD

Incomplete proposals were received from the following firms:

1. C&C Group
2. Johnson Controls
3. Meyer Electric

Members of the bid evaluation committee analyzed the complete proposals and checked references with similar installations. Based on this review, the bid evaluation committee recommends that the proposal from Ingersoll Rand be accepted. Funds for this project are available from the Auxiliary (Residential Living) local capital budget.

RECOMMENDED ACTION

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Perimeter Access System</td>
<td>$255,000</td>
</tr>
</tbody>
</table>

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

Board of Governors
June 19-20, 2009
BE IT FURTHER RESOLVED that a 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
Construction Project: Magruder Hall Improvements

DESCRIPTION AND BACKGROUND

At the October 3, 2008 meeting of the Board of Governors, approval was given to hire Hastings and Chivetta to provide architectural and engineering services for this project.

This project will address several issues in Magruder Hall included the heating and ventilation control system, water leaks in several locations, and HVAC noise levels in several classrooms and labs. The architects and engineers conducted a building assessment and identified the sources of water infiltration. The scope of work includes exterior repairs in nine locations to halt further water damage as well as repairs to the interior. Acoustical ceilings will be installed in eight classrooms to improve room acoustics and to reduce HVAC noise levels. Modifications to sprinklers, ductwork, lighting, and audio-visual systems will be made as needed. The HVAC controls system will be adjusted to reduce noise that is being generated in the ductwork.

The pre-bid conference for this project was held on Thursday, June 4, and bids were opened on Thursday, June 11. Photos from the building assessment document developed by Hastings and Chivetta will be provided at the Board meeting.

RECOMMENDED ACTION

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magruder Hall Improvements</td>
<td>$745,000</td>
</tr>
</tbody>
</table>

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

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

Moved by
Seconded by
Vote: Aye  Nay

Board of Governors
June 19-20, 2009
ITEM G.5
Construction Project: Roofing, Masonry, and Miscellaneous Building Repairs

DESCRIPTION AND BACKGROUND

On January 14, 2009, the Board of Governors approved Trivers Associates to provide architectural and engineering services to address several roof and building repair projects on campus. This includes work on Auxiliary System facilities (the Recreation Center and Brewer Annex) as well as several other locations.

This project includes the following specific components:
- Parapet flashing repairs at the Recreation Center;
- Roof replacement at the Power Plant;
- Tuck pointing and stone step repairs at the Quadrangle Gate;
- Repair and replacement of the front steps and brickwork at Kirk Memorial;
- Roof replacement (two sections) of Grim-Smith building; and
- Roof replacement at Brewer Annex.

An alternate included in the project is shingle roof replacement and window repairs and painting at the Greenwood School building.

The pre-bid conference for this project was held on Thursday, June 4, and the bid opening occurred on Tuesday, June 16. The staff recommendation is to accept the alternate for the Greenwood roof and exclude the window repairs. Photos from the review produced by the architects and engineers which illustrate existing conditions will be provided at the Board meeting.

RECOMMENDED ACTION

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing, Masonry, and Miscellaneous Building Repairs</td>
<td>$760,000</td>
</tr>
</tbody>
</table>

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

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

Moved by
Seconded by
Vote: Aye
Nay

Board of Governors
June 19-20, 2009
TRUMAN STATE UNIVERSITY
ROOF & MASONRY RESTORATION
ROOF REPLACEMENT
STONE RESTORATION
WINDOW REHABILITATION
APRIL 10, 2009
INTRODUCTION

This report is to relate the findings and evaluation of the existing conditions of the project sites to Truman State University.

The observations, conclusions, and recommendations in this report are based on the notes, photographs, and conversations with representatives of the university collected during the site visit on March 26, 2009 by Trivers Associates and RMT Roofing and Waterproofing Consultants.

The seven sites included in this assessment are the following:
- Brewer Annex roof
- Greenwood School roof and windows
- Selected Grim-Smith Hospital roofs
- Kirk Memorial north steps
- North Gate steps
- Power Plant roofs
- Student Recreation Center parapet coping

A preliminary cost estimate, which is provided in a separate document, is considered part of this report.

Additional exploratory demolition during the construction documents phase should occur to discover the extent of the problems identified in this report and to define the scope of work required to repair them.

SITE PLAN
FIGURE 1.1: View towards Missouri Hall showing deteriorated asphalt shingle roof showing the cupping of shingles, suggesting a possible improper or incomplete venting of substrate.

FIGURE 1.2: View of EPDM membrane roof facing Brewer Hall. There is no slope to provide drainage leading to water ponding and the growth of moss.
FIGURE 2.3: Repair to existing tiles using asphalt mastic at ridge.

FIGURE 2.4: Accelerated deterioration along the main ridgeline displaying separated ridge tiles, possibly due to underlying wood shrinkage.
FIGURE 3.1: Deteriorated SBS multi-ply system displaying blisters and possibly evidence of ponding water occurring throughout the roof area.

