

**NOTICE OF MEETING**  
**Board of Governors, Truman State University**  
**Saturday, August 4, 2018**

The Board of Governors for Truman State University will hold a meeting on Saturday, August 4, 2018, beginning at 1:00 p.m. The meeting will be held in the Conference Room (3000) of the Student Union Building located on the University campus in Kirksville, Missouri. The public is invited to attend.

The tentative agenda for the meeting is attached to this notice. Items M through O on the attached agenda are eligible for consideration in closed session under the provisions of Section 610.010 through 610.030 of the Revised Statutes of Missouri, commonly known as the Open Meetings Law. During the open session of the meeting, the Board of Governors will select the items of business to be conducted in closed session and will state its reasons for considering such items in closed session.

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

Dated this 27<sup>th</sup> day of July, 2018.

A handwritten signature in black ink, reading "Susan L. Thomas". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

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

**TENTATIVE AGENDA**  
**Board of Governors, Truman State University**  
**Saturday, August 4, 2018**

Monday, July 23, 2018

12:00 noon Board of Governors Presidential Evaluation Committee Conference Call Meeting  
Central President's Office, McClain Hall 200  
(Governors Crandall, Burkemper, LaBeth, McClaskey, Cozette and Susan Plassmeyer)

Saturday, August 4, 2018

11:00 a.m. Board of Governors Academic and Student Affairs Committee Meeting  
Room 3201, Student Union Building  
(Governors Crandall, Bonner, Middlemas and Cozette)

11:00 a.m. Board of Governors Budget and Capital Projects Committee Meeting  
Room 3202, Student Union Building  
(Governors LaBeth, Miller, O'Donnell and Cozette)

11:00 a.m. Board of Governors Finance and Auditing Committee Meeting  
Room 3203, Student Union Building  
(Governors Burkemper, Dameron, McClaskey and Cozette)

12:00 noon Board Luncheon  
Georgian Room C, Student Union Building

1:00 p.m. Open Session of Board of Governors Meeting  
Conference Room (3000), Student Union Building  
ITEM A Call to Order and Vice Chair Report  
ITEM A.1 Welcome to New Board Member—Tiffany Middlemas  
ITEM B Minutes for Open Sessions of Meetings on June 16, 2018 and July 9, 2018  
ITEM C President's Report  
ITEM D Annual Athletics Report  
ITEM E Enrollment Management Update  
ITEM F Advancement Report  
ITEM G Finance and Auditing Committee Report  
ITEM G.1 Financial Report  
ITEM H Academic and Student Affairs Committee Report  
ITEM H.1 Resolution amending Chapter 8, Section 8.110.5, of the Code of Policies of the Board of Governors pertaining to Alcohol and other Drug Amnesty  
ITEM I Budget and Capital Projects Committee Report  
ITEM I.1 Construction Projects Report  
ITEM I.2 Contracts for Construction Projects and Equipment Purchases Report  
ITEM I.3 Construction Project – Student Union Building Food Service Project  
ITEM I.4 Engineering Services – Chiller Replacement Project  
ITEM I.5 Architectural Services – Roofing and Masonry Project  
ITEM I.6 Architectural Services – Sesquicentennial Plaza/Fountain Project  
ITEM I.7 Local Capital Budgets for Fiscal Year 2019  
ITEM I.8 State Appropriation Request for Fiscal Year 2020

- ITEM J      Agenda Items for Future Meetings
- ITEM K      Dates for Future Meetings
- ITEM L      Agenda Items for Closed Session
- Closed Session of Board of Governors Meeting
- ITEM M      Minutes for Closed Session of Meeting on June 16, 2018
- ITEM N      Personnel Actions Report
- ITEM N.1    Conclusion of Annual Presidential Review
- ITEM O      General Counsel Report
- ITEM O.1    Motion to Adjourn

**ITEM A**

**Call to Order and Vice Chair Report**

Governor Laura A. Crandall, Vice Chair of the Board, will call the meeting to order, recognize Board members participating by phone or absent, and provide a Vice Chair Report as needed.

**RECOMMENDED ACTION**

This is a discussion item only.



**ITEM A.1**

**Welcome to New Board Member – Tiffany Middlemas**

Governor Crandall will welcome Tiffany Middlemas, the newly appointed Student Representative to the Truman State University Board of Governors.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM B**

**Minutes for Open Sessions of Meetings on June 16, 2018 and July 9, 2018**

**RECOMMENDED ACTION**

BE IT RESOLVED that the minutes for the open sessions of the meetings on June 16, 2018, and July 9, 2018, be approved.

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

**ATTACHMENTS**

Minutes for Open Session of Meeting on June 16, 2018  
Minutes for Open Session of Meeting on July 9, 2018

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OPEN SESSION  
OF MEETING ON  
JUNE 16, 2018

The Board of Governors for Truman State University met on Saturday, June 16, 2018, on the University campus in Kirksville, Missouri. A retreat was held in conjunction with the Board of Governors meeting. The retreat began at 8:30 a.m. The meeting began at 1:00 p.m. Both the retreat and the meeting were held in the Conference Room of the Student Union Building.

Participating in the retreat and meeting were six voting members: Sarah Burkemper, Cheryl J. Cozette, Laura A. Crandall, Jennifer Kopp Damron, Mike LaBeth and K. Brooks Miller. Jim O'Donnell was unable to participate and his absence was recorded as excused.

Also participating in the retreat and meeting were all three non-voting members: David Lee Bonner and Mike McClaskey, the two out-of-state members, and Carter Brooks Templeton, student representative.

On March 7, 2018, Governor Eric Greitens appointed K. Brooks Miller to replace Susan Plassmeyer as a member of the Truman State University Board of Governors for a term ending January 1, 2024. The appointment of Mr. Miller was confirmed by the Missouri Senate on April 26, 2018.

On March 15, 2018, Governor Eric Greitens appointed Mike McClaskey to replace Michael A. Zito as an out-of-state, non-voting member of the Truman State University Board of Governors for a term ending January 1, 2022. The appointment of Mr. McClaskey was confirmed by the Missouri Senate on April 26, 2018.

On April 9, 2018, Governor Eric Greitens reappointed Cheryl J. Cozette as a member of the Truman State University Board of Governors for a term ending January 1, 2024. The appointment of Dr. Cozette was confirmed by the Missouri Senate on May 3, 2018.

#### Call to Order

Cheryl J. Cozette, Chair of the Board, called the retreat to order shortly after 8:30 a.m. and welcomed all in attendance.

The Board heard reports on enrollment and budget and reviewed a progress update on the 2016-2020 Truman State University Strategic Plan – *Truman Blueprint for Success: Intentional Experiences. Institutional Distinctiveness. Extended Reach. Organizational Excellence.*

The retreat ended at approximately 12:00 noon.

#### Call to Order and Chair Report

Cheryl J. Cozette called the meeting to order shortly after 1:00 p.m. and welcomed all in attendance. She then introduced and welcomed K. Brooks Miller and Mike McClaskey, two new members of the Truman State University Board of Governors.

#### Minutes for Open Session of Meeting on April 14, 2018

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on April 14, 2018, be approved.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Resolution of Appreciation – Susan Plassmeyer

Mike LaBeth moved the adoption of the following resolution:

WHEREAS, the Honorable Susan Plassmeyer served as a member of the Board of Governors of Truman State University from February 2012 to April 2018, serving as Vice Chair in 2013 and Chair of the Board in 2014; and

WHEREAS, Governor Plassmeyer, during her tenure on the Board, played a critical role in decision making and demonstrated a genuine commitment to the University's pursuit of excellence and its focus on student learning; and

WHEREAS, Governor Plassmeyer effectively served as Chair of several Board Committees, including the Budget and Capital Projects Committee and the Presidential Evaluation Committee, providing invaluable leadership and a detail-oriented focus resulting in effective decision-making processes that have positively benefitted the University; and

WHEREAS, Governor Plassmeyer consistently carried out her duties while on the Board of Governors with the highest level of professionalism and grace, thus earning the respect and admiration of the Board and the administration, while serving as a role model of service to others by giving back to her alma mater; and

WHEREAS, Governor Plassmeyer also has the distinction of serving as the first student representative to the governing board of the University following the enactment of the law in the legislative session of 1984 adding a student representative;

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

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

The motion was seconded by Laura A. Crandall and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

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 President's Report. President Thomas

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provided a legislative report sharing updates on the Fiscal Year 2019 budget and possible funding for the Greenwood Center and the status of various bills and legislation effecting Truman and/or higher education. She also noted the work of the Missouri Department of Higher Education in regard to mission, financial aid, and facility reviews of each state university. Dr. Thomas concluded her report by providing an update on several ongoing staff and administrative searches.

Finance and Auditing Committee Report

Sarah Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held on June 11.

Financial Report

Sarah Burkemper, as Chair of the Finance and Auditing Committee, provided a review as of April 30, 2018, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of April 30, 2018, of the Truman State University Foundation revenues and expenditures.

Missouri Securities Investment Program (MOSIP)

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Missouri Securities Investment Program (MOSIP) to provide short-term investment services be approved; and

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to execute a contract with MOSIP for short term investment services; and

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

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit A.

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 June 12.

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors Pertaining to Academic Programs – Deletion and Inactivation of Programs

Laura A. Crandall 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 deletion of the following programs:

Ada Programming, Graduate Certificate  
Bioscience Informatics, P.S.M.  
Computer Security, Graduate Certificate  
Education, M.A.  
Managerial Foundations, Graduate Certificate

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 inactivation of the following programs:

Art History, B.A.  
Biology, M.S.  
Russian, B.A.  
Sustainability and Environmental Studies (Graduate Certificate)

BE IT FURTHER RESOLVED that the deletion/inactivation of such programs be subject to the approval of the Coordinating Board for Higher Education.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Budget and Capital Projects Committee Report

Mike LaBeth, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on June 12.

Construction Projects Report

Mike LaBeth, as Chair of the Budget and Capital Projects Committee, provided an update on construction projects which have been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report

Mike LaBeth also noted that one construction project totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
Stokes Stadium Fence Replacement Project	\$73,500

State Capital Improvement and Maintenance Request

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

BE IT RESOLVED that the FY 2020 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

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BE IT FURTHER RESOLVED that a copy of the document, which lists total requests of \$132,245,000 for FY 2020 thru FY 2024, 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 Sarah Burkemper and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit B.

Operating Budgets Fiscal Year 2019

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the "Operating Budgets for Fiscal Year 2019" be approved and adopted for the 2018-2019 Fiscal Year; and

BE IT FURTHER RESOLVED that the President of the University is authorized to adjust the operating budget should state appropriations levels change; and

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

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit C.

Salary Policies Fiscal Year 2019

President Thomas noted that no action was recommended on salary policies at the June meeting due to the significant difference between the state appropriation approved by the General Assembly and the amount recommended for Truman in the Executive Budget proposed by the Governor. She noted that the Governor has until June 30, 2018, to sign the appropriation bills, and it is expected that a Board meeting will be held in early to mid-July to finalize the Operating Budgets and Salary Policies for FY 2019.

Union Agreement Renewal

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

BE IT FURTHER RESOLVED that the President of the University be authorized to execute a new memorandum of agreement for Fiscal Year 2019 and Fiscal Year 2020 with an incorporation of the recommended changes; and

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

The motion was seconded by Laura A. Crandall and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit D.

Enrollment Fees

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

WHEREAS, Truman State University's permitted increase for Missouri resident undergraduate full-time students for the 2018-19 academic year is 2.1% under the terms of the Higher Education Student Funding Act; and

WHEREAS, the General Assembly passed a budget that maintains public universities' operating appropriations at the fiscal year 2018 funding level if tuition increases for Missouri resident undergraduate full-time students are held to one percent;

NOW, THEREFORE, BE IT RESOLVED that Truman State University will waive collecting 1.1% of the 2.1% increase which will result in an increase of 1% for students for the 2018-19 academic year under the terms of the Higher Education Student Funding Act, provided both of the following conditions are met for the 2018-19 academic year:

The Truly Agreed and Finally Passed FY 2019 operating appropriation for Truman State University is approved by the Governor; and

Truman State University receives the full appropriation less the traditional 3% withholding; however

If there are additional appropriation withholdings during FY 2019 above the traditional 3% withholding level, Truman State University will reinstate the tuition increase for students that was waived.

BE IT FURTHER RESOLVED that the following enrollment fees for full-time students be approved, effective with the 2018 Fall Semester:

- 1) Undergraduate students who are enrolled in 12 or more, but less than 18, hours of academic credit for each semester:

Missouri Students.....	\$7,506 per academic year
Out-of-State Students.....	\$14,432 per academic year



- 2) Graduate students who are enrolled in 12 or more, but less than 15, hours of academic credit for each semester:

Missouri Students.....\$8,819 per academic year  
Out-of-State Students.....\$15,272 per academic year

BE IT FURTHER RESOLVED that the designated fee for the Student Recreation Center included above be maintained at \$222 for each full-time equivalent student per academic year; and

BE IT FURTHER RESOLVED that the designated fee for the Student Union included above be maintained at \$190 for each full-time equivalent student per academic year; and

BE IT FURTHER RESOLVED that the following additional enrollment fees for students enrolled in 6 or more semester hours during the academic year be approved as follows:

- 1) A student activity fee of \$86 per academic year (\$43 per semester); and
- 2) A student government fee of \$4 per academic year (\$2 per semester); and
- 3) A student health fee of \$74 per academic year (\$37 per semester); and
- 4) An athletic fee of \$116 per academic year (\$58 per semester); and
- 5) An information/technology (itech) fee of \$34 per academic year (\$17 per semester); and
- 6) A sustainability fee of \$10 per academic year (\$5 per semester)

BE IT FURTHER RESOLVED that the freshman orientation fee be \$350 for freshman students during the fall semester, and a corresponding fee for freshman students participating in comparable orientation programs during other semesters, with each freshman student to pay such an orientation fee only a single time; and

BE IT FURTHER RESOLVED that the President of the University is authorized to establish summer school rates designed to enhance enrollment in such programs; and

BE IT FURTHER RESOLVED that the enrollment fees for part-time students, interim sessions, study abroad, professional development, on-line classes and the other enrollment fees, and miscellaneous charges not listed in this resolution, be established by the President of the University, based

on the above fees and charges, in accordance with Section 11.010 and 11.020 of the Code of Policies.

The motion was seconded by K. Brooks Miller and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Agenda Items for Future Meetings

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

Dates for Future Meetings

Mike LaBeth 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 4, 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:

Friday, October 12, 2018;  
Saturday, December 1, 2018;  
Saturday, February 9, 2019;  
Saturday, April 13, 2019; and  
Saturday, June 15, 2019.

