

TRUMAN STATE UNIVERSITY  
Kirksville 63501

OFFICIAL MINUTES  
OF THE  
BOARD OF GOVERNORS

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OPEN SESSION  
OF MEETING ON  
FEBRUARY 3, 2018

The Board of Governors for Truman State University met on Saturday, February 3, 2018, on the University campus in Kirksville, Missouri. An open working session was held in conjunction with the Board of Governors business meeting. The working session and business meeting were held in the Conference Room of the Student Union Building. The working session began at 9:00 a.m. The open session of the business meeting was called to order shortly after 1:00 p.m. by the Chair of the Board, Cheryl J. Cozette.

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

Also participating in the working session and business meeting was one of the three non-voting members: Carter Brooks Templeton, student representative. David Lee Bonner, an out-of-state member, was absent from the working session due to a previous commitment; his absence was recorded as excused. Governor Bonner participated in the business meeting via conference call. Michael A. Zito, the other out-of-state member, resigned his position on the Board effective January 12, 2018, thus leaving a vacancy in that position.

Call to Order

Cheryl J. Cozette, Chair of the Board, called the working session to order shortly after 9:00 a.m. and welcomed all in attendance.

The Board received an update on the higher education landscape in Missouri and spent time discussing the role of the Board, their priorities, and the presidential evaluation process.

Presidential Evaluation Committee

Cheryl J. Cozette announced the appointments to the Presidential Evaluation Committee:

Susan Plassmeyer, Chair  
Sarah Burkemper  
Laura A. Crandall  
Mike LaBeth  
Cheryl J. Cozette, ex officio

The working session ended at approximately 12:00 noon.

Call to Order and Chair Report

Cheryl J. Cozette called the business meeting to order and welcomed all in attendance.

Minutes for Open Session of Meeting on December 2, 2017

Laura A. Crandall moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on December 2, 2017, be approved.

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

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Recognition of 2017 Board Chair

Cheryl J. Cozette expressed appreciation to Governor Mike LaBeth for his exemplary service as Chair of the Board for the 2017 Calendar Year. Governor Cozette presented Governor LaBeth with a framed gavel in recognition of this service.

President's Report

Dr. Susan L. Thomas, University President, provided a report on several items of current interest. She shared a selected engagements report detailing her activities since her last report to the Board. Dr. Thomas introduced Janna Stoskopf, the new Vice President for Student Affairs, and she provided an update on the Vice President for University Advancement search process. President Thomas provided a legislative and budget update. She highlighted her recent testimony before the Missouri House Appropriations Higher Education Committee, and she invited the Board to the annual State of the University Address scheduled on February 13 which will focus on the state budget recommendation for next year. President Thomas noted that Truman has become a JED campus, an initiative of The Jed Foundation (JED) designed to guide schools through a collaborative process of comprehensive systems, program and policy development with customized support to build upon existing student mental health, substance abuse and suicide prevention efforts. She also noted collaborative work with St. Louis University to establish an accelerated law school program. Dr. Thomas reviewed the Board's schedule for the April meeting reminding the Board of the Sesquicentennial Presidential Celebration and the Unveiling of the Dr. Troy D. Paino Presidential Portrait. She ended her report by noting that members of the 1978-79 Bulldog Men's Basketball Team are on campus to celebrate their induction into the Truman Athletics Hall of Fame.

Legislative Consultant Report

Michael R. Gibbons and Tricia Workman, representatives of GibbonsWorkman LLC, provided a report on their work as governmental relation services consultants to the University.

Student Government Report

Kyra Cooper and Sarah Holtmeyer, President and Vice President of Student Government, provided the annual Student Government Report.

Finance and Auditing Committee Report

Sarah Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held on January 29.

Financial Report

Sarah Burkemper provided a review as of December 31, 2017, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of December 31, 2017, of the Truman State University Foundation revenues and expenditures.

Annual Review of Board of Governors Conflict of Interest Policy

Sarah Burkemper conducted the annual review of the Board of Governors Conflict of Interest Policy.

Academic and Student Affairs Committee Report

Laura A. Crandall, Chair of the Academic and Student Affairs Committee, provided a report on the committee meeting held on January 29.

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors Pertaining to Academic Programs – Mental Health Counseling, M.A.

Sarah Burkemper moved the adoption of the following resolution:

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

Mental Health Counseling, M.A.

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

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

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors Pertaining to Academic Programs – School Counseling, M.A.

Sarah Burkemper moved the adoption of the following resolution:

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

School Counseling, M.A.

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

BE IT FURTHER RESOLVED that Section 5.010.2 be amended by the deletion of the following graduate program:

Counseling, M.A.

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

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors Pertaining to Academic Programs – Biochemistry and Molecular Biology, B.S.

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

Biochemistry and Molecular Biology, B.S.

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

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

Budget and Capital Projects Committee Report

Susan Plassmeyer, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on January 29.