FIGURE 3.2: The built-up roof system over the open canopy is in the advanced mechanics of aging as the asphalt bitumen is chipping away and falling apart.
FIGURE 4.1: Extremely deteriorated west knee wall stair join with spalling brick, and cracked and separating limestone steps.

Figure 4.2: Deteriorated East knee wall displaying failed sealant and mortar at limestone cap.
FIGURE 4.3: Deteriorated East entry column base at landing portico, East side.

FIGURE 4.4: Deteriorated East entry column base stair join at front.
FIGURE 5.3: Cracked flat limestone stone section.

FIGURE 5.4: Sealant failure on western portion of stair.
FIGURE 5.5: Joint separation leading to sealant failure between limestone stair and concrete paver at stair landing.

FIGURE 5.6: Joint separation leading to sealant failure at western portion of stair.
FIGURE 6.1: EPDM roofing membrane shrinkage at parapet.

FIGURE 6.2: EPDM roofing membrane shrinkage along parapet walls leading to negative roof slopes and ponding water.
FIGURE 7.1: Detail of limestone coping joint with stainless steel tray.

FIGURE 7.2: Cracking of brick parapet at vertical window.
TRUMAN
STATE UNIVERSITY

OPERATING BUDGETS
FOR
FISCAL YEAR 2010
<table>
<thead>
<tr>
<th>FY 2010 BUDGET DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. The FY 2010 Education and General Budget</strong></td>
</tr>
<tr>
<td>1. Executive Summary</td>
</tr>
<tr>
<td>2. General Budget Priorities</td>
</tr>
<tr>
<td>3. Revenue Assumptions</td>
</tr>
<tr>
<td>4. Planned Expenditures</td>
</tr>
<tr>
<td>5. FY 2010 Education and General Revenue by Category</td>
</tr>
<tr>
<td>6. FY 2010 Education and General Expenditures by Category</td>
</tr>
<tr>
<td><strong>B. The FY 2010 Auxiliary Budget</strong></td>
</tr>
<tr>
<td>1. Executive Summary</td>
</tr>
<tr>
<td>2. General Budget Priorities</td>
</tr>
<tr>
<td>3. Revenue Assumptions</td>
</tr>
<tr>
<td>4. Planned Expenditures</td>
</tr>
<tr>
<td>5. FY 2010 Auxiliary Revenue by Category</td>
</tr>
<tr>
<td>6. FY 2010 Auxiliary Expenditures by Area</td>
</tr>
<tr>
<td><strong>C. The FY 2010 Restricted Funds Budget</strong></td>
</tr>
<tr>
<td>1. Executive Summary</td>
</tr>
<tr>
<td>2. Projected Revenues and Expenditures</td>
</tr>
<tr>
<td>3. FY 2010 Restricted Funds By Area</td>
</tr>
</tbody>
</table>
FISCAL YEAR 2010 EDUCATION AND GENERAL BUDGET NARRATIVE

Executive Summary

The Education and General 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. Projected income for 2009-2010 is level, due to flat student fee income and no increase in state support except for the funds designated for Caring for Missourians. The base appropriation for Truman approved by the General Assembly for FY 2010 is equal to FY 2009 and $756,339 is included for one-time purposes from the Federal Budget Stabilization Fund. Student enrollment fees for 2009-2010 were not increased and enrollment for Fiscal Year 2010 is expected to be comparable to Fiscal Year 2009. The overall result is a 0.8% projected increase in revenue and expenditures compared to the FY 2009 budget.

General Budget Priorities

Functional areas of the University were asked to develop budget requests for FY 2010 based on a five percent decrease in state funding and were also asked to identify functions or areas where reallocations could occur. Although the General Assembly provided level base funding for FY 2010, state revenue projections for FY 2010 are uncertain. The budget was developed to continue a reserve to handle a possible withholding of state funds—up to five percent of the appropriation. In addition, resources have been allocated to cover the following critical areas:

- Funds to cover projected utility costs;
- Additional scholarship funds; and
- Funds for areas identified as priorities in the Board-approved strategic plan.
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 revised organizational structure. 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 equal to FY 2009 with $756,339 in additional one-time federal funds. Total funds appropriated from general revenue, lottery proceeds, and federal stabilization for FY 2010 are $45,917,849. Historically, the Governor withholds at least three percent of these funds as a contingency. For Fiscal Year 2010 this requires a reserve of $1,354,845 for the standard withholding. Table 1 provides a snapshot of total state revenue trends for FY 1992 through FY 2010 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 FY96-FY10 is found on Table 2.