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Agenda Items for Closed Session

Jennifer Kopp Dameron 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.

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 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

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

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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 4<sup>th</sup> day of August, 2018.

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Cheryl J. Cozette  
Chair of the Board of Governors

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OPEN SESSION  
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JULY 9, 2018

The Board of Governors for Truman State University met by conference call on Monday, July 9, 2018, on the University campus in Kirksville, Missouri. The meeting was held in the President's Office located in McClain Hall 200. The open session of the meeting was called to order shortly after 11:30 a.m. by the Chair of the Board of Governors, Cheryl J. Cozette.

Participating in the meeting were six voting members: Sarah Burkemper, Cheryl J. Cozette, Jennifer Kopp Dameron, Mike LaBeth, K. Brooks Miller and Jim O'Donnell. Laura A. Crandall was unable to participate and her absence was recorded as excused.

Also participating in the meeting were two of the three non-voting members: David Lee Bonner and Mike McClaskey, the two out-of-state members. Carter Brooks Templeton, student representative, was unable to participate and his absence was recorded as excused.

Call to Order

Cheryl J. Cozette called the meeting to order shortly after 11:30 a.m. and welcomed all in attendance.

Operating Budgets FY 2019 (revised)

Mike LaBeth moved the adoption of the following resolution:

BE IT RESOLVED that the "Operating Budgets for Fiscal Year 2019" previously approved on June 16, 2018, be revised to reflect additional state appropriations for the Education and General Budget; and

BE IT FURTHER RESOLVED that the President of the University is authorized to adjust the operating budget should state appropriations levels change; and

BE IT FURTHER RESOLVED that a copy of the document entitled "Revised Education and General Operating Budget FY 2019" be attached to the minutes as an exhibit.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit A.

Salary Policies FY 2019

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

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

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

The motion was seconded by K. Brooks Miller and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the documents as Exhibit B.

Motion to Adjourn

There being no further business Mike LaBeth moved that the meeting be adjourned. The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the meeting adjourned shortly after 11:50 a.m.

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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 4<sup>th</sup> day of August, 2018.

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Cheryl J. Cozette  
Chair of the Board of Governors

**ITEM C**  
**President's Report**

**DESCRIPTION AND BACKGROUND**

Dr. Susan L. Thomas, University President, will provide a report on several items of current interest.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM D**

**Annual Athletics Report**

**DESCRIPTION AND BACKGROUND**

Jerry Wollmaring, Director of Athletics, will provide the annual report on athletics.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM E**  
**Enrollment Management Update**

**DESCRIPTION AND BACKGROUND**

Regina Morin, Vice President for Enrollment Management, will provide an Enrollment Management update.

**RECOMMENDED ACTION**

This is a discussion item only.



**ITEM F**  
**Advancement Report**

**DESCRIPTION AND BACKGROUND**

Charles Hunsaker, Interim Director for University Advancement, will provide an Advancement Report including a report on the successful conclusion of the Pursue the Future Campaign.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM G****Finance and Auditing Committee Report****DESCRIPTION AND BACKGROUND**

Governor Sarah Burkemper, Chair of the Finance and Auditing Committee, will provide a report on the committee meeting held earlier in the day.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM G.1**  
**Financial Report**

**DESCRIPTION AND BACKGROUND**

The Financial Report includes a review as of June 30, 2018, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of June 30, 2018, of the Truman State University Foundation revenues and expenditures.

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENT**

Financial Report

# Truman State University Financial Report

## June 30, 2018 compared to June 30, 2017

RubinBrown's audit is not complete. These financial results are tentative and subject to change.

### Education & General (Pages A1-A3)

Fiscal year 2018 revenues fell by \$1.3M to \$97.6M primarily due to \$1.35M reduction in state support.

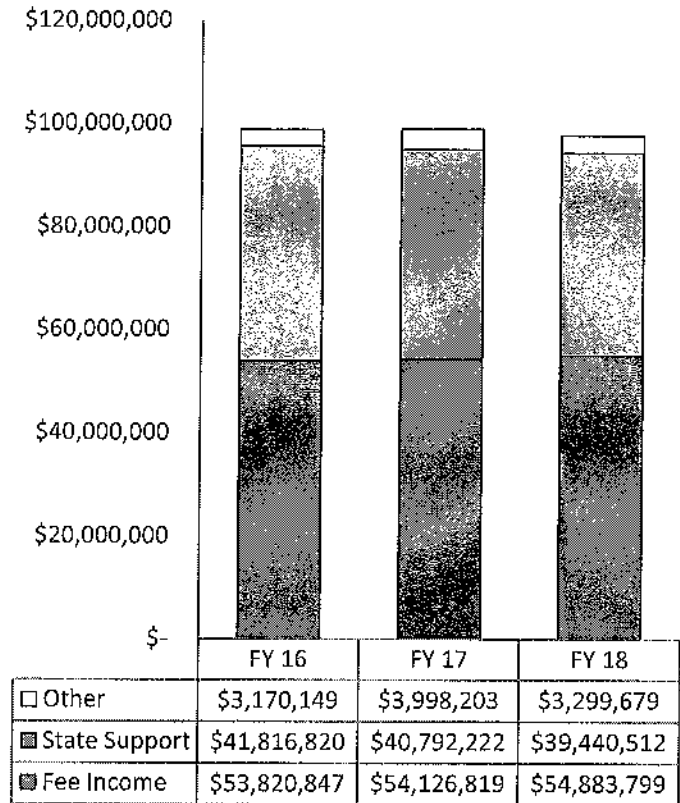
Overall revenues ended at 103% of the fiscal year 2018 budget. The revenue distribution over the last three fiscal years is outlined in Figure 1.

The original FY18 appropriation totaled \$41.7M, but it was reduced by a \$2.3M withholding (5.5%). Similarly, the FY17 appropriation totaled \$44.7M, and it was reduced by a \$4.5M withholding (10.1%). As a result, \$39.4M in state appropriations were collected during FY18, compared to \$40.8M collected during FY17. It is important to note, the FY17 appropriation included \$565,831 in autism funding that was suspended for FY18.

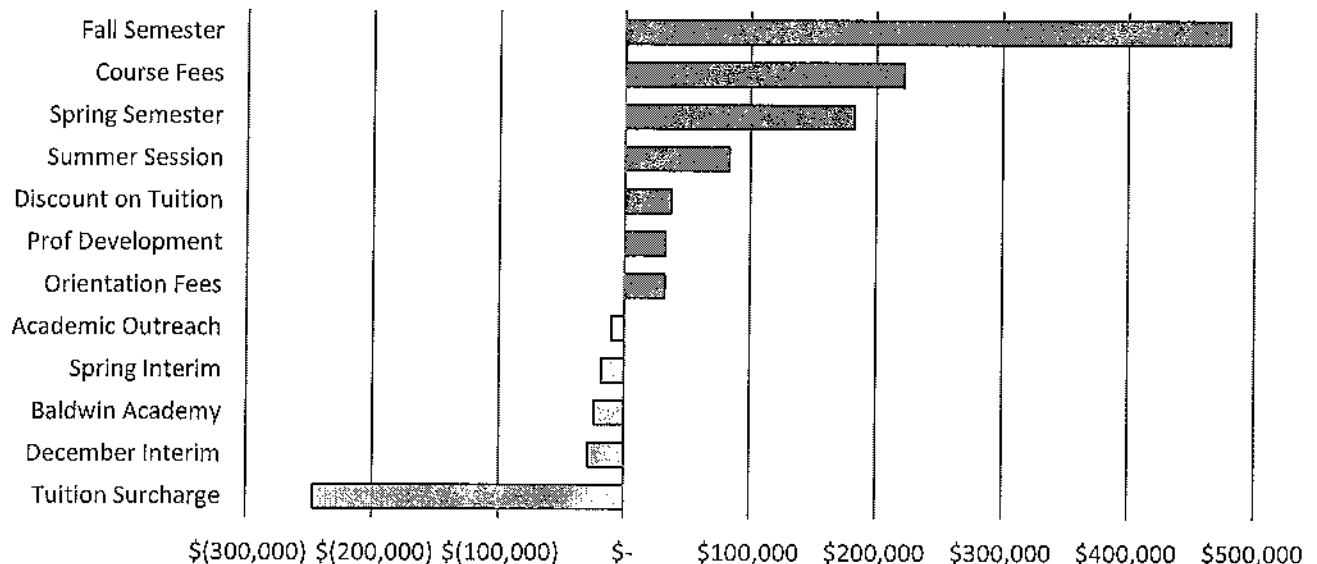
Other revenue fell by \$698,524 to \$3.3M due to a reduction in transfers from the Truman Foundation to fund capital projects.

Local fee revenue grew by \$756,980 year-over-year to \$54.9M. Significant year-over-year variances in fee revenue are outlined in Figure 2.

**Figure 1: Education & General Revenues**



**Figure 2: Tuition & Fee Variances (FY 17 to FY 18)**



Fiscal year 2018 enrollment fee revenue was up \$556,108 (1.1%). This fee increase was due to a corresponding pricing adjustment for both in-state (+ 2.1%) and out-of-state (+ 3.3%) students. Course fees also increased during fiscal year 2018 by \$221,896 (13.3%)

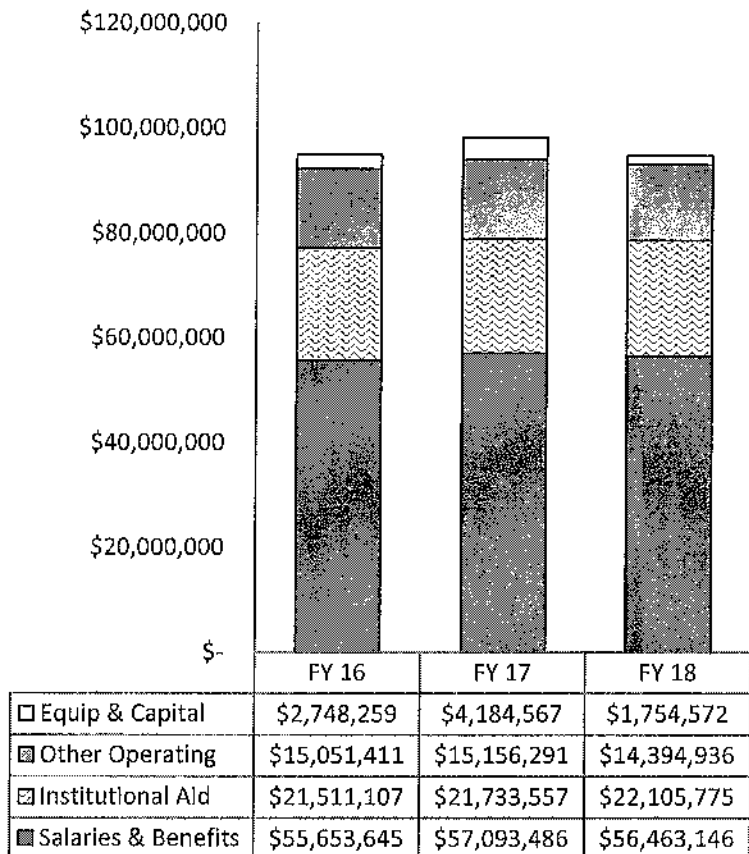
Fiscal year 2018 expenses fell by \$3.4M to \$94.7M primarily due to \$2.4M decrease in equipment and capital expenditures. It is important to note that prior FY17 capital spending included \$1M in non-recurring Energy Program expenditures.

Overall, expenses ended at 95.8% of the fiscal year 2018 budget. The expense trend over the last three fiscal years is outlined in Figure 3.

Faculty and staff salaries fell by \$1.35M (3.4%) due to hiring replacements at lower costs and by reducing the number of positions.

Fringe benefits grew by \$876,353 (5.9%). The unfavorable variance was primarily due to a 2.48% MOSERS retirement rate increase and the distribution of a \$368,000 self-insurance loss to the Education & General current fund.

**Figure 3: Education & General Expenses**



Noteworthy operating expense variances between fiscal years 2017 and 2018 are outlined below:

- Institutional aid increased by \$372,218 (1.7%), primarily due to a corresponding increase in scholarships offered to first-time students.
- Professional Services fell by \$173,663 (10.7%), largely due to non-recurring Presidential search expenses incurred in the prior year.
- Travel expenses fell by \$161,678 (5.5%) as a result of reduced study abroad spending, fewer athletic training trips and a decrease in overall lodging expenditures.
- Supplies expense grew by \$342,516 (21.9%) as result of computer purchases of \$256,159 and other non-capitalized furniture and equipment expenditures of \$170,572.
- Other Operating Expenses fell by \$450,101 (14.6%) primarily due to \$220,000 in non-recurring Auxiliary reimbursements for the use of Fair Apartments during FY17.

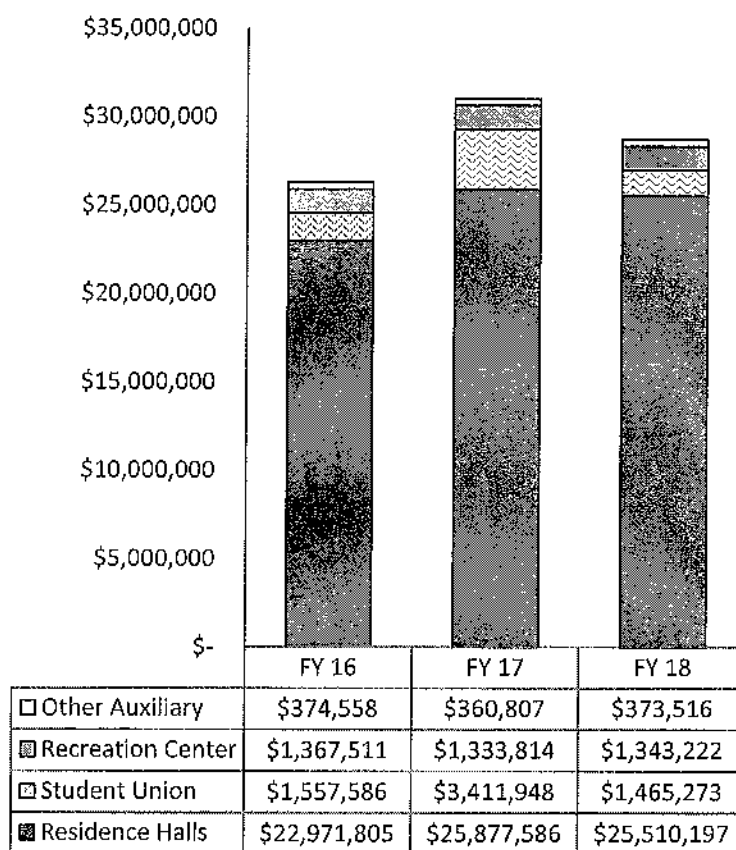
Certain accounts will continue as current fund resources to cover expenditures ordered with fiscal year 2018 funds (but not delivered by June 30). Other FY18 balances will be rolled over to future years for specific uses (such as athletic fee & student activity fee funds). In addition, parking revenues will be transferred to the Plant Fund for parking lot maintenance. An estimated \$1.36M is available to be reallocated to the FY19 Local Funds Capital budget.