Construction Projects Report

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

Contracts for Construction Projects and Equipment Purchases Report

Susan Plassmeyer noted that one construction project totaling \$25,000 to \$100,000 has been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
McClain Carpet Project	\$82,716.93

Construction Project – Campbell Apartments Balcony Repair Project

Susan Plassmeyer moved the adoption of the following resolution:

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

<u>Project Name</u>	<u>Project Budget</u>
Campbell Apartments Balcony Repair Project	\$689,000

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

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

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

Faculty Early Retirement Incentive Program 2018 [as Amended]

Susan Plassmeyer moved the adoption of the following resolution:

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WHEREAS, on December 2, 2017, the Board of Governors of Truman State University established a one-time retirement incentive for faculty known as the “Faculty Early Retirement Incentive Program 2018”; and

WHEREAS, it is the Board’s intention to amend the above referenced program to alter the eligibility requirements as shown on the attached document;

NOW, THEREFORE, BE IT RESOLVED that the attached document, entitled “Faculty Early Retirement Incentive Program 2018, as Amended” shall be the policy of the Board of Governors and shall automatically expire on February 16, 2018; and

BE IT FURTHER RESOLVED that the amendment will be shown on the attachment in **[brackets and bold type]**; and

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to implement the policy, as amended; and

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

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

Agenda Items for Future Meetings

Cheryl J. Cozette reviewed a list of proposed agenda items for the regular meetings during the next year.

Dates for Future Meetings

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, April 14, 2018, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

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

Saturday, June 16, 2018;  
Saturday, August 4, 2018;  
Friday, October 12, 2018;  
Saturday, December 1, 2018; and

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Saturday, February 9, 2019.

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

Agenda Items for Closed Session

Mike LaBeth 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"; and
3. Confidential communications with the General Counsel; and

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

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

The closed session of the business meeting began shortly after 2:00 p.m.

  
Jennifer Kopp Dameron  
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 14<sup>th</sup> day of April, 2018.

  
Cheryl J. Cozette  
Chair of the Board of Governors

**ITEM I.3**

**Construction Project – Campbell Apartments Balcony Repair Project**

JKD

**DESCRIPTION AND BACKGROUND**

Work is needed on the concrete balconies at Campbell Apartments. This structure houses 125 students and was constructed in 1965 with significant interior renovations done in 2004. Work includes repairs to concrete beams, balcony slab edge repairs, full and partial depth concrete repairs, and a new traffic membrane on the balcony surface and slab edge. Miscellaneous repairs will also be done to stair towers as needed. This work is needed from both a safety and aesthetic standpoint, as further deterioration could cause structural issues.

The work will be done under the Job Order Contract which is a competitively bid contract. These contracts are established via the National Joint Powers Alliance (NJPA) cooperative purchasing agreement and have been approved by the Missouri Division of Purchasing. The Wilson Group, through its Kansas City, MO office will be responsible for the work, which would be completed this summer. Funds are available in the auxiliary capital funds budget with a total cost of \$689,000.

**RECOMMENDED ACTION**

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

<u>Project Name</u>	<u>Project Budget</u>
Campbell Apartments Balcony Repair Project	\$689,000

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

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

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

## Faculty Early Retirement Incentive Program 2018 [as Amended]

### Purpose

The Board of Governors of Truman State University recognizes that early retirement should be for the mutual benefit of the faculty member and the University. This policy permits some faculty members another alternative in planning for retirement. SKD

#### I. Time Limits and Retirement Dates

The Early Retirement Incentive option is available to eligible full-time faculty members, with a separation/retirement date no later than May 31, 2018.

#### II. Eligibility

Eligible for the program are all full-time employees holding faculty rank currently employed at Truman, who are at least 60 years of age [by **December 31, 2018**] and meet one of the following conditions by May 31, 2018.

1. MOSERS Participant – MOSERS Retirement Eligible on or before May 31, 2018.
2. CURP Participant – Age plus years of service must equal 70 on or before May 31, 2018.

The Program is not available to employees who have previously retired under the MOSERS or CURP retirement systems or who have already committed their written intent to retire from the University. Retirement eligibility under MOSERS or CURP is determined solely by the plan and not by the University. Prior to submitting an application to the Program employees should obtain verification of retirement eligibility directly from the appropriate plan.

The Early Retirement Incentive is not a guaranteed benefit. Eligible faculty members must request the Early Retirement Incentive in writing to the Office of Human Resources not later than 4:30 p.m. on February 16, 2018. The program is limited to thirty (30) applicants. Therefore, if interest exceeds thirty applicants, selection will be based upon years of service at Truman State University as calculated from May 31, 2018. Such definition of "seniority" is used solely for the purpose of this program. In the event two applicants have the same seniority date, then the first come, first serve criteria will apply if necessary. Approved applicants will be notified by Human Resources and must complete and sign the Retirement Agreement and Release within ten (10) working days of notification of approval.

#### III. Incentive

The Retirement Incentive consists of a cash incentive payment of \$25,000 which will be payable as a lump sum upon retirement.



#### IV. Enrollment Period

This incentive is being offered beginning January 4, 2018. Applications for early retirement must be received by February 16, 2018. January 4 through February 16 is the only application window available for this incentive.

#### V. Selection for Participation

Acceptance for participation in the program will be at the sole discretion of the University based on a variety of factors including student enrollment trends, faculty areas of expertise, and the University's operating needs.

#### VI. Other Retirement Benefits

This program is in addition to any benefits an employee is entitled to under the MOSERS or CURP plans. Individuals should contact representatives from those plans as well as the Social Security Office before making decisions regarding applying for the incentive.

#### VII. Professional Advice

Eligible employees are advised to seek tax and/or investment advice from professionals regarding tax implications of the incentive. The University does not provide financial or tax advice.

Employee medical insurance coverage will terminate at the end of the month of retirement. COBRA coverage may be purchased for health insurance coverage for up to 18 months. Retiree insurance coverage can also be purchased through the University through age 65 or Medicare eligibility. Individuals age 65 or older are eligible for Medicare. All individuals are encouraged to explore insurance options and consult with professionals regarding insurance decisions.