Enrollment Fees and Other Income. The Fall 2009 enrollment is projected for budget purposes at approximately 5,800 students. This is comparable to actual enrollment for Fall 2008. Spring 2010 enrollment is projected at the historical average of 93 percent of the fall semester total. Student fees were maintained for both undergraduate and graduate students for 2009-2010. Sources of income in addition to enrollment fees include special fees, fines, charges for services, and interest income. Due to declining interest rates on invested funds, the interest income available in FY 2010 is projected to drop.
Table 1
General Revenue Trends

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Appropriation</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 92</td>
<td>$25,258,948</td>
<td>--</td>
</tr>
<tr>
<td>FY 93</td>
<td>$26,631,717</td>
<td>5.4%</td>
</tr>
<tr>
<td>FY 94</td>
<td>$27,737,229</td>
<td>4.2%</td>
</tr>
<tr>
<td>FY 95</td>
<td>$29,427,745</td>
<td>6.1%</td>
</tr>
<tr>
<td>FY 96</td>
<td>$31,979,820</td>
<td>8.7%</td>
</tr>
<tr>
<td>FY 97</td>
<td>$33,757,552</td>
<td>5.6%</td>
</tr>
<tr>
<td>FY 98</td>
<td>$35,437,909</td>
<td>4.7%</td>
</tr>
<tr>
<td>FY 99</td>
<td>$39,072,485</td>
<td>10.3%</td>
</tr>
<tr>
<td>FY 00</td>
<td>$41,522,860</td>
<td>6.2%</td>
</tr>
<tr>
<td>FY 01</td>
<td>$43,987,383</td>
<td>5.6%</td>
</tr>
<tr>
<td>FY 02</td>
<td>$38,640,023</td>
<td>-12.2%</td>
</tr>
<tr>
<td>FY 03</td>
<td>$39,427,733</td>
<td>2.0%</td>
</tr>
<tr>
<td>FY 04</td>
<td>$38,619,423</td>
<td>-2.1%</td>
</tr>
<tr>
<td>FY 05</td>
<td>$39,545,109</td>
<td>2.4%</td>
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<tr>
<td>FY 06</td>
<td>$39,545,109</td>
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<tr>
<td>FY 07</td>
<td>$40,346,396</td>
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<td>FY 08</td>
<td>$42,040,945</td>
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<tr>
<td>FY 09</td>
<td>$43,806,665</td>
<td>4.2%</td>
</tr>
<tr>
<td>FY 10*</td>
<td>$43,806,665</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

* Projected

Note: This table excludes funds appropriated but withheld and one-time funds. For FY08-09 a 3% withholding was assumed. For FY10, one-time federal funds of $756,339 are excluded.
Table 2

Comparison of Annual Appropriations and Actual State Funds Received

<table>
<thead>
<tr>
<th></th>
<th>Appropriation</th>
<th>Actual received</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY96</td>
<td>32.7</td>
<td>32.0</td>
</tr>
<tr>
<td>FY97</td>
<td>35.3</td>
<td>33.8</td>
</tr>
<tr>
<td>FY98</td>
<td>36.4</td>
<td>35.4</td>
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<tr>
<td>FY99</td>
<td>40.3</td>
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<td>42.8</td>
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<td>FY01</td>
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<td>FY02</td>
<td>48.9</td>
<td>38.9</td>
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<td>FY03</td>
<td>42.1</td>
<td>39.4</td>
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<td>FY08</td>
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<tr>
<td>FY09</td>
<td>45.2</td>
<td>43.8</td>
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<tr>
<td>FY10*</td>
<td>45.2</td>
<td>43.8</td>
</tr>
</tbody>
</table>

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

Personal Services. A major portion of the operating budget is utilized for salaries and fringe benefits. For FY 2010, Truman is budgeting $53.4 million in this category, or 57% 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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$38,285,242</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$11,942,723</td>
</tr>
<tr>
<td>Student Employment</td>
<td>$ 3,190,893</td>
</tr>
<tr>
<td>Total</td>
<td>$53,418,858</td>
</tr>
</tbody>
</table>

In order to balance the FY 2010 budget, several positions were eliminated through attrition or retirements resulting in 22.28 fewer FTE. These positions are evenly balanced between faculty and staff.

Operations and Equipment

Because there are no new unrestricted revenues for FY 2010, some reallocations were necessary 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 $5 million dollars in operations is budgeted in core areas including the academic departments.

   Equipment for instructional use will be budgeted slightly below the FY 2009 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 2000-FY 2010 and shows the asset renewal rate for these areas.
Research funding totals over $852,000 for FY 2010, and more than $700,000 of this total is 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 2010 has been reduced but still includes substantial funds to maintain the library collection.

One initiative included in the academic affairs area is Caring for Missourians. This is a statewide effort which includes all public four-year campuses as well as the community colleges. The focus is expansion of academic programs in the health sciences, and the Nursing and Communication Disorders programs at Truman are included in this plan. For FY 2010 one-time funds were appropriated to begin the initiative, and these have been placed in the academic equipment budget. The academic areas are developing plans to utilize these funds to strengthen and increase the size of Truman’s programs and the Missouri Department of Higher Education is working with the Governor to secure permanent funding to sustain this initiative.