**Auxiliary Systems (Pages B1-B3)**

FY18 revenues totaled \$28.7M, down \$2.3M from prior year. Overall revenues ended at 110% of the fiscal year 2018 budget. The revenue distribution over the last three fiscal years is outlined in Figure 1.

The decrease in auxiliary revenues was due to a \$2.6M decrease in year-over-year Sodexo funding. In FY17, Sodexo funding totaled \$4.4M. This level of funding was larger than normal due to an overlap in contracts. Sodexo paid the University \$2.7M during January of 2017 for profits associated with the prior five year contract that ended in June of 2016. Under the terms of the new contract, which required timely annual payments, Sodexo then paid the University an additional \$1.7M in June of 2017 for FY17 operations. At the end of FY18, the University received a \$1.9M Sodexo payment.

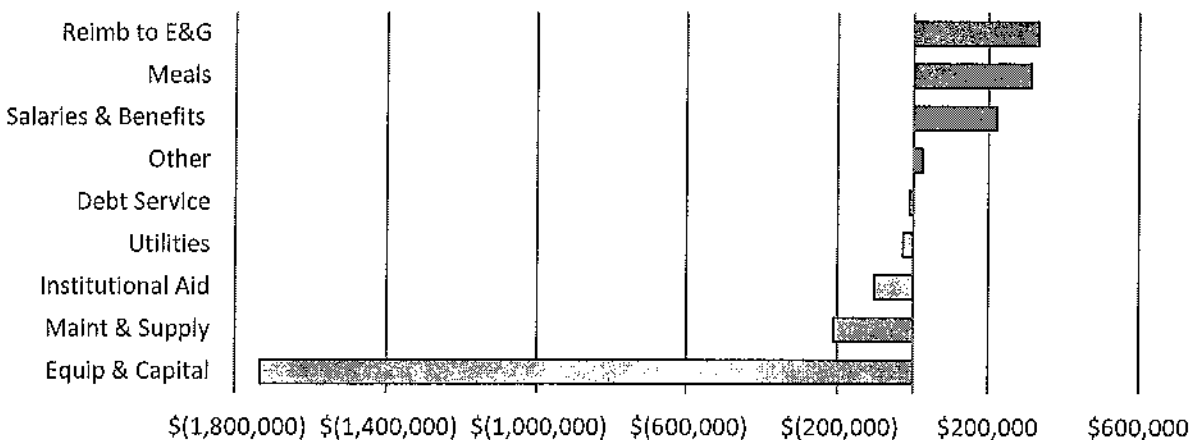
**Figure 4: Auxiliary Revenues**



Even though year-over-year housing occupancy was largely unchanged (2,377 residents compared to 2,375 a year ago), meal plan revenue was up \$300,045. This favorable variance was due to pricing changes and an increase in meal plans purchased by students living off campus.

FY18 expenses totaled \$23.5M, down \$1.2M from prior year. Overall expenses ended at 88.1% of the fiscal year 2018 budget. Significant year-over-year expense variances are outlined in Figure 5.

**Figure 5: Auxiliary Expense Variances (FY 17 to FY 18)**



Equipment and capital expenses fell by \$1.7M due largely to the completion of the Mainstreet Market in FY17. Other noteworthy variances to prior year included:

- Reimbursement to the Education & General grew by \$331,300 (49.9%) based on auxiliary indirect usage of units paid out of the Education & General budget.

- Meal expense was up \$313,209 (3.7%) due to an increase in meal plan costs.
- Salary and benefits grew by \$222,203 (5.6%) due primarily to an increase in the MOSERS retirement rate and the distribution of self-insurance fund losses.
- Maintenance & Supplies fell by \$209,488 (14.5%) due to FY17 non-recurring supply costs associated with the Mainstreet Market.
- Institutional aid fell by \$103,706 (5.3%) due to fewer students using scholarships for housing.

Certain accounts will continue as current fund resources to cover expenditures ordered with fiscal year 2018 funds (but not delivered by June 30). Other FY18 balances will be rolled over to future years for specific uses (such as fund balances in the Recreation Center and the Student Union). An estimated \$1.9M reinvested by Sodexo will be transferred to Plant funds to pay for Missouri Hall cafeteria renovations. In addition, parking revenues will be transferred to the Plant Fund for parking lot maintenance. An estimated \$5.04M may be reallocated to internal capital funds earmarked for Housing, Student Union and Recreation center building improvements.

### **Truman State University Foundation (Pages C1-C3)**

RubinBrown's audit is not complete. As such, these financial results are subject to change.

### **Statement of Net Position**

The fiscal 2018 net position ended at \$54.8M (an increase of \$4.3M over prior year). Short term assets increased by \$878,311 year-over-year to \$3.9M. Long term assets also grew significantly by \$3.4M to \$51.6M. Long term asset growth was comprised of a \$3.3M increase in investments and an \$84,351 increase in loans receivable.

Current liabilities of \$87,286 were up slightly over prior year due to \$29,022 in potentially refundable contributions. These contributions were associated with the discontinued men's tennis and wrestling teams. In the event these conditional contributions meet the threshold for funding the aforementioned programs, then the donations will be reclassified to assets in a future period. Non-current liabilities (annuities & trusts payable), remained consistent year-over-year at \$541,540.

### **Statement of Revenues, Expenditures and Changes in Net Assets**

At June 30, contributions and additions to permanent endowments were \$3.5M (an increase of \$121,610 over prior year). As individual components, contributions increased \$1.1M, while additions to permanent endowments decreased by \$1M from prior year.

Fiscal year 2018 investment income (net of fees) was \$3.5M, compared to \$4.7M last year. Interest and dividends grew by \$120,886, and realized gains increased by \$347,213. However, unrealized gains fell by \$1.6M due to a softening bond market.

Expenses and transfers to other Truman budgets totaled \$2.8M this year compared to \$3.1M a year ago (a \$326,833 decrease). Significant differences were in Scholarships (up \$242,456), Supplies & Other Services (up \$210,737) and Transfers to Truman (down \$755,317). The increase in Supplies & Other Services was largely due to the Holman Speaker Series (an event which was not held during the prior year) and other associated increases in Lyceum performances and capitalized library book purchases. The reduction in Transfers to Truman was due to non-recurring expenditures associated with the press box and track replacement projects from the prior year.

### **Investments Schedule**

Foundation investments (including endowments, short-term, long term trusts & annuities) grew by \$4.1M to \$54.3M by the end of fiscal year 2018. The Foundation also holds a beneficial interest in three trusts excluded from the financial statements. Their value grew by \$92,489 to \$3.6M in FY18.

Truman State University  
 Educational & General  
 Budget to Actual  
 For the period ending June 30

	FY18 Budget	FY18 To Date	Percent of Budget This Year	Percent of Budget Last Year
<b>Education &amp; General</b>				
<b>Revenues</b>				
State Sourced Income	\$ 40,671,122	\$ 39,440,512	96.97%	
Local Income	\$ 53,867,562	\$ 58,183,478	108.01%	
<b>Total Budgeted Revenues</b>	<b>\$ 94,538,684</b>	<b>\$ 97,623,990</b>	<b>103.26%</b>	<b>100.61%</b>
Rollover from prior year	\$ 2,852,668			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Faculty/Staff Salaries	\$ 38,721,181	\$ 37,974,513	98.07%	
Student Employment	\$ 3,828,067	\$ 2,771,240	72.39%	
Fringe Benefits	\$ 14,730,970	\$ 15,717,393	106.70%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 57,280,218</b>	<b>\$ 56,463,146</b>	<b>98.57%</b>	<b>98.21%</b>
<b>Equipment &amp; Capitalized Expense</b>	<b>\$ 2,109,066</b>	<b>\$ 1,754,572</b>	<b>83.19%</b>	<b>157.32%</b>
<b>Operations</b>				
Other Expense	\$ 15,054,064	\$ 12,244,210	81.33%	
Institutional Aid	\$ 21,754,304	\$ 22,105,775	101.62%	
Utilities	\$ 2,645,700	\$ 2,150,726	81.29%	
<b>Total Operations</b>	<b>\$ 39,454,068</b>	<b>\$ 36,500,711</b>	<b>92.51%</b>	<b>95.38%</b>
<b>Total Education &amp; General Expense</b>	<b>\$ 98,843,352</b>	<b>\$ 94,718,429</b>	<b>95.83%</b>	<b>96.80%</b>



Truman State University  
 Operating Receipts by Fund  
 For the period ending June 30

	FY16 Receipts	FY17 Receipts	FY18 Receipts	Change FY17 to FY18	% Change FY17 to FY18
<b>Education &amp; General</b>					
<b>State Appropriation</b>					
State Appropriation	\$ 41,816,820	\$ 40,226,391	\$ 39,440,512	\$ (785,879)	-1.95%
Autism Funds	\$ -	\$ 565,831	\$ -	\$ (565,831)	100.00%
<b>Total State Sourced Income</b>	<b><u>\$ 41,816,820</u></b>	<b><u>\$ 40,792,222</u></b>	<b><u>\$ 39,440,512</u></b>	<b><u>\$ (1,351,710)</u></b>	<b><u>-3.31%</u></b>
<b>Enrollment Fees</b>					
Enrollment Fees	\$ 50,731,268	\$ 51,077,926	\$ 51,634,034	\$ 556,108	1.09%
Course Fees	\$ 1,697,579	\$ 1,672,715	\$ 1,894,611	\$ 221,896	13.27%
Student Activity Fees	\$ 481,876	\$ 469,564	\$ 462,220	\$ (7,344)	-1.56%
Athletic Fees	\$ 621,008	\$ 618,631	\$ 609,296	\$ (9,335)	-1.51%
Health Clinic Fees	\$ 289,116	\$ 287,983	\$ 283,638	\$ (4,345)	-1.51%
<b>Total Student Fees</b>	<b><u>\$ 53,820,847</u></b>	<b><u>\$ 54,126,819</u></b>	<b><u>\$ 54,883,799</u></b>	<b><u>\$ 756,980</u></b>	<b><u>1.40%</u></b>
Other Income	\$ 3,170,149	\$ 3,998,203	\$ 3,299,679	\$ (698,524)	-17.47%
<b>Total Education &amp; General</b>	<b><u>\$ 98,807,816</u></b>	<b><u>\$ 98,917,244</u></b>	<b><u>\$ 97,623,990</u></b>	<b><u>\$ (1,293,254)</u></b>	<b><u>-1.31%</u></b>

Truman State University  
 Operating Expense by Fund  
 For the period ending June 30

	FY16 Expense	FY17 Expense	FY18 Expense	Change FY17 to FY18	% Change FY17 to FY18
<b>Education &amp; General</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Faculty & Staff Salaries	\$ 38,269,585	\$ 39,324,452	\$ 37,974,513	\$ (1,349,939)	-3.43%
Student Salaries	\$ 2,961,527	\$ 2,927,994	\$ 2,771,240	\$ (156,754)	-5.35%
Fringe Benefits	\$ 14,422,533	\$ 14,841,040	\$ 15,717,393	\$ 876,353	5.90%
<b>Total Salary &amp; Fringe Benefits</b>	<b>\$ 55,653,645</b>	<b>\$ 57,093,486</b>	<b>\$ 56,463,146</b>	<b>\$ (630,340)</b>	<b>-1.10%</b>
<b>Equipment &amp; Capital Expenses</b>	<b>\$ 2,748,259</b>	<b>\$ 4,184,567</b>	<b>\$ 1,754,572</b>	<b>\$ (2,429,995)</b>	<b>-58.07%</b>
<b>Operations</b>					
Institutional Aid	\$ 21,511,107	\$ 21,733,557	\$ 22,105,775	\$ 372,218	1.71%
Professional Services	\$ 1,603,684	\$ 1,622,738	\$ 1,449,075	\$ (173,663)	-10.70%
Travel	\$ 3,127,085	\$ 2,965,583	\$ 2,803,905	\$ (161,678)	-5.45%
Utilities	\$ 2,422,956	\$ 2,239,169	\$ 2,150,726	\$ (88,443)	-3.95%
Supplies	\$ 1,773,737	\$ 1,564,279	\$ 1,906,795	\$ 342,516	21.90%
Maintenance Contracts	\$ 1,246,802	\$ 1,287,712	\$ 1,242,003	\$ (45,709)	-3.55%
Communications	\$ 1,015,334	\$ 1,125,177	\$ 1,002,566	\$ (122,611)	-10.90%
Maintenance & Repair	\$ 410,460	\$ 435,348	\$ 373,682	\$ (61,666)	-14.16%
Energy Lease Principal & Interest	\$ 468,981	\$ 840,000	\$ 840,000	\$ -	0.00%
Other Expense	\$ 2,982,372	\$ 3,076,285	\$ 2,626,184	\$ (450,101)	-14.63%
<b>Total Operations</b>	<b>\$ 36,562,518</b>	<b>\$ 36,889,848</b>	<b>\$ 36,500,711</b>	<b>\$ (389,137)</b>	<b>-1.05%</b>
<b>Total Education &amp; General</b>	<b>\$ 94,964,422</b>	<b>\$ 98,167,901</b>	<b>\$ 94,718,429</b>	<b>\$ (3,449,472)</b>	<b>-3.51%</b>

Truman State University  
Auxiliary  
Budget to Actual  
For the period ending June 30