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. Approximately $3.7 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 2010 operating budget continues significant allocations for computing and technology. A total of over $3.7 million is budgeted for technology services which include staff, operations, equipment and maintenance of existing systems and networks with over 2,000 laptop and desktop workstations on campus, and a network with 8,800 ports. Continued technology investment is necessary to remain competitive. In 1992-1993 technology areas received 2.7 percent of the budget. For 2009-2010, technology areas are budgeted at nearly 4 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. This amount has been adjusted by the percentage change in appropriations in recent years. For FY 2010, a total of $1,621,665 is budgeted for maintenance and repair. This is the same as FY 2009 based on level state support. Table 4 outlines trends in the Maintenance & Repair budget for FY 2001-FY 2010.

5. **Utilities.** Due to increases in utility costs, and increased demand, utility budgets have been increased in recent years. Utility costs are projected to continue to increase in FY 2010, and the total budgeted in this category has been increased $225,440 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 $2,960,000. 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 $3 million, which includes funds transferred from the Foundation to support advancement and fundraising efforts.

7. **Scholarships.** For FY 2010, funds for scholarships have been increased to cover projected expenditures for institutionally funded academic and athletic grants.

8. **Student Employment.** Student employment budgets have been increased to compensate for increases in the minimum wage rate. Funds allocated for student employment in the Education and General Budget total over $3 million, a small increase from FY09.
Table 3

Academic & Research Equipment Budgets

(000's omitted)

<table>
<thead>
<tr>
<th>Equip Budget</th>
<th>FY00</th>
<th>FY01</th>
<th>FY02</th>
<th>FY03</th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual $ Available</td>
<td>1,460</td>
<td>1,433</td>
<td>1,173</td>
<td>664</td>
<td>760</td>
<td>803</td>
<td>881</td>
<td>737</td>
<td>862</td>
<td>814</td>
<td>745</td>
</tr>
</tbody>
</table>

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 somewhat. FY10 excludes one-time federal funds designated for Carling for Missourians.
### Table 4

**Maintenance & Repair Budget**

<table>
<thead>
<tr>
<th></th>
<th>FY01</th>
<th>FY02</th>
<th>FY03</th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$1,688,000</td>
<td>$1,569,200</td>
<td>$1,465,900</td>
<td>$1,465,900</td>
<td>$1,465,900</td>
<td>$1,494,300</td>
<td>$1,556,300</td>
<td>$1,621,665</td>
<td>$1,621,665</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY01</th>
<th>FY02</th>
<th>FY03</th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating M&amp;R</td>
<td>1,688,000</td>
<td>1,688,000</td>
<td>1,569,200</td>
<td>1,465,900</td>
<td>1,465,900</td>
<td>1,465,900</td>
<td>1,494,300</td>
<td>1,556,300</td>
<td>1,621,665</td>
<td>1,621,665</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY01</th>
<th>FY02</th>
<th>FY03</th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Book Value</td>
<td>1.7%</td>
<td>1.7%</td>
<td>1.6%</td>
<td>1.5%</td>
<td>1.5%</td>
<td>1.5%</td>
<td>1.5%</td>
<td>1.5%</td>
<td>1.6%</td>
<td>1.8%</td>
</tr>
</tbody>
</table>

**Note:** The current insured value for the physical plant (non auxiliary) is $101,000,000.

*FY10 includes $52,100 set aside for potential state withholding.*
The page that follows provides a summary of projected revenue for FY 2010 in several major categories. General Revenue, or state funds, provides 49.2% of the proposed budget.

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

Page 13 of this section provides the detail for the calculation to determine adherence to the policy for FY 2010. The portion of the adjusted budget supported by student tuition is 29.96% and, therefore, is within the policy.

Table 5 illustrates budgeted sources of funds for FY 2010. 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 slightly less than 50% of budgeted Education and General revenues.
EDUCATION AND GENERAL
FY 2010 REVENUE BY CATEGORY

General Revenue $45,917,849

This represents the entire amount appropriated by the General Assembly. A contingency budget of $1,354,845 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 2010. The appropriation also includes $756,339 in one-time federal funds which are designated for the Caring for Missourians health sciences initiative.

Student Enrollment Fees $44,467,500

FY 2010 enrollment income for budget purposes is based upon stable student enrollment. Spring semester enrollment is based on a 93% retention rate. Missouri students are assumed to make up 75% of the total enrollment; graduate enrollment is expected to be stable; and summer enrollment is projected at the 2008 summer level. This category also includes fees for off-campus courses, the athletic fee, study abroad programs, and special enrollment fees.

Other Local Income and Transfers $2,874,418

This includes various revenue sources: investments, athletic gate receipts, sales and services of educational activities (such as summer camps), rollover from FY 2009, indirect costs from grants and other miscellaneous sources. Transfers from Auxiliary sources and the Foundation are also included here.

GRAND TOTAL ALL SOURCES $93,259,767
### SEGREGATION OF ON-CAMPUS FEE INCOME FOR FY 2010 IS AS FOLLOWS:

<table>
<thead>
<tr>
<th>Total Fee Income</th>
<th>Designated or Restricted</th>
<th>Undesignated &amp; Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fees</td>
<td>43,074,000</td>
<td>43,074,000</td>
</tr>
<tr>
<td>Less Restricted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Union</td>
<td>-995,000</td>
<td>-995,000</td>
</tr>
<tr>
<td>&quot;out-of-state&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missouri taxpayer discount</td>
<td>-284,000</td>
<td>-284,000</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>-1,140,000</td>
<td>-1,140,000</td>
</tr>
<tr>
<td>Overload Fees</td>
<td>70,000</td>
<td>70,000</td>
</tr>
<tr>
<td>Residential College Fees</td>
<td>395,000</td>
<td>395,000</td>
</tr>
<tr>
<td>Truman Week Fee</td>
<td>270,000</td>
<td>270,000</td>
</tr>
<tr>
<td>Joseph Baldwin Academy</td>
<td>245,000</td>
<td>245,000</td>
</tr>
<tr>
<td>Student Health Center Fee</td>
<td>340,000</td>
<td>340,000</td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td>197,000</td>
<td>197,000</td>
</tr>
<tr>
<td>Late Fees; Change of Program, misc.</td>
<td>150,000</td>
<td>150,000</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>443,000</td>
<td>443,000</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>540,000</td>
<td>540,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>43,305,000</td>
<td>2,650,000</td>
</tr>
</tbody>
</table>

The percentage calculation is shown as follows:

1. Undesignated and unrestricted fees (above) 40,655,000
2. Less Academic Scholarships, Experienceships And Athletic Grants in Aid -18,157,000

**NET TUITION** 22,498,000

1. Total Education and General Budget 93,259,797
2. Less Academic Scholarships, Experienceships And Athletic Grants in Aid -18,157,000

**ADJUSTED E&G TOTAL** 75,102,797

**NET TUITION AS A PERCENTAGE OF ADJUSTED E&G** 29.96%

**NOTE:** Includes projected on-campus student fee income and excludes off-campus courses and study abroad program fees.
Table 5

FY 2010 BUDGETED REVENUE

- General Revenue, 49.2%
- Student Enrollment Fees, 47.7%
- Other Local Income and Transfers, 3.1%
FY 2010 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 2010 are as follows:

**Instruction**

$41,650,746

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

**Research**

$852,369

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**

$128,549

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

**Academic Support**

$6,350,298

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**

$8,963,544

This includes areas such as student services administration, counseling services, admissions and records, intercollegiate athletics, health services, and testing services.
Institutional Support $7,804,646
Support areas including fiscal operations, alumni and public relations, and general administration are in this category.

Physical Plant $7,690,950
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 $1,621,665
Funds designated for campus building repairs and preventive maintenance are in this category.

Student Aid $18,157,000
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 $93,259,767

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.
FY 2010 PLANNED EXPENDITURES

- Instruction: 44.7%
- Student Aid: 19.5%
- Transfers: 0.0%
- Maintenance and Repairs: 1.7%
- Physical Plant: 8.3%
- Institutional Support: 8.4%
- Student Services: 9.6%
- Academic Support: 6.8%
- Public Service: 0.1%
- Research: 0.9%
<table>
<thead>
<tr>
<th>Category</th>
<th>Personal Service</th>
<th>Equipment</th>
<th>Operations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>34,398,608</td>
<td>2,769,389</td>
<td>4,482,749</td>
<td>41,650,746</td>
</tr>
<tr>
<td>Research</td>
<td>144,369</td>
<td>205,000</td>
<td>503,000</td>
<td>852,369</td>
</tr>
<tr>
<td>Public Service</td>
<td>46,549</td>
<td>0</td>
<td>82,000</td>
<td>128,549</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>34,589,526</td>
<td>2,974,389</td>
<td>5,067,749</td>
<td>42,631,664</td>
</tr>
<tr>
<td>Academic Support</td>
<td>3,738,499</td>
<td>205,400</td>
<td>2,406,399</td>
<td>6,350,298</td>
</tr>
<tr>
<td>Student Services</td>
<td>5,263,242</td>
<td>59,900</td>
<td>3,640,402</td>
<td>8,963,544</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>4,809,636</td>
<td>107,200</td>
<td>2,887,820</td>
<td>7,804,646</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>3,559,246</td>
<td>181,100</td>
<td>3,950,604</td>
<td>7,690,950</td>
</tr>
<tr>
<td>Maintenance &amp; Repairs</td>
<td>0</td>
<td>0</td>
<td>1,621,665</td>
<td>1,621,665</td>
</tr>
<tr>
<td>Student Aid</td>
<td>1,458,720</td>
<td>0</td>
<td>16,698,280</td>
<td>18,157,000</td>
</tr>
<tr>
<td>Transfers</td>
<td>0</td>
<td>0</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>53,418,859</strong></td>
<td><strong>3,527,989</strong></td>
<td><strong>36,312,919</strong></td>
<td><strong>93,259,767</strong></td>
</tr>
</tbody>
</table>