	FY18 Budget	FY18 To Date	Percent of Budget This Year	Percent of Budget Last Year
<b>Auxiliary Systems</b>				
<b>Revenues</b>				
Residence Halls	\$ 22,950,000	\$ 25,510,197	111.16%	
Student Union	\$ 1,370,000	\$ 1,465,273	106.95%	
Recreation Center	\$ 1,260,000	\$ 1,343,222	106.60%	
Other Auxiliary	\$ 489,611	\$ 373,516	76.29%	
<b>Total Budgeted Revenues</b>	<b>\$ 26,069,611</b>	<b>\$ 28,692,208</b>	<b>110.06%</b>	<b>125.19%</b>
Rollover from prior year	\$ 640,358			
<b>Total Resources to Spend</b>	<b>\$ 26,709,969</b>			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Salaries	\$ 2,006,066	\$ 1,839,723	91.71%	
Student Salaries	\$ 773,048	\$ 681,902	88.21%	
Fringe Benefits	\$ 1,870,861	\$ 1,672,266	89.38%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 4,649,975</b>	<b>\$ 4,193,891</b>	<b>90.19%</b>	<b>84.81%</b>
<b>Equipment /Capitalized Expense</b>	<b>\$ 920,935</b>	<b>\$ 201,278</b>	<b>21.86%</b>	<b>270.85%</b>
<b>Operations</b>				
Bond Principal & Interest	\$ 3,652,285	\$ 3,652,284	100.00%	
Meals/Banquets/Refreshments	\$ 8,550,000	\$ 8,334,959	97.48%	
Other Expense	\$ 4,749,774	\$ 3,507,975	73.86%	
Institutional Aid	\$ 1,900,000	\$ 1,852,509	97.50%	
Utilities	\$ 2,287,000	\$ 1,799,713	78.69%	
<b>Total Operations</b>	<b>\$ 21,139,059</b>	<b>\$ 19,147,440</b>	<b>90.58%</b>	<b>94.15%</b>
<b>Total Auxiliary Expense</b>	<b>\$ 26,709,969</b>	<b>\$ 23,542,609</b>	<b>88.14%</b>	<b>97.40%</b>

Truman State University  
 Operating Receipts by Fund  
 For the period ending June 30

	FY16 Receipts	FY17 Receipts	FY18 Receipts	Change FY17 to FY18	% Change FY17 to FY18
<b>Auxiliary</b>					
Residence Halls	\$ 22,971,805	\$ 25,877,586	\$ 25,510,197	\$ (367,389)	-1.42%
Student Union	\$ 1,557,586	\$ 3,411,948	\$ 1,465,273	\$ (1,946,675)	-57.05%
Recreation Center	\$ 1,367,511	\$ 1,333,814	\$ 1,343,222	\$ 9,408	0.71%
Other Auxiliary	\$ 374,558	\$ 360,807	\$ 373,516	\$ 12,709	3.52%
<b>Total Auxiliary</b>	<b>\$ 26,271,460</b>	<b>\$ 30,984,155</b>	<b>\$ 28,692,208</b>	<b>\$ (2,291,947)</b>	<b>-7.40%</b>

**Truman State University**  
**Operating Expense by Fund**  
**For the period ending June 30**

	<u>FY16</u> <u>Expense</u>	<u>FY17</u> <u>Expense</u>	<u>FY18</u> <u>Expense</u>	<u>Change</u> <u>FY17 to FY18</u>	<u>% Change</u> <u>FY17 to FY18</u>
<b>Auxiliary</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Administrative & Staff Salaries	\$ 1,578,083	\$ 1,779,455	\$ 1,839,723	\$ 60,268	3.39%
Student Wages	\$ 650,084	\$ 661,756	\$ 681,902	\$ 20,146	3.04%
Fringe Benefits	\$ 1,485,997	\$ 1,530,477	\$ 1,672,266	\$ 141,789	9.26%
<b>Total Salary &amp; Fringe Benefits</b>	<u>\$ 3,714,165</u>	<u>\$ 3,971,688</u>	<u>\$ 4,193,891</u>	<u>\$ 222,203</u>	<u>5.59%</u>
<b>Equipment &amp; Capital Expenses</b>	<u>\$ 226,282</u>	<u>\$ 1,935,429</u>	<u>\$ 201,278</u>	<u>\$ (1,734,151)</u>	<u>-89.60%</u>
<b>Operations</b>					
Institutional Aid	\$ 1,692,686	\$ 1,956,215	\$ 1,852,509	\$ (103,706)	-5.30%
Supplies	\$ 716,756	\$ 977,896	\$ 867,885	\$ (110,011)	-11.25%
Maintenance Contracts	\$ 202,711	\$ 224,987	\$ 154,623	\$ (70,364)	-31.27%
Communications	\$ 44,068	\$ 73,093	\$ 77,934	\$ 4,841	6.62%
Meals-Contract Food Service	\$ 7,644,924	\$ 8,035,522	\$ 8,334,959	\$ 299,437	3.73%
Meals-Other	\$ 402,433	\$ 428,438	\$ 442,210	\$ 13,772	3.21%
Utilities	\$ 1,770,723	\$ 1,826,862	\$ 1,799,713	\$ (27,149)	-1.49%
Professional Services	\$ 115,791	\$ 154,805	\$ 188,832	\$ 34,027	21.98%
Reimbursement to E & G	\$ 783,700	\$ 663,700	\$ 995,000	\$ 331,300	49.92%
Bond Principal & Interest	\$ 3,663,106	\$ 3,662,336	\$ 3,652,284	\$ (10,052)	0.00%
Maintenance & Repair	\$ 77,284	\$ 241,333	\$ 212,220	\$ (29,113)	0.00%
Other Expense	\$ 582,659	\$ 584,440	\$ 569,271	\$ (15,169)	-2.60%
<b>Total Operations</b>	<u>\$ 17,696,841</u>	<u>\$ 18,829,627</u>	<u>\$ 19,147,440</u>	<u>\$ 317,813</u>	<u>1.69%</u>
<b>Total Auxiliary</b>	<u>\$ 21,637,288</u>	<u>\$ 24,736,744</u>	<u>\$ 23,542,609</u>	<u>\$ (1,194,135)</u>	<u>-4.83%</u>

**Truman State University Foundation**  
**Statement of Net Position**  
**June 30, 2017 Compared to June 30, 2018**

<b>ASSETS</b>	<b>30-Jun-17 FY17</b>	<b>30-Jun-18 FY18</b>	<b>Change FY17 to FY18</b>
<b>Current Assets</b>			
Cash	\$ 266,916	\$ 371,344	\$ 104,428
Short Term Investments	\$ 2,494,793	\$ 3,311,410	\$ 816,617
Prepaid Expenses	\$ 9,422	\$ 5,885	\$ (3,537)
Loans Receivable, net of allowance	\$ 244,385	\$ 205,187	\$ (39,198)
<b>Total Current Assets</b>	<b>\$ 3,015,515</b>	<b>\$ 3,893,826</b>	<b>\$ 878,311</b>
<b>Non-Current Assets</b>			
Investments	\$ 47,682,369	\$ 51,028,385	\$ 3,346,016
Loans Receivable, net of allowance	\$ 313,953	\$ 398,304	\$ 84,351
Cash Value of Life Insurance	\$ 115,239	\$ 125,135	\$ 9,896
<b>Total Non-Current Assets</b>	<b>\$ 48,111,562</b>	<b>\$ 51,551,824</b>	<b>\$ 3,440,262</b>
<b>Total Assets</b>	<b>\$ 51,127,077</b>	<b>\$ 55,445,650</b>	<b>\$ 4,318,573</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 60,581	\$ 58,265	\$ (2,317)
Refundable Advance	\$ -	\$ 29,022	\$ 29,022
<b>Total Current Liabilities</b>	<b>\$ 60,581</b>	<b>\$ 87,286</b>	<b>\$ 26,705</b>
<b>Non-Current Liabilities</b>			
Annuities & Trusts Payable	\$ 547,504	\$ 541,540	\$ (5,964)
<b>Total Non-Current Liabilities</b>	<b>\$ 547,504</b>	<b>\$ 541,540</b>	<b>\$ (5,964)</b>
<b>Total Liabilities</b>	<b>\$ 608,085</b>	<b>\$ 628,826</b>	<b>\$ 20,741</b>
<b>NET POSITION</b>	<b>\$ 50,518,992</b>	<b>\$ 54,816,824</b>	<b>\$ 4,297,832</b>

**Truman State University Foundation**  
**Statement of Revenues, Expenses & Changes in Net Position**  
**June 30, 2017 Compared to June 30, 2018**

	30-Jun-17 FY17	30-Jun-18 FY18	Change FY17 to FY18
<b>Operating Revenue</b>			
Interest on Student Loan Receivable	\$ 27,349	\$ 25,444	\$ (1,905)
Total Operating Revenues	\$ 27,349	\$ 25,444	\$ (1,905)
<b>Operating Expenses</b>			
Scholarships	\$ 1,082,762	\$ 1,325,217	\$ 242,456
Supplies & Other Services	\$ 272,537	\$ 483,274	\$ 210,737
Travel Expense	\$ 156,174	\$ 143,751	\$ (12,424)
Other Expense	\$ 258,492	\$ 246,208	\$ (12,285)
Total Operating Expenses	\$ 1,769,965	\$ 2,198,450	\$ 428,485
<b>Operating Gain (Loss)</b>	\$ (1,742,616)	\$ (2,173,006)	\$ (430,390)
<b>Non-Operating Revenues (Expenses)</b>			
Contributions	\$ 1,677,073	\$ 2,799,135	\$ 1,122,062
Interest & Dividends	\$ 1,040,294	\$ 1,161,180	\$ 120,886
Realized Gain (Loss)	\$ 513,779	\$ 860,993	\$ 347,213
Unrealized Gain (Loss)	\$ 3,166,687	\$ 1,553,616	\$ (1,613,071)
Other Non-Operating Income	\$ 83,557	\$ 68,701	\$ (14,856)
Other Non-Operating Expense	\$ (115,572)	\$ (127,133)	\$ (11,562)
Net Non-Operating Revenues (Expenses)	\$ 6,365,819	\$ 6,316,491	\$ (49,328)
<b>Income before other Revenues, Expenses, Gains, Losses &amp; Transfers</b>	\$ 4,623,203	\$ 4,143,485	\$ (479,718)
Additions to Permanent Endowments	\$ 1,720,901	\$ 720,449	\$ (1,000,453)
Transfers to Education & General/Administration	\$ (119,300)	\$ (119,300)	\$ -
Transfers to Education & General	\$ (387,192)	\$ (406,696)	\$ (19,504)
Transfer to Auxiliary - Other	\$ (36,576)	\$ (39,844)	\$ (3,268)
Transfer to Fundraising	\$ (806)	\$ (840)	\$ (34)
Transfer to Auxiliary - Rec Center	\$ (106)	\$ -	\$ 106
Transfer to Auxiliary - Student Union	\$ -	\$ (455)	\$ (455)
Transfer to Capital Fund	\$ (788,945)	\$ (10,473)	\$ 778,472
Increase (Decrease) in Net Assets	\$ 5,011,179	\$ 4,286,326	\$ (724,853)
Net Position, Beginning of Year	\$ 45,507,814	\$ 50,530,498	
<b>Net Position Ending Balance</b>	<b>\$ 50,518,992</b>	<b>\$ 54,816,824</b>	<b>\$ 4,297,831</b>

**Truman State University Foundation  
Investments Schedule  
June 30, 2017 Compared to June 30, 2018**

<b>Investments</b>	<b>30-Jun-17 FY17</b>	<b>30-Jun-18 FY18</b>
<b>Invested with Outside Manager</b>		
Endowment Pool	\$ 45,883,711	\$ 49,122,084
<b>Total Endowment Pool</b>	<b>\$ 45,883,711</b>	<b>\$ 49,122,084</b>
Short-Term Pool	\$ 2,494,793	\$ 3,311,410
Long Trust	\$ 702,920	\$ 727,355
Courtright Elmwood Unitrust	\$ 32,546	\$ 32,421
Annuities Payable - CGA	\$ 968,380	\$ 1,051,216
Fitzpatrick - CA CGA	\$ 68,851	\$ 68,659
Annuities Payable - FL CGA	\$ 25,961	\$ 26,651
<b>Total Investments</b>	<b>\$ 50,177,162</b>	<b>\$ 54,339,796</b>
<b>Beneficial Interest in Trusts</b>		
Invested through Citizens Bank, Chillicothe, MO Ludlow Trust	\$ 229,187	\$ 233,481
Invested through First Bankers Trust, Quincy, IL Cozean Trust	\$ 329,195	\$ 334,703
Invested through Citizens Bank, Chillicothe, MO Lyle Ingraham Trust	\$ 2,992,993	\$ 3,076,041
<b>Total Beneficial Interest in Trusts</b>	<b>\$ 3,551,376</b>	<b>\$ 3,644,225</b>



**ITEM H****Academic and Student Affairs Committee Report****DESCRIPTION AND BACKGROUND**

Governor Laura A. Crandall, Chair of the Academic and Student Affairs Committee, will provide a report on the committee meeting held earlier in the day.

**RECOMMENDED ACTION**

This is a discussion item only.

## ITEM H.1

Resolution amending Chapter 8, Section 8.110.5, of the Code of Policies of the Board of Governors pertaining to Alcohol and other Drug Amnesty

### DESCRIPTION AND BACKGROUND

Chapter 8 of the Code of Policies contains the Student Conduct Code. Section 8.110.5 includes a provision that relates to sanctions which may be imposed in the event that students are found to be in violation of some part of the Conduct Code. There are occasions when a student may need to summon emergency medical help for themselves or for other students who are in distress but may be reluctant to seek help because of the fear that they could be subject to sanctions under the Conduct Code. These situations are most likely to involve illegal drug use or illegal/under age alcohol consumption. While the current Conduct Code in Section 8.110.5 is intended to address this problem, Student Affairs recommends that this section be amended to add additional clarifying language to cover these situations. The purpose of this suggested addition to the Code is to remove the barriers that may prevent a student from seeking emergency medical attention. The goal is to reduce the potential risk of alcohol/drug related injuries or deaths and increase the likelihood that students will seek medical attention in crisis situations.

In addition, the JED Foundation has emphasized the importance of amnesty policies and has recommended that the University provide the increased clarity as provided by this amendment. JED is a nonprofit that partners with high schools, colleges and universities across the nation to protect emotional health and prevent suicide for teens and young adults. The Foundation takes a comprehensive approach to promoting mental health, preventing suicide and limiting substance abuse. Truman is currently beginning year 2 of a 4-year partnership with the JED Foundation.

The current language already found in Section 8.110.5 is shown below in standard type. The new language to be added is shown below as Section **8.110.5.1** and appears in *bold italics*.

### RECOMMENDED ACTION

BE IT RESOLVED that Section 8.110.5 of the Code of Policies of the Board of Governors of Truman State University titled **Responsible Action Policy** be amended by the addition of a new Section **8.110.5.1** titled *Alcohol and Other Drug Amnesty*, the text of which is shown below in *bold italics*. In all other respects, Section 8.110.5 remains unchanged and in effect.