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 2003 – FY 2010

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Service</strong></td>
<td>50,274,878</td>
<td>48,596,379</td>
<td>51,085,793</td>
<td>52,544,721</td>
<td>53,827,577</td>
<td>52,300,164</td>
<td>53,942,855</td>
<td>53,418,859</td>
<td>-1.0%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>2,838,780</td>
<td>2,565,761</td>
<td>3,387,790</td>
<td>3,202,958</td>
<td>3,189,865</td>
<td>2,752,365</td>
<td>2,819,415</td>
<td>3,527,989</td>
<td>+25.1%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>21,279,389</td>
<td>22,841,483</td>
<td>25,436,515</td>
<td>26,284,476</td>
<td>27,864,040</td>
<td>33,784,651</td>
<td>35,743,584</td>
<td>36,312,919</td>
<td>+1.6%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>74,393,047</td>
<td>74,003,623</td>
<td>79,910,098</td>
<td>82,031,705</td>
<td>84,881,482</td>
<td>88,837,180</td>
<td>92,505,854</td>
<td>93,259,767</td>
<td>+0.8%</td>
</tr>
</tbody>
</table>

**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 FY04, the technology services contract was shifted from Personal Services to Operations, which accounts for the increase in operations funds and decrease in personal service. 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 2010 AUXILIARY BUDGET NARRATIVE

Executive Summary

Revenue from combined auxiliary operations is projected to increase in FY 2010. 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 rates in the residence halls are budgeted at a level comparable to the 2008 fall semester due to the opening of Dobson Hall and the partial closing of Ryle Hall for renovation. The rates charged to students for residence halls including room and board were increased by an average of 4.8% for the 2009-10 academic year.

Modest increases in operating and equipment budgets have been recommended for 2009-2010. For FY 2010, only minor staffing changes are recommended in auxiliary areas. The major changes in the Auxiliary Budget for FY 2010 include the addition of funds to cover increases in bond payments as well as the minimum wage increase.

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 4.8% for FY 2010. A student living in a typical two-person room will pay $6,590 for the 2009-2010 academic year. Based upon an occupancy rate of 2,700 for the fall semester and 94 percent returning for the spring semester, revenue from residence halls and apartments is projected at $17,920,000.
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 $482,000 for FY 2010. Additional revenue sources include interest income and miscellaneous fees which should generate approximately $750,000.

3. **Student Union.** The Student Union is primarily funded by a transfer from enrollment income to this budget at a rate of $88 per full-time equivalent student per semester. This fee was established to build, maintain and cover debt service for the Student Union and was increased in 2008-09 to provide revenues for utility and student employment costs. Additional income sources include the games room, bookstore, and food service commission. Total revenue for the Student Union Building is projected at $1,335,000.

4. **Recreation Center.** The bond payments for the Recreation Center are a major cost for this facility, and a designated fee of $104 per semester per full-time equivalent student is included in enrollment fees. Total revenue for FY 2010 is projected at $1,345,000 for the Recreation Center.

5. **Service Departments.** Revenue from auxiliary service departments including Printing Services and the University Press is projected at $539,000 for FY 2010.

**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 6 outlines Auxiliary Budget equipment trends for FY 1997-FY 2010 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 costs are projected to increase in 2009-2010, and the budget has been adjusted to compensate for this. A major portion of the Residential Living operating budget is the $3,919,154 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 $374,178 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 budgeted for debt retirement ($716,830) and a sinking fund of $50,000 per year for future equipment replacement.
### Table 6
Auxiliary Equipment Budget Trends
FY97-FY10

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Equipment Budget</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 97</td>
<td>$900,570</td>
<td>17.5%</td>
</tr>
<tr>
<td>FY 98</td>
<td>$957,058</td>
<td>6.3%</td>
</tr>
<tr>
<td>FY 99</td>
<td>$1,010,358</td>
<td>5.5%</td>
</tr>
<tr>
<td>FY 00</td>
<td>$1,043,858</td>
<td>3.3%</td>
</tr>
<tr>
<td>FY 01</td>
<td>$1,147,858</td>
<td>9.9%</td>
</tr>
<tr>
<td>FY 02</td>
<td>$978,464</td>
<td>-14.7%</td>
</tr>
<tr>
<td>FY 03</td>
<td>$954,166</td>
<td>-2.5%</td>
</tr>
<tr>
<td>FY 04</td>
<td>$945,906</td>
<td>-0.9%</td>
</tr>
<tr>
<td>FY 05</td>
<td>$950,796</td>
<td>0.5%</td>
</tr>
<tr>
<td>FY 06</td>
<td>$942,796</td>
<td>-0.8%</td>
</tr>
<tr>
<td>FY 07</td>
<td>$878,780</td>
<td>-0.7%</td>
</tr>
<tr>
<td>FY 08</td>
<td>$944,488</td>
<td>7.5%</td>
</tr>
<tr>
<td>FY 09</td>
<td>$930,488</td>
<td>-1.5%</td>
</tr>
<tr>
<td>FY 10</td>
<td>$906,247</td>
<td>-2.6%</td>
</tr>
</tbody>
</table>

Note: Includes equipment funds for residence halls, food service, Student Union, etc.
FY 2010 AUXILIARY REVENUE BY CATEGORY

RESIDENCE HALLS

Room and Board $17,920,000

This projection is based on an occupancy rate of 2,700 for residence halls and apartments. Spring occupancy is historically 94 percent of the fall semester.

Investment Income $210,000

Income from investments is projected to be lower than the previous year’s total.

Off-Campus Student Meal Sales $482,000

This source represents income from purchase of residence hall meal cards by students who live off-campus. The projection is based on FY 2009 levels of sales.

Academic Transfer ($405,000)

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

Other Income $750,000

Revenue from deposits, processing fees, rentals, commissions, and small sources is projected to remain stable from FY 2009.

TOTAL RESIDENCE HALL INCOME $18,957,000

STUDENT UNION $1,335,000

This revenue source includes the transfer of enrollment fees based on full-time equivalent (FTE) students. Total revenues will remain level in FY10 and additional income sources include the games room, bookstore, and food service commission.
RECREATION CENTER  $1,345,000

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  $539,000

Several service departments are operated as auxiliary enterprises. Currently this includes Printing Services and the University Press. Revenue is projected to drop slightly for FY10.

GRAND TOTAL AUXILIARY  $22,176,000
<table>
<thead>
<tr>
<th>Area</th>
<th>Personal Service</th>
<th>Equipment</th>
<th>Operations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Living</td>
<td>2,907,239</td>
<td>650,132</td>
<td>10,844,530</td>
<td>14,401,901</td>
</tr>
<tr>
<td>Residential Living Bond Payments</td>
<td>0</td>
<td>0</td>
<td>3,919,154</td>
<td>3,919,154</td>
</tr>
<tr>
<td>Student Union</td>
<td>401,484</td>
<td>131,115</td>
<td>425,200</td>
<td>957,799</td>
</tr>
<tr>
<td>Student Union Bond Payments</td>
<td>0</td>
<td>0</td>
<td>374,178</td>
<td>374,178</td>
</tr>
<tr>
<td>Printing Services</td>
<td>218,668</td>
<td>42,000</td>
<td>270,311</td>
<td>530,979</td>
</tr>
<tr>
<td>Auxiliary Administration</td>
<td>90,172</td>
<td>0</td>
<td>8,589</td>
<td>98,761</td>
</tr>
<tr>
<td>University Press</td>
<td>15,749</td>
<td>0</td>
<td>0</td>
<td>15,749</td>
</tr>
<tr>
<td>Other Auxiliary</td>
<td>3,000</td>
<td>0</td>
<td>148,216</td>
<td>151,216</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>333,713</td>
<td>33,000</td>
<td>174,848</td>
<td>541,561</td>
</tr>
<tr>
<td>Rec. Center Bonds/Reserve Contingency</td>
<td>0</td>
<td>50,000</td>
<td>716,830</td>
<td>766,830</td>
</tr>
<tr>
<td>Transfers/Surplus</td>
<td>0</td>
<td>0</td>
<td>417,872</td>
<td>417,872</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,970,025</td>
<td>906,247</td>
<td>17,299,728</td>
<td>22,176,000</td>
</tr>
</tbody>
</table>
FY 2010 AUXILIARY EXPENSES
BY MAJOR AREA

- Residential Living: 85.5%
- Student Union: 6.0%
- Recreation Center: 6.1%
- Other: 2.4%
FISCAL YEAR 2010 RESTRICTED FUNDS 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 $406,635
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 $255,009
Truman has received McNair funding since 1992. The program is designed to provide disadvantaged college students with preparation for graduate programs.

Small Business Development Center $29,176
Truman's Small Business Development Center is one of nine full service centers in Missouri. The center provides assistance with business plan development, financial management, and market feasibility studies. It is operated in conjunction with the School of Business.
Regional Professional Development Center $1,184,520
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-STEP $395,769
This National Science Foundation grant is a multi-year project which identifies talented students in the sciences and mathematics. The program includes collaborative efforts with Metropolitan Community College, St. Charles Community College, and Moberly Area Community College.

NSF-Learning in Math/Biology $259,327
This National Science Foundation grant provides undergraduate research opportunities for students in mathematical and biological sciences.

Pell $2,664,655
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 $137,842
Supplemental Educational Opportunity Grants are provided from federal funds to eligible students.