8.110.5. 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.

#### **8.110.5.1 Alcohol and other Drug Amnesty**

*If a person needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, it is critical that students take responsible action by calling an ambulance or other appropriate emergency response personnel (ambulance, police, fire, etc.) to gain that assistance. Responsible action includes:*

- a. CALL for help. In medical emergencies, immediate action should be taken by calling 9-1-1 either off campus or on campus.*
- b. STAY with the person until help arrives and you have been told your assistance is no longer needed.*
- c. COOPERATE with responding staff or emergency personnel, including all requests for information and assistance.*

*Students/student organizations who take such responsible action by seeking emergency medical attention, or for whom such action is taken, will not be subject to the Student Conduct process for charges related to alcohol or drug use, nor will the incident become part of the student's conduct record. However, all students [including the student(s) needing assistance and reporter(s)] may be required to complete educational measures and pay nominal, if any, costs associated with those measures. Students and student organizations who do not take responsible action will be subject to the full extent of the Conduct Code.*

*Students requiring medical assistance, and student organizations hosting events where medical attention is sought will be limited to one application of medical amnesty. Individuals who engage in responsible action (call, stay, cooperate) will not be limited in the number of applications of medical amnesty where they serve as the person calling for help.*

*The application of medical amnesty does not preclude the university from pursuing charges against a student or student organization for allegations of code violations other than drug or alcohol policies. Possession with intent to deliver is not covered under medical amnesty.*

*Additional information and illustrative examples are available on the OCCS website.*

#### **8.110.5.2 Amnesty for Victims of Violent Crimes**

The University provides amnesty to students who have experienced violent crimes and who may be hesitant to file a complaint because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct proceedings against the complainant or conduct record will result.

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

**ITEM I**

**Budget and Capital Projects Committee Report**

**DESCRIPTION AND BACKGROUND**

A report will be provided on the meeting of the Budget and Capital Projects Committee held earlier in the day.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM 1.1**  
**Construction Projects Report**

**DESCRIPTION AND BACKGROUND**

The following report is an update on construction projects which have been approved by the Board at previous meetings.

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENT**

Construction Projects Report

### Construction Projects Report

<u>Project Project Name</u>	<u>Budget</u>	<u>Approval Date</u>	<u>Expenditure To Date</u>	<u>Completion Status*</u>	<u>Occupancy**</u>	<u>Project Completion</u>	<u>Final Project Cost</u>
Missouri Hall Dining/ Kitchen Project	\$4,400,000	8-5-17	\$1,579,984	36%	8-8-18		
Campbell Apartments Balcony Repair Project	\$ 689,000	2-3-18	\$ 322,297	47%	7-31-18		
Pickler Memorial Library Fire Suppression Systems Project	\$3,115,000	4-14-18	\$1,018,964	33%	1-11-19		
Student Union Building Audio/Visual Technology Improvements Project	\$ 115,000	4-14-18		0%			
Fair Apartments Asbestos Abatement and Demolition Project	\$ 179,000	4-14-18	\$ 156,500	87%	8-1-18		
Missouri Hall Carpet Replacement Project	\$ 151,814	4-14-18		0%	8-3-18		

\*completion status based on payments made

\*\*occupancy date based on primary construction contract

\*\*\*does not include design fees for previously cancelled project

**ITEM 1.2**

**Contracts for Construction Projects and Equipment Purchases Report**

**DESCRIPTION AND BACKGROUND**

The following is a report of construction projects and equipment purchases totaling \$25,000 to \$100,000 which have been approved since the last meeting of the Board.

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENT**

Contracts for Construction Projects/Equipment Purchases



### **Contracts for Construction Projects**

The following construction projects totaling \$25,000 to \$100,000 have been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
None to report	

### **Equipment Purchases**

The following single items of equipment totaling \$25,000 to \$100,000 have been approved since the last meeting of the Board.

<u>Description</u>	<u>Cost</u>
None to report	

**ITEM I.3**

**Construction Project - Student Union Building Food Service Project**

**DESCRIPTION AND BACKGROUND**

Currently the Student Union Building has a food service venue in the main floor hallway which includes Jazzman’s (coffee and bakery) and Zime (sandwiches). These food concepts were installed during the 2008 renovation of the building and are Sodexo brands rather than national franchises. Sodexo has proposed converting this space to an Einstein’s Bros. Bagels.

This new venue would serve bagels, sandwiches, coffee, cookies, and muffins and would fill a gap in the food service options currently available at Truman in the Student Union by serving both breakfast and lunch. Funds for this project are available from the food service capital improvements fund. The project construction timeline requires four weeks and, if approved, work would begin in mid-December with a target completion date in mid-January. A copy of the proposal for construction and related fixtures and equipment from Sodexo is attached. The cost for this project is \$337,000.

**RECOMMENDED ACTION**

BE IT RESOLVED that the President of the University, or her designee, be authorized to enter into a contract with Sodexo Operations, LLC for a renovation project in the Student Union Building to create an Einstein Bros Bagels at a cost not to exceed \$337,000; 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 \_\_\_\_\_

**ATTACHMENT**

Proposal Summary

# EINSTEIN BROS. BAGELS TRUMAN STATE UNIVERSITY



**SODEXO FOOD SERVICES**  
901 South Franklin Kirksville, MO 63501

# Einstein Bros. Bagels License Unit Update

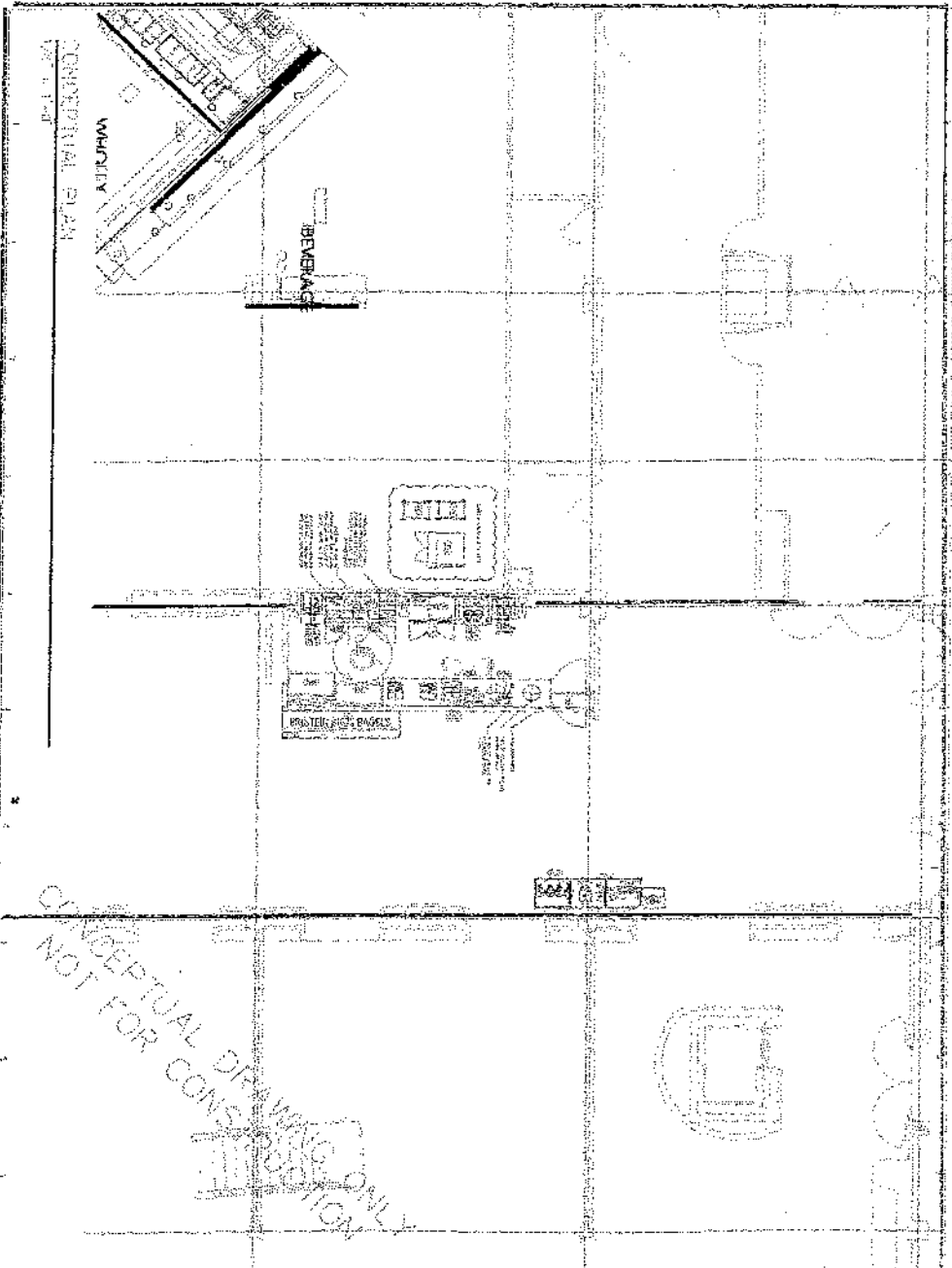


## Einstein Bros Bagels Preliminary Schedule

<b>TRUMAN STATE UNIV - EINSTEIN'S PRELIM SCHEDULE</b>			
<b>Phase 1 - Preliminary Development</b>			
Finalize CFA Conceptual Design		8/10/18	
Construction Drawings	20 days	8/13/18	9/7/18
Sodexo Obtains Contractor bids	20 days	9/10/18	10/5/18
Sodexo present final project budget/contract		10/8/18	
Client reviews/approves final budget	4 days	10/9/18	10/12/18
Client Executes project contract	5 days	10/15/18	10/19/18
<b>Phase 2 - Final Development</b>			
Submit Documents as Required by Permitting Process AHJ	20 days	9/10/18	10/5/18
Order equipment/millwork	50 days	10/22/18	12/28/18
<b>Phase 3 - Construction</b>			
Pre-Construction Kick-Off Meeting		12/5/18	
Mobilize to Site		12/17/18	
Demolition	2 days	12/17/18	12/18/18
Construction	14 days	12/19/18	1/7/19
Finalize/Punchlist/Commission		1/8/19	
Final Inspections - AHJ		1/9/19	
Training/Cleaning/Stocking/Opening Prep	3 days	1/8/19	1/10/19
Open		1/11/19	

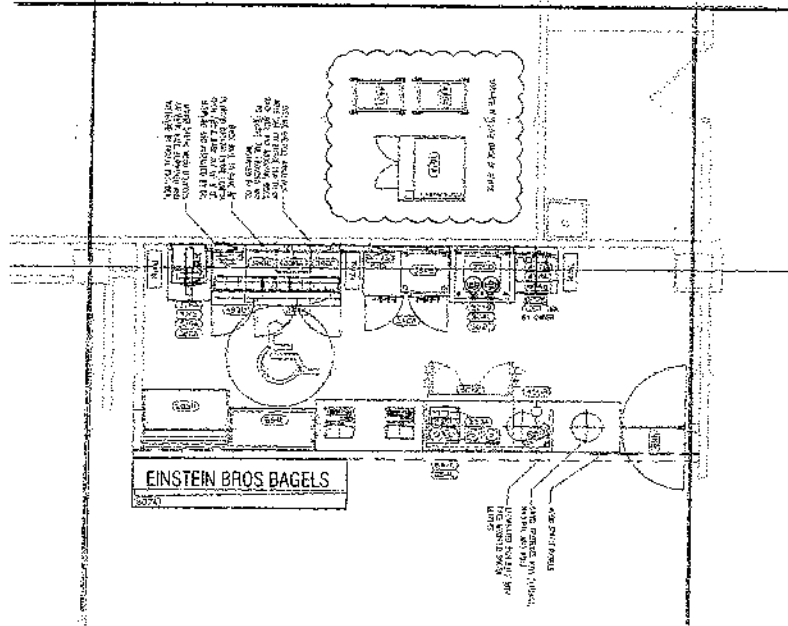
## Cost Analysis

<b>TRUMAN STATE UNIVERSITY - EINSTEIN'S</b>		
<b>CSI Div.</b>	<b>Description</b>	<b>Cost</b>
1	General Requirements	\$ 11,647
2	Existing Conditions/Demolition	\$ 5,824
6	Rough/Finish Carpentry (soffit)	\$ 11,647
8	Openings	\$ 1,165
9	Finishes (ceilings/paint/wall tile)	\$ 8,735
10	Specialties (menu bds/signage/smallwares)	\$ 24,459
11	Equipment (including freight/installation)	\$ 130,448
12	Furnishings (millwork)	\$ 23,294
21	Fire Suppression	\$ 5,824
22	Plumbing	\$ 11,647
26	Electrical/Lighting	\$ 25,624
27	Communications (POS wiring)	\$ 5,824
	Contingency (5%)	\$ 13,307
	Design (Architectural/Engineering)	\$ 28,652
	Supervision & Project Management	\$ 24,599
	Insurance & Administration	\$ 3,417
<b>BUDGET CONTROL ESTIMATE</b>		<b>\$ 336,113</b>



**EINSTEIN BROS. BAGELS**  
 Truman State University  
 901 S. Franklin  
 Kirksville, MO 63501





# Einstein Bros. Bagels License Unit Update



## **ITEM I.4**

### **Engineering Services – Chiller Replacement Project**

#### **DESCRIPTION AND BACKGROUND**

The campus has two locations which have chillers in need of replacement due to age and repair issues. These units are 22 years old and help serve the chilled water loop which provides air conditioning to buildings on the central portion of campus. Engineering services are needed to develop specifications for purchase and installation of the equipment and, due to the lead time for procuring chillers, it is advisable to begin the process with a target for construction to begin in late Fall 2018.

The procedure for state agencies seeking architectural, engineering or land surveying services is outlined in statute. The procedure involves a review of qualifications of firms on file or those which have submitted qualifications for a proposed project. In evaluating the qualifications, the following criteria are used:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; and
4. The firm's proximity to and familiarity with the area in which the project is located.

A committee including representatives from Truman's Physical Plant, Campus Planning, and Business Office reviewed qualifications of engineering firms to select a firm to provide professional services for this project. These firms have previously submitted statements of qualifications to Truman for earlier projects or have previous experience at the University. Based on its qualifications and the University's previous experience with this firm, the committee recommends that Ross & Baruzzini from St. Louis, Missouri, be selected to provide engineering services for this project. A base fee of \$75,000 includes producing schematic designs, producing construction documents, bid analysis, and construction supervision. The scope of services and fees for any additional work is outlined in the attached proposal.

#### **RECOMMENDED ACTION**

BE IT RESOLVED that the proposal from Ross & Baruzzini to provide engineering services for the Chiller Replacement Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

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

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

**ATTACHMENT**

Proposal Summary



# Chiller Plant Replacements in Student Union and Violette Hall

**TRUMAN STATE UNIVERSITY**

July 5, 2018

**Ross & Baruzzini**

## | TABLE OF CONTENTS



Ross & Baruzzini is your single source engineering firm for all the living systems in your educational facilities. Our passion is to create and design sustainable systems. We believe in thinking beyond the standard checklist to create an efficient building, carefully considering how each element of design will effect budget, aesthetics and the environment.

- SECTION 1. Cover Letter
- SECTION 2. Firm Profile
- SECTION 3. Team Organization Chart
- SECTION 4. Key Personnel Resumes
- SECTION 5. Relevant Project Experience
- SECTION 6. Fee Proposal

## SECTION 1 Cover Letter

July 5, 2018

Mr. Karl Schneider  
Physical Plant Director  
Truman State University  
100 East Normal  
Kirksville, MO 63501

Re: Chiller Replacements in Student Union and Violette Hall  
Truman State University

Dear Karl:

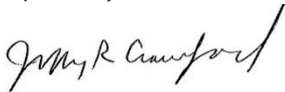
We are most pleased to provide our Statement of Qualifications and Fee Proposal for the above referenced project.

Ross & Baruzzini, teamed with Simon Oswald Architects and ASDG, very much wish to provide engineering and architecture services for the Chiller Replacements in the Student Union and Violette Hall. We believe that the Ross & Baruzzini Team is the right team for this project based upon the following:

1. Significant chilled water plant experience in a campus environment.
2. Extensive knowledge of and work experience in the Student Union building, specifically in the main mechanical room where the chiller replacements will occur.
3. Work experience with Truman State University Facilities Operations staff.
4. The proposed Ross & Baruzzini Team members have current history of success working together on similar chiller replacement projects; this is a proven team.

Thank you for considering the Ross & Baruzzini team. We are ready to apply our chiller plant experience and expertise for the benefit of Truman State University, and very much hope to be selected for this important project.

Respectfully,



Jeffrey R. Crawford, P.E., LEED AP  
Senior Vice President, Director – Higher Education & Research

## SECTION 2 Firm Profile

### Ross & Baruzzini

<b>Year Founded</b>	1953
<b>Company Size</b>	300+
<b>Website</b>	rossbar.com
<b>Headquarters</b>	6 South Old Orchard St. Louis, Missouri 63119 T: 314.918.8383
<b>Office Locations</b>	St. Louis, Missouri; Columbia, Illinois; Chicago, Illinois; Dallas, Texas; Hamden, Connecticut; Indianapolis, Indiana; Kansas City, Kansas; Los Angeles, California; Miami, Florida; New York, New York; Philadelphia, Pennsylvania

Ross & Baruzzini is a professional design and consulting firm that specializes in providing innovative solutions and exceptional service to the higher education industry. For 65 years, Ross & Baruzzini has provided strategic master planning, engineering, systems integration and commissioning services for universities around the world, with a focus on campus infrastructure. Whether designing a new chiller plant or performing an arc flash analysis of an electrical distribution system, Ross & Baruzzini responds with sound engineering advice based on the wealth of knowledge that exists within our organization.

### Simon Oswald Architecture

<b>Year Founded</b>	1987
<b>Website</b>	soa-inc.com
<b>Headquarters</b>	2801 Woodard Dr. #103 Columbia, Missouri 65202 T: 573.443.1407

Founded in 1987 on the principle that architecture and interior design are intrinsically connected, SOA approaches design as an integrated process that aligns our client's functional requirements with their desired image. Our projects vary greatly not only in size and scope, but also type of construction (new construction, additions, renovations and adaptive reuse) and client type (educational, institutional, corporate, health care and civic). Together, we create places that enhance how mid-Missouri communities live, learn, work, heal and play.

### ASDG, LLC

<b>Year Founded</b>	2003
<b>Headquarters</b>	1009 Lincoln Hwy Fairview Heights, Illinois 62208 T: 618.628.0887

ASDG, LLC was organized in 2003 under the statutes of the State of Illinois, specializing in the practice of structural engineering. The firm is dedicated to maintaining high standards in the field of structural engineering and endeavors to provide clients and the public with safe, economical structures.

Located in Fairview Heights, Illinois, ASDG, LLC and its members are qualified to render a complete range of structural engineering services including analysis and design, preparation of plans and specifications, construction administration and reports. The members of the firm have extensive experience in the design of structures of various types, including buildings for health care, education, retail and housing, office buildings and parking garages.



## SECTION 3 Team Organization Chart & Resumes

The individuals we have selected for the Ross & Baruzzini Team have been hand-picked on the basis of their specialized experience with chiller replacements and other skills sets that are directly related to the unique requirements of this project. You will find that our staff has a clear understanding that we are in a service business and that our work is not done unless we have met and exceeded our client's expectations.



### Ross & Baruzzini



**Project Manager**

**JEFFREY CRAWFORD**

PE, LEED AP, Sr. VICE PRESIDENT

#### Key Personnel

##### MECHANICAL SERVICES



**LEAD MECHANICAL**  
Randy Diemer  
PE, LEED AP BD+C  
| Ross & Baruzzini

##### ELECTRICAL SERVICES



**LEAD ELECTRICAL**  
James Partsch, LC LEED  
AP BD+C  
| Ross & Baruzzini

##### ARCHITECTURAL SERVICES



**PRINCIPAL-IN-CHARGE /  
QUALITY CONTROL**  
Bill Oswald, AIA  
| Simon Oswald  
Architecture



**PROJECT MANAGER**  
Brad Stegemann  
AIA, LEED AP  
| Simon Oswald  
Architecture

##### STRUCTURAL SERVICES



**LEAD STRUCTURAL  
ENGINEER**  
Ron Behrens, SE, PE  
| ASDG, LLC

## Jeffrey R. Crawford, PE, LEED AP

Director of Higher Education + Research // Project Manager



Jeff has over 27 years of professional experience in all aspects of mechanical engineering and project management. He has applied his skills and knowledge in the design and analysis of mechanical systems for higher education facilities across the country, on projects of all types and sizes, including numerous campus chilled water system projects. In addition, Jeff has led Ross & Baruzzini's mission to provide national leadership in sustainability. As Project Manager, Jeff will be oversee the project through from start to finish and is committed to ensuring the University achieves their goals.

### Firm Start Date

July 17, 1996

### Education

MS, Mechanical Engineering,  
University of Missouri-Columbia

BS, Mechanical Engineering,  
University of Missouri-Columbia

### Registration

Professional Engineer:  
Indiana, Missouri, Florida,  
Kentucky, Maryland, Oklahoma,  
Utah

### Certification & Accreditation

LEED Accredited Professional

Certified Construction Specifier  
(CCS), The Construction  
Specifications Institute

### Affiliations

American Society of Heating,  
Refrigerating and Air-  
Conditioning Engineers

American Society of Mechanical  
Engineers

US Green Building Council

Society for College and University  
Planning

## Summary of Experience

**Western Illinois University, Chiller Replacement at Various Buildings**, Macomb, Illinois  
Project Manager for the replacement of the existing chiller serving a hi-rise residence hall and dining facility at the edge of campus and the study of options, feasibility, and life cycle costs for replacing existing chillers, cooling towers, and pumps in five buildings with a new campus chilled water loop to serve those buildings with chillers in one or two locations.

**University of Missouri – Columbia, Hearnese Chiller Replacement**, Columbia, Missouri  
Project Manager for the replacement of five (5) existing chillers totaling 2620 tons with two new 850-ton and one new 1020-ton water-cooled, magnetic bearing, electric centrifugal chillers. Project includes pump replacements and cooling tower retrofits.

### University of Missouri-Columbia, Life Sciences Chiller #3 Replacement

Columbia, Missouri

Principal-in-Charge for the installation of a new 2,000 ton electric centrifugal chiller and associated cooling tower, pumps, and other auxiliary equipment and controls at the existing Life Science Chiller Plant.

### University of Missouri-Columbia, Research Park Chiller Plant, Install Chiller & Cooling Tower

Columbia, Missouri

Project Manager for the installation of a new 600-ton electric centrifugal chiller and 1,000-ton cooling tower at the Research Park chiller plant. Project included installation of new chilled water and condenser water pumps and installation of variable frequency drives and flow meters on existing pumps to improve energy performance.

### University of Kansas, Corbin Residence Hall Renovation

Lawrence, Kansas

Principal-in-Charge for the 99,000sf renovation of the historic Corbin Residence Hall. The project included the complete replacement of mechanical systems with new, energy efficient systems, including installation of a new 250-ton chiller plant.

### Washington University, New Loop Student Living Initiative

St. Louis, Missouri

Project Manager for a new 275,000sf, 600-bed mixed-use apartment complex renamed The Lofts. Project included a 675-ton water-cooled, variable primary flow chiller plant. LEED Platinum certification was achieved for the project.



## Randy J. Diemer, PE, LEED AP BD+C

### Lead Mechanical Engineer



Randy has 19 years of professional experience in complete HVAC design from planning and schematics to final contract drawings. He has specialized in the design and analysis of mechanical systems for higher education facilities, including numerous chiller installations and replacements of all types and sizes.

**Firm Start Date**  
December 2, 2002

**Education**  
B.S., Mechanical Engineering,  
Southern Illinois University-  
Edwardsville

**Registration**  
Professional Engineer:  
Illinois, Missouri

**Certification & Accreditation**  
LEED Accredited Professional:  
Building Design + Construction

**Affiliations**  
American Society of Heating,  
Refrigeration and Air-  
Conditioning Engineers (ASHRAE)

## Summary of Experience

**Western Illinois University, Chiller Replacement at Various Buildings**, Macomb, Illinois  
Lead Mechanical Engineer for the replacement of the existing chiller serving a hi-rise residence hall and dining facility at the edge of campus and the study of options, feasibility, and life cycle costs for replacing existing chillers, cooling towers, and pumps in five buildings with a new campus chilled water loop to serve those buildings with chillers in one or two locations.

**University of Missouri–Columbia, Hearnese Chiller Replacement**, Columbia, Missouri  
Lead Mechanical Engineer for the replacement of five (5) existing chillers totaling 2620 tons with two new 850-ton and one new 1020-ton water-cooled, magnetic bearing, electric centrifugal chillers. Project includes pump replacements and cooling tower retrofits.

**University of Missouri-Columbia, Life Sciences Chiller #3 Addition**, Columbia, Missouri  
Project Manager & Lead Mechanical Engineer for the construction of a new 2,000 ton chiller plant and associated cooling tower, pumps, and other auxiliary equipment and controls to serve the University's campus chilled water loop.

**University of Missouri-Columbia, Research Park Chiller Plant, Install Chiller & Cooling Tower**, Columbia, Missouri  
Mechanical Engineer for the installation of a new 600-ton electric centrifugal chiller and 1,000-ton cooling tower at the Research Park chiller plant. Project included installation of new chilled water and condenser water pumps and installation of variable frequency drives and flow meters on existing pumps to improve energy performance.

**University of Kansas, Corbin Residence Hall Renovation**  
Lawrence, Kansas  
Principal-in-Charge for the 99,000sf renovation of the historic Corbin Residence Hall. The project included the complete replacement of mechanical systems with new, energy efficient systems, including installation of a new 250-ton chiller plant.

## James M. Partsch, LC, LEED AP BD+C

### Lead Electrical Designer



Jim has 21 years of experience in the field of electrical design for higher education and student living, healthcare, and government. He is experienced in lighting, power, telephone, data, and fire alarm systems. Jim is responsible for site observations, preparation of construction documents, technical specifications, cost opinions and construction administration services.

#### Firm Start Date

February 10, 1997

#### Education

University of Missouri-St. Louis /  
Washington University, Joint  
Electrical Engineering Program

#### Certification & Accreditation

NCQLP (National Council on  
Qualifications for the Lighting  
Professions) Lighting Certification

LEED Accredited Professional:  
Building Design + Construction

## Summary of Experience

**University of Missouri-Columbia, Hearnese Chiller Replacement**, Columbia, Missouri  
Lead Electrical Designer for the replacement of five (5) existing chillers totaling 2620 tons with two new 850-ton and one new 1020-ton water-cooled, magnetic bearing, electric centrifugal chillers. Project includes pump replacements and cooling tower retrofits.

**Washington University, The Lofts Chiller & Cooling Tower Addition**, St. Louis, Missouri  
Lead Electrical Designer for the addition of a 250-ton chiller and cooling tower to the Lofts housing complex.

**Washington University, New Loop Student Living Initiative**, St. Louis, Missouri  
Electrical Designer for a new 275,000sf, 600-bed mixed-use apartment complex renamed The Lofts. Project included a 675-ton water-cooled, variable primary flow chiller plant. LEED Platinum certification was achieved for the project

**Missouri State University, FY12 Chilled Water System Expansion**, Springfield, Missouri  
Electrical Engineer for performing an energy study and cost-benefit analysis considering several options to expand the campus chilled water network to buildings not currently served by the system. For each option, predicted energy savings was modeled versus current consumption and compared to estimated construction cost. Deliverable is a written report with recommendations.

#### **City of St. Louis, America's Center, Chiller Plant & Cooling Tower Upgrades**

St. Louis, Missouri

Electrical Designer for the replacement of two (2) existing steam absorption chillers with three (3) new centrifugal chillers with capacities of 1,100 tons (2) and 400 tons at the America's Center. These new chillers were coupled with two (2) recently replaced 1,200 ton chillers to create a total plant capacity of 5,000 tons. Additional upgrades included the total replacement of the existing cooling towers and condenser water system, modifications to the primary chilled water distribution system, and electrical upgrades to support the new electric centrifugal chillers.

#### **Truman State University, West Campus Suites**, Kirksville, Missouri

Electrical Designer for a new 120,000sf residence hall that included a local water-cooled chiller plant with roof-mounted cooling towers.

## Brad Stegemann AIA, LEED AP Project Manager



Offering over 12 years of experience at SOA, Brad will be the main point of contact for SOA. As Project Manager he is responsible for leading SOA's internal staff as well as coordination and communication with the teams of engineers. Brad will continually monitor coordination of the building systems and architectural design.