Work-Study $414,424
The College Work-Study Program includes federal funds to support part-time student workers.
<table>
<thead>
<tr>
<th>Other Federal Financial Aid</th>
<th>$396,972</th>
</tr>
</thead>
<tbody>
<tr>
<td>This other aid includes Academic Competitiveness Grants, SMART Grants, and Federal Teach Grants.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>$949,420</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are numerous smaller grants and contracts from foundations and governmental sources designated for instruction, research, and public service activities. This includes programs supported by HUD and state agencies such as the Department of Public Safety. FY 2010 estimated revenues and expenditures for these other restricted resources is $1,346,392.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL ESTIMATED FY 2010 RESTRICTED</th>
<th>$7,093,749</th>
</tr>
</thead>
</table>
## FISCAL YEAR 2010
ESTIMATED RESTRICTED REVENUE AND EXPENDITURES

<table>
<thead>
<tr>
<th>Area or Program</th>
<th>FY 2010 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upward Bound</td>
<td>$406,635</td>
</tr>
<tr>
<td>McNair</td>
<td>$255,009</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>$29,176</td>
</tr>
<tr>
<td>Regional Professional Development Center</td>
<td>$1,184,520</td>
</tr>
<tr>
<td>NSF STEP</td>
<td>$395,769</td>
</tr>
<tr>
<td>NSF-Learning in Math/Biology</td>
<td>$259,327</td>
</tr>
<tr>
<td>Pell</td>
<td>$2,664,655</td>
</tr>
<tr>
<td>SEOG</td>
<td>$137,842</td>
</tr>
<tr>
<td>Work-Study</td>
<td>$414,424</td>
</tr>
<tr>
<td>Other Federal Financial Aid</td>
<td>$396,972</td>
</tr>
<tr>
<td>Other</td>
<td>$949,420</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$7,093,749</strong></td>
</tr>
</tbody>
</table>
2009-2010 Policy for Faculty and Staff Salaries

Full-time and part-time faculty salaries for the 2009-2010 academic year will be maintained at the 2008-2009 academic year rates.

Full-time and part-time staff salaries for the 2009-2010 fiscal year will be maintained at the 2008-2009 fiscal year rates.

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 2009-2010 academic year (excluding those whose salaries for the 2009-2010 academic year have been established by separate agreement) are to be given the following increases in their salaries for the 2009-2010 academic year:

<table>
<thead>
<tr>
<th>Academic Promotion</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Assistant Professor</td>
<td>$1,000</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>$2,300</td>
</tr>
<tr>
<td>Associate Professor to Professor</td>
<td>$4,600</td>
</tr>
</tbody>
</table>

Board of Governors
June 19-20, 2009
2009-2010 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 2009-2010 fiscal year.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Office Assistant 1</td>
<td>$9.05</td>
</tr>
<tr>
<td>B</td>
<td>Office Assistant 2</td>
<td>$9.25</td>
</tr>
<tr>
<td>C</td>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant 1</td>
<td>$10.50</td>
</tr>
<tr>
<td>D</td>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant 2</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

Note: These are the new starting salaries established in December, 2008.
**2009-2010 Policy for Unit I Wage Rates**

The hourly wage rates for employees in Unit I are to be the following amounts during the 2009-2010 fiscal year.

**WAGE RATES FOR UNIT I**

<table>
<thead>
<tr>
<th>Wage Status</th>
<th>System Trades</th>
<th>Building Trades</th>
<th>Groundskeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary</td>
<td>$11.11</td>
<td>$10.86</td>
<td>$9.07</td>
</tr>
<tr>
<td>Step 1</td>
<td>$11.72</td>
<td>$11.37</td>
<td>$9.37</td>
</tr>
<tr>
<td>Step 2</td>
<td>$12.34</td>
<td>$11.89</td>
<td>$9.77</td>
</tr>
<tr>
<td>Step 3</td>
<td>$13.01</td>
<td>$12.46</td>
<td>$10.22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wage Status</th>
<th>Mover/Laborer</th>
<th>Housekeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary</td>
<td>$8.86</td>
<td>$8.70</td>
</tr>
<tr>
<td>Step 1</td>
<td>$9.16</td>
<td>$9.00</td>
</tr>
<tr>
<td>Step 2</td>
<td>$9.56</td>
<td>$9.40</td>
</tr>
<tr>
<td>Step 3</td>
<td>$10.05</td>
<td>$9.89</td>
</tr>
</tbody>
</table>

Probationary = Starting Pay  
Step 1 = After 120 days Probationary Period  
Step 2 = 1st year anniversary  
Step 3 = 2nd year anniversary

**Note:** These are the new starting salaries established in December, 2008.
2009-2010 Policy for Off-Campus and Workshop Faculty Salaries

Teachers of off-campus courses and workshops are to be paid the following salaries during the 2009-2010 Fiscal Year.

<table>
<thead>
<tr>
<th>Status</th>
<th>Teaching Experience for the University</th>
<th>Salary for each Credit Hour of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Faculty Member</td>
<td>--</td>
<td>$900</td>
</tr>
<tr>
<td>Non-University Faculty Member</td>
<td>Less than 5 years</td>
<td>$900</td>
</tr>
<tr>
<td></td>
<td>5 years or more but less than 10 years</td>
<td>$950</td>
</tr>
<tr>
<td></td>
<td>10 years or more</td>
<td>$975</td>
</tr>
</tbody>
</table>

The 2009-2010 rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20.