Of Benefit to Truman State: Brad was the Project Manager for two separate Life Sciences Chiller Enclosure projects on the University's campus as well as a Hearnes Center HVAC Chiller Upgrades. He is very familiar with mechanical systems and experienced with what is required of chiller enclosures. Further, he is well versed in project processes and organizational structure.

### Firm Start Date

November 1, 2005

### Education

Bachelor of Architecture  
Kansas State University

### Registration

Registered Architect:  
Missouri

### Certification & Accreditation

LEED Accredited Professional:  
Building Design + Construction

### Affiliations

American Institute of Architects  
AIA Mid-Missouri  
Missouri Society for Healthcare  
Engineering (MOSHE)

## Summary of Experience

### University of Missouri–Columbia, Hearnes Multipurpose Building Chiller Replacement, Columbia, Missouri

Selective demolition and renovation on the first floor of Hearnes to accommodate replacement of 5 existing chillers with 3 new chillers.

### University of Missouri–Columbia, Upgrade HVAC to Various Rooms

Columbia, Missouri  
Selective demolition and renovation to accommodate a new HVAC system serving the second floor, south side of Hearnes.

### University of Missouri–Columbia, Life Sciences Chiller #3 Addition Columbia, Missouri

A new chiller and cooling tower to serve MU campus, located in an existing pit at the north side of the Bond Life Sciences Buildings

### University of Missouri–Columbia, Medical Science Sprinkler System Upgrades

Columbia, Missouri  
Selective demolition and renovation to accommodate a comprehensive fire suppression upgrade to a 1960's seven-story building

### University of Missouri–Columbia, Jesse Hall 1<sup>st</sup> Floor Student Welcome Center

Columbia, Missouri  
Extensive remodel of approximately 7,500 sf. of the first-floor west wing to create a new admissions enrollment center.

### University of Missouri–Columbia, Jesse Hall 4th Floor Renovation for the Kinder Institute, Columbia, Missouri

Remodel of approximately 5,000 square feet of office and support space to house the Kinder Institute for Constitutional Democracy.

## Bill Oswald AIA

Principal in Charge



Bill is responsible for Quality Control throughout the entire project. As Principal-In-Charge Bill's additional involvement includes code analysis, constructability and construction detailing, preliminary project budgeting and construction cost estimating, specification writing and the oversight during the entire construction process.

Of Benefit to Truman State: During cost estimating, Bill works closely with contractors and subcontractors to more fully understand the current construction climate in the Midwest region which in turn will help Truman State identify realistic budget numbers during the preliminary phase.

### Firm Start Date

January 2, 1990

### Education

BS in Architectural Studies  
University of Nebraska

### Registration

Registered Architect:  
Missouri

### Affiliations

American Institute of Architects  
AIA Mid-Missouri, Past President  
Central MO CSI, Past President  
Missouri Society for Healthcare  
Engineering (MOSHE)

## Summary of Experience

### University of Missouri – Columbia, Hearnes Multipurpose Building Chiller Replacement, Columbia, Missouri

Selective demolition and renovation on the first floor of Hearnes to accommodate replacement of 5 existing chillers with 3 new chillers.

### University of Missouri – Columbia Upgrade HVAC to Various Rooms

Columbia, Missouri

Selective demolition and renovation to accommodate a new HVAC system serving the second floor, south side of Hearnes.

### University of Missouri –Columbia, Life Sciences Chiller #3 Addition

Columbia, Missouri

A new chiller and cooling tower to serve MU campus, located in an existing pit at the north side of the Bond Life Sciences Buildings

### University of Missouri – Columbia, Medical Science Sprinkler System Upgrades, Columbia, Missouri

Selective demolition and renovation to accommodate a comprehensive fire suppression upgrade to a 1960's seven-story building

### University of Missouri – Columbia, Power Plant - Ash Silo Refurbish West Ash Silo Exterior, Columbia, Missouri

Exterior repair of the ash silo and loading room, and replacement of damaged/rusted out stairs treads, grates and railings.

### University of Missouri –Columbia, Tate Hall Renovation and Addition

Columbia, Missouri

A transformative remodel, renovation and addition that involved the total gut of 1927 and 1959 buildings as well as the creation of an addition with new elevator, egress stairs and building entrances. Significant structural, mechanical, electrical modifications were required.

## Ron Behrens

### Lead Structural Engineer



A Principal of ASDG, LLC since 2003, Ron serves as a project manager and structural engineer of record for various projects, with primary responsibility for structural design and production of structural drawings and specifications. Extensive experience with a variety of projects, including schools, auditoriums, university student housing, academic buildings, hospitals, warehouses, office buildings, shopping malls and parking garages, ranging in size from small to \$110,000,000, involving new construction, renovation of existing construction and seismic retrofitting.

#### Firm Start Date

2003

#### Education

B.S., Civil Engineering,  
Washington University  
M.S., Civil Engineering,  
University of Illinois

#### Registration

Professional Engineer:  
Illinois, Missouri, Michigan,  
Kansas, Indiana, North Carolina

### Summary of Experience

- University of Missouri, Hearnes Center Chiller Replacements
- University of Missouri, Med Science Cooling Tower Replacement, Columbia, Missouri
- University of Missouri, Ellis Library, Install Chiller (1,000 tons), Columbia, Missouri
- University of Missouri, Engineering Lab & Classroom Building Chiller Addition Columbia, Missouri
- University of Missouri, Life Sciences Chiller #3 Addition (2,000 tons) Columbia, Missouri
- University of Missouri, Medical Science Building, Science Building, Chilled Water Plant Expansion, Phase 3, Install Chillers (2 chillers-1,000 tons each) Columbia, Missouri
- University of Missouri, Missouri Rehabilitation Center, Chiller Addition, Additional Cooling Tower, Air Handler Upgrade and Sprinkler System Improvements (300 tons), Columbia, Missouri
- University of Missouri, Various Chilled Water Extensions, Columbia, Missouri
- Western Illinois University, Chiller Replacements at Various Buildings, Macomb, Illinois
- University of Notre Dame, Duncan Hall, Notre Dame, Indiana
- University of Notre Dame, Ryan Residence Hall, Notre Dame, Indiana
- Washington University, Small Group Housing (chilled water loop) St. Louis, Missouri
- Washington University, Snow Way Garage Chiller Plant (700 tons) St. Louis, Missouri
- Truman State University, Ryle Hall Renovation, Kirksville, Missouri
- Truman State University, Dobson Hall Renovation, Kirksville, Missouri
- Truman State University, Blanton-Nason-Brewer Residence Hall Renovation Kirksville, Missouri
- Columbia College, Missouri Hall Renovation, Columbia, Missouri
- Missouri State University, Hammons Center, Springfield, Missouri
- Missouri State University, Morris Hall, Springfield, Missouri
- Missouri University S&T, New Residence Hall One, Rolla, Missouri
- Missouri University S&T, New Residence Hall Two-Three, Rolla Missouri

## SECTION 4 Relevant Project Experience

Ross & Baruzzini has completed over 50 projects that are similar in scope and size, and a sampling of our relevant experience is provided on the following pages. Note that all of these projects represent the work of the proposed project team. None of the projects identified within this section of the qualifications are associated with work while at other firms.

### Various Chiller Replacements

Western Illinois University



#### PROJECT DETAILS

**Location**

Macomb, Illinois

**Expertise**

Mechanical Engineering  
Electrical Engineering

**Construction Cost**

\$3.5 Million

**Completion Date**

April 2019

#### Summary of Experience

Ross & Baruzzini is providing engineering services for chiller replacements at Western Illinois University in multiple buildings across campus including Thompson Hall, Memorial Hall, Browne Hall, Sallee Hall, Simpkins Hall and Tillman Hall. The project includes two parts: 1) a study phase to identify the best option for creating a new campus chilled water loop to serve Memorial, Browne, Sallee, Simpkins, and Tillman, with provisions for future expansion to other buildings on campus, and 2) full design and construction administration services to replace two existing chillers serving a hi-rise residence hall and dining facility on the outskirts of campus.

Both parts of this project required the study of several options for chiller replacements, as well as a life cycle cost analysis of the various chiller replacement options.



# Hearnes Center Chiller Replacement

University of Missouri – Columbia



## PROJECT DETAILS

**Location**  
Columbia, Missouri

**Expertise**  
Mechanical Engineering  
Plumbing Engineering  
Fire Protection Engineering

**Construction Cost**  
\$2.7 Million

**Completion Date**  
April 2019

## Summary of Experience

Ross & Baruzzini is providing engineering services for the replacement of five existing chillers in the Hearnes Center, totaling 2620 tons with three new 850-ton, water-cooled, electric, magnetic bearing, centrifugal chillers at the existing Hearnes Chiller Plant. The project included a study phase to identify the best configuration for the new plant, followed by full design and construction administration services. The increase in electric centrifugal chiller capacity requires additional electrical service to the building. This will require replacement of the existing switch, installation of a new transformer, and installation of a new electrical duct bank and service into Hearnes from the main located on the east side of Hearnes near the cooling tower.

# Life Sciences Chiller #3 Addition

## University of Missouri-Columbia



### PROJECT DETAILS

**Location**  
Columbia, Missouri

**Expertise**  
Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering  
Structural Engineering  
Energy Modeling

**Construction Cost**  
\$1.5 Million

**Completion Date**  
June 2017

### Summary of Experience

Ross & Baruzzini provided mechanical, electrical, plumbing, and fire protection engineering services. ASDG, LLC provided structural engineering services for the construction of a new 2,000-ton chiller plant to serve the MU campus chilled water loop.

The new chiller plant is located at the chilled water facility north of the Bond Life Sciences Center in an existing pit containing abandoned cooling towers that once served the Chemistry chilled water plant. The new plant houses a 2,000-ton electric centrifugal chiller, an associated cooling tower, primary chilled water pump, condenser water pump, piping, and controls. Project also included new electrical gear, a new transformer, and variable frequency drives for the chiller, pumps, and cooling tower. New loop piping was extended out of the new plant and connect to existing loop piping buried to the east of the facility.

The project included a study phase to evaluate chiller options and associated energy and electrical infrastructure implications.

Chillers were pre-purchased by the University using a Life-Cycle Cost Analysis bid form prepared by Ross & Baruzzini that calculate life cycle cost of the submitted chiller based on first cost, operating efficiency at eight (8) operating conditions with varying output capacity, condenser water temperature, and condenser water flow, and warranty costs.

Structural engineering services addressed the renovation and repair of the existing greenhouse structure which included chiller room enclosure, cooling tower platform, electrical room enclosures, modifications to existing concrete screen walls, chiller foundations, and hoist beam.

The average bid for this project was \$2,707,681.25 and Ross & Baruzzini's estimate was \$2,841,893.93 (4.96% off bid average).



# Medical Science Building Chiller Plant & New Cooling Tower

## University of Missouri-Columbia



### PROJECT DETAILS

#### Location

Columbia, Missouri

#### Expertise

Mechanical Engineering  
Electrical Engineering

#### Construction Cost

Chiller Plant \$1.4 Million  
Cooling Tower \$1.5 Million

#### Completion Date

Chiller Plant 2007  
Cooling Tower 2005

## Summary of Experience

### Chiller Plant

Ross & Baruzzini provided the design for the renovation and expansion of the Medical Science Building Chiller Plant. The project included removal of existing chillers and new pumping and piping systems. The new plant includes two new 1,000 ton electric centrifugal chillers with variable frequency drives, along with new loop pumps and new primary chiller pumps, and supporting electrical infrastructure. This installation represents the final phase of the overall expansion and renovation of this plant, which included the first phase which replaced a 500 ton absorption chiller, and a new field-erected cooling tower.

### New Cooling Tower

Ross & Baruzzini provided engineering services for the replacement of two existing cooling towers that were combined into a single new cooling tower, designed to serve expansion of the chilled water plant it will be associated with. Project included providing new electrical service to the mechanical room to support the new cooling tower along with provisions for other future electrical improvements, and included new condenser water pumping systems, related piping modifications, and controls. The new cooling tower has been located within a new concrete pit to hold the top of tower elevation to match the nearest adjacent building. A new masonry wall enclosure was provided to screen the new tower from public view. Storm sewers in the area were modified to address the cooling tower pit.

# Research Park Chiller Plant Chiller & Cooling Tower Installation

## University of Missouri-Columbia



### PROJECT DETAILS

### Summary of Experience

**Location**

Columbia, Missouri

**Expertise**

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering

**Construction Cost**

\$1.1 Million

**Completion Date**

June 2012

Ross & Baruzzini provided professional engineering services for the design of mechanical, electrical, and plumbing systems for the installation of a new 600-ton electric centrifugal chiller, a new 1000-ton cooling tower, and associated pumps and auxiliary equipment. Project included the evaluation of multiple cooling tower options and configurations to provide the most cost-effective long-term solution for the University. Project also included the installation of variable frequency drives on the existing chiller plant pumps and installation of a flow meter at the existing chiller to improve energy performance of the existing chiller operation. Sustainable features incorporated into this design included the following:

- High efficiency chiller with variable frequency drive
- Variable frequency drive on cooling tower fan
- Variable speed control of the primary chiller pumps and cooling tower pumps using flow meters vs. throttling of flow with balance valves

# Cherry Street Chiller Expansion

Missouri State University



## PROJECT DETAILS

### Location

Springfield, Missouri

### Expertise

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering

### Construction Cost

\$1.9 Million

### Completion Date

August 2017

## Summary of Experience

Ross & Baruzzini provided mechanical, electrical, plumbing and fire protection engineering services to dramatically improve the efficiency and capacity of the Missouri State University chilled water loop. The \$1.9M, 1,200sf expansion of the Cherry Street Chiller Plant houses a 1,000-ton chiller and cooling tower with space to add another as the University grows. Adjacent to dorms and dining halls, the project included preserving parking and pedestrian pathways while veiling mechanical equipment. The perforated and slotted metal screen promotes airflow and diffuses integrated lighting at night.

# Campus Chilled Water District Cooling

## Missouri State University



### PROJECT DETAILS

#### Location

Springfield, Missouri

#### Expertise

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering  
Energy Modeling

#### Construction Cost

\$9.5 Million

#### Completion Date

April 2006

#### Awards

Awards:  
2007 ASHRAE Award Winner,  
Missouri State University  
Campus Chilled Water Project,  
Category II, Institutional  
Buildings

### Summary of Experience

Ross & Baruzzini, in association with Johnson Controls, provided energy modeling services to construct a campus district chilled water system and connect 17 of its buildings thereto, making use of both new and existing equipment.

Ross & Baruzzini's services included modeling the energy cost, maintenance cost, and construction cost of the proposed campus chilled water project. The air conditioning energy performance was estimated for 22 separate buildings via an extensive compilation of Excel spreadsheets. This is the largest energy modeling and payback period analysis the Ross & Baruzzini Facilities group has performed.

The result of all of the energy modeling and other considerations is a new campus chilled water network, connecting 17 campus buildings and expandable for many others. Six of these campus buildings were designated as "Producer Buildings" that generate and feed chilled water into the campus network. The other eleven buildings are "Parasite Buildings" which take and use chilled water from the network. Each Producer plant features one or two water chilling units and a primary chilled water pump per chiller. One or more secondary chilled water pumps (with variable frequency drive) feeds the campus network and pressurizes the campus chilled water mains to set point. Additionally, a variable-speed tertiary building pump feeds chilled water to that particular building.



# BJC Institute of Health Chiller Plant

## Washington University School of Medicine



### PROJECT DETAILS

#### Location

Springfield, Missouri

#### Expertise

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering

#### Construction Cost

\$250 Million

#### Completion Date

2010

#### Awards

2011 ASHRAE Technology 1<sup>st</sup>  
Place Award

2010 AGC Keystone Project of  
the Year

"Best Practices Award" by the St.  
Louis Council of Construction  
Consumers

#### LEED-Certification

Gold

### Summary of Experience

Ross & Baruzzini provided engineering services for a new 680,000sf, 11-story, state-of-the-art biomedical research building located in the heart of the Washington University School of Medicine (WUSM) campus. The project included a large central chilled water plant to serve not only the needs of this research building, but also provide significant chilled water capacity to the campus chilled water loop. Extensive energy modeling and life cycle cost analysis was performed by Ross & Baruzzini to determine the optimum chiller plant configuration for this project.

The new chiller plant included the installation of three 1,700-ton, electric, water-cooled centrifugal chillers and two 600-ton, water-cooled centrifugal chillers, as well as infrastructure and space provisions to support the addition of a fourth 1,700-ton chiller. Four field-erected fiberglass cooling tower cells with stainless steel basins were installed on the roof of the building, with provisions for addition of a fifth cooling tower cell. One of the 600-ton chillers is a heat recovery chiller that produces heating hot water from its condenser to provide all of this building's reheat requirements, as well as providing heating hot water to adjacent buildings.

Additional energy conservation measures associated with the chiller plant included large temperature differences between supply and return water conditions for both chilled water (16 degrees) and condenser water (15 degrees) systems to minimize pumping energy, variable frequency drives on the cooling tower fans, and optimization of chiller sequencing. Chillers were bid on a life-cycle cost basis, using a load profile calculation prepared by Ross & Baruzzini as part of the bid form.

## Loop Student Living Washington University



### PROJECT DETAILS

#### Location

St. Louis, Missouri

#### Expertise

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering  
Systems Engineering  
Technology Engineering

#### Construction Cost

Phase 1 – \$65 Million

#### Completion Date

Phase 1 – August 2014

#### LEED Certification

Platinum

### Summary of Experience

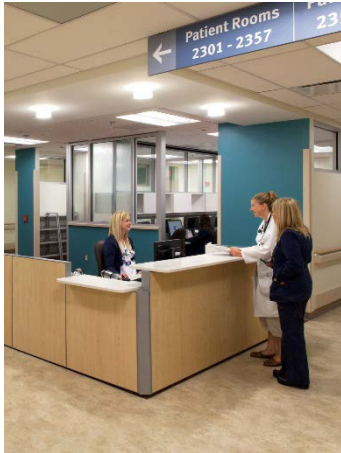
Ross & Baruzzini engineered the mechanical, electrical, plumbing and fire protection systems as well as the IT, Communications, and Security systems of four new buildings that are part of a mixed-use development in the Delmar “Loop” District of University City, north of the Washington University Danforth Campus. The four buildings total roughly 200,000sf and house approximately 450 students in a mixture of single, double, and triple apartment units. Two of the buildings located on Delmar Avenue house a mix of retail tenants at the street level. The project also included an underground parking structure under two of the buildings.

LEED Platinum certification was achieved for this project, and the complex is projected to have annual energy savings of 47% compared to ASHRAE 90.1-2007 requirements, or roughly \$200,000 per year.

The project featured a 675-ton chiller plant to provide highly efficient cooling for the complex. Chiller plant included three 225-ton water-cooled electric twin screw chillers with variable frequency drives, configured in a variable primary flow arrangement. Cooling tower fans and condenser water pumps were equipped with variable frequency drives to allow for the implementation of a chiller optimization control strategy that varies condenser water flow and temperature to minimize the energy consumption of the plant. A plate & frame free-cooling heat exchanger was also incorporated into the plant to provide winter cooling for IT/telecom rooms and the grocery store housed in one of the buildings.

# Missouri Baptist Medical Center West Pavilion Fit-Out Phase 2

## BJC HealthCare



### PROJECT DETAILS

#### Location

St. Louis, Missouri

#### Expertise

Mechanical Engineering  
Electrical Engineering  
Plumbing Engineering  
Fire Protecting Engineering  
Design

#### Construction Cost

\$30 Million

#### Completion Date

November 2013

### Summary of Experience

Ross & Baruzzini provided Mechanical, Electrical and Plumbing design services for 82,000sf tenant fit-out of Missouri Baptist West Pavilion 2nd, 3rd and 4th floors. The second floor was designed for 8 O.R.s, sub-sterile, instrument storage, clean core, soiled holding, administrative suite, electrical and mechanical rooms, 46 pre-post patient rooms/bays, patient care stations, medication rooms, nourishment, X-ray room, business center, and public areas. 3rd and 4th floors were designed for 48 private patient rooms, 16 private bariatric patient rooms, patient care stations, medication rooms, soiled holding, nourishment, and public areas.

In addition to the tenant fit out, Ross & scope of work included the shell and core design for the building's chiller plant, main air handling units, heating plant, and emergency generator. The chiller plant included two 500-ton water-cooled chillers, a 160-ton heat recovery chiller that produces 140-degree hot water for building reheat loads, a 70-ton air-cooled glycol chiller for emergency cooling loads, a 1000-ton 2-cell cooling tower, and associated pumps in a variable primary flow configuration.

As part of this project Ross & Baruzzini also created a detailed Revit Building Information Model (BIM) for the MEP systems. The quality of this model was such that the mechanical contractor was able to seamlessly import the model directly into their pipe and duct fabrication software, significantly reducing the time needed to get pipe and duct onsite for installation.



# Chilled Water Plant Upgrades

## America's Center



### PROJECT DETAILS

**Location**

St. Louis, Missouri

**Expertise**

Architecture  
Mechanical Engineering  
Electrical Engineering

**Construction Cost**

\$4.5 Million

**Completion Date**

2010

### Summary of Experience

Ross & Baruzzini provided architectural/engineering design services for the replacement of two steam absorption chillers with three new centrifugal chillers with capacities of 1,100 tons (2) and 400 tons. These new chillers were coupled to two recently replaced 1,200 ton chillers to create a total plant capacity of 5,000 tons to serve the America's Center (502,000sf) located in downtown St. Louis. Project also included the replacement of all cooling towers associated with the full plant capacity. Five new cooling towers were provided.

The design of the plant included energy conservation features such as variable speed pumping, large temperature differences between supply and return water conditions for both chilled water and condenser water systems, and chiller and cooling tower energy optimization. Additionally, the small chiller was designed for low load conditions and an existing plate-and-frame free cooling heat exchanger has been integrated into the new plant design. Phasing of the construction was necessary to maintain the on-going operation of the convention center.



# Corbin Residence Hall Renovation

University of Kansas



## PROJECT DETAILS

### Location

Lawrence, Kansas

### Expertise

Mechanical Engineering  
Plumbing Engineering  
Fire Protection Engineering  
Construction Administration

### Construction Cost

\$14.5 Million

### Completion Date

Est. August 2018

## Summary of Experience

Ross & Baruzzini is providing mechanical and fire protection engineering design and construction administration services for a renovation of the historic Corbin Residence Hall at the University of Kansas. The renovation includes the complete removal and replacement of existing mechanical systems with new, more energy efficient systems in accordance with the University's standards. New mechanical systems include new 4-pipe fan coil units and associated distribution systems throughout, new DDC controls, **a new 250-ton chiller plant**, and a boiler plant to supply chilled and hot water to the complex. The existing fire suppression systems is being modified and expanded to support the planned renovation and bring the system up to current Code. The total square footage of the residence halls to be renovated was approximately 99,000. The project will be completed in two phases over 1-1/2 years.

Ross & Baruzzini performed a life cycle cost analysis of multiple HVAC system options as part of the scope of work, evaluating variable-refrigerant flow, water-cooled chiller plant, air-cooled chiller plant, and water-source heat pump options.

Sustainable design features include the following:

- Demand-based ventilation controls using occupancy sensors and carbon-dioxide sensors
- Occupancy sensor setback of lighting and HVAC set points
- High efficiency water-cooled chiller plant and condensing heating hot water boiler plant with variable primary flow configuration for both systems.

# Medical Science Sprinkler System Upgrades

University of Missouri - Columbia



## PROJECT DETAILS

**Location**  
Columbia, Missouri

**Expertise**  
Architecture

**Construction Cost**  
\$450,000

**Completion Date**  
March 2018

## Summary of Experience

University of Missouri-Columbia's seven story Medical Science Building finished construction in the mid 1960's, and since that time underwent various renovations to accommodate changing program and infrastructure. Some of these renovations included fire suppression systems, or piping, but a comprehensive fire suppression upgrade was deemed necessary in a 2004 master plan formulated by the University.

In 2015, SOA was selected to coordinate the design of a code-compliant fire sprinkler system providing full coverage of the entire Medical Science Building. With consulting MEP Engineers Ross & Baruzzini, SOA led the complex project which necessitated significant code research, field verification of 255,000 square foot building, preparation of Opinions of Probable Cost, drawings, specifications and a phasing plan enabling the building to remain occupied and fully functional during construction. With the delivery of Construction Documents, the University now has a master plan for adding sprinkler coverage to the entire building. The Phase 1 project to install a new fire pump and vertical risers was completed in the spring of 2018.

## Life Sciences Chiller #3 Addition – Enclosure Design

University of Missouri - Columbia



### PROJECT DETAILS

**Location**  
Columbia, Missouri

**Expertise**  
Architecture

**Construction Cost**  
\$2.6 Million

**Completion Date**  
October 2017

### Summary of Experience

Ross & Baruzzini Engineers selected SOA to serve as a consultant on a project for MU which involved the design of a new 1,500-ton electric centrifugal chiller and associated cooling tower to serve the Columbia, MO campus. The project necessitated the demolition of existing cooling towers, pumps, piping and conduits from the “east pit,” just north of the Bond Life Sciences Building.

The new chiller was enclosed with a new north wall and roof structure while reusing the existing walls to the west, south and east sides of the pit. Other components included clerestory windows to provide daylight to the interior spaces, a roll up overhead door and double door to access the new equipment. Additionally, openings were cut into the concrete support walls to provide better access between the two pit areas. While SOA was not the prime contract holder, our scope of services were significant and included drawings and specifications, technical assistance during bidding and negotiation, submittal review during construction and preparation of record documents.

July 5, 2018

Mr. Karl Schneider  
Physical Plant Director  
Truman State University  
100 East Normal  
Kirksville, MO 63501

Re: Chiller Replacements in Student Union and Violette Hall  
Truman State University

Dear Karl:

We are pleased to submit our Proposal for providing the professional engineering and architectural services for the above-referenced project.

### **PROJECT UNDERSTANDING**

We understand the project to include the replacement of two (2) existing 200-ton chillers in the Student Center with one new 300-ton, water-cooled, electric, magnetic bearing, centrifugal chiller and replacement of one existing 200-ton chiller in Violette Hall with a new 200-ton, water-cooled, electric, magnetic bearing, centrifugal chiller. We further understand the following:

1. The cooling towers at both locations have been overhauled within the last 5 years, and no replacement, repairs or upgrades to them are required as scope of this work. R&B will evaluate the towers and advise the Owner if replacement, repairs or upgrades are required to support the new chillers. If replacement, repairs, or upgrades are required, R&B will submit an additional fee for that scope of work.
2. It is expected that the existing primary chiller and condenser water pumps will need to be replaced at both locations as work of this project, and that scope of work should be included in this project.
3. The existing chiller plant at the Student Union Building can be shut down for the duration of the chiller replacement in that space, and no temporary chiller will be required.
4. The existing chiller plant in Violette Hall can be shut down for the duration of the chiller replacement in that space, and no temporary chiller will be required.

### **SUMMARY OF SERVICES**

Our professional engineering services shall include the following phases:

**Schematic Design Phase** – This phase includes:

1. Attendance at a kick-off meeting with the Owner.
2. Performing fieldwork to verify existing site conditions.

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3. Performing engineering calculations.
4. Preparing a design narrative report describing the proposed scope of work.
5. Preparing demolition drawings.
6. Preparing preliminary new work drawings indicated proposed equipment layout.
7. Preparing preliminary one-line diagrams.
8. Preparing preliminary equipment schedules.
9. Preparing an estimate of probable construction cost.
10. Quality review by Senior Engineering staff.
11. Issuing Schematic Design Submittal to Owner.
12. Meeting with the Owner to review comments from the Schematic Design Submittal.

**Construction Documents Phase** – Based on Owner approval of the Schematic Design Documents and any adjustments in scope or fee, this phase includes:

1. Preparing final design and calculations.
2. Preparing final equipment selection.
3. Preparing final drawings.
4. Preparing final technical specifications.
5. Editing of front-end specifications provided by Owner to be job-specific.
6. Preparing final estimate of probable construction cost.
7. Quality review by Senior Engineering staff.
8. Issuing 100% Construction Documents to the Owner.
9. Meeting with Owner to review comments from the 100% Construction Document Submittal.
10. Incorporating review comments and issuing final bid documents to Owner.

**Bidding and Negotiation Phase** – This phase includes:

1. Attendance at a Pre-Bid Conference.
2. Technical assistance during bidding and issuing clarifications to the bid documents by addenda.
3. Analyzing bids.

**Construction Phase** – This phase includes:

1. Attendance at a Pre-Construction Conference.
2. Review of contractor submittals.
3. Review of contractor Pay Requests.
4. Performing field observations at the project site and preparing field observation reports for each field visit. We have included four (4) field observations, not including the final punch list inspection.
5. Attendance at construction meetings at the project site. The R&B team will be represented by the R&B Project Manager or R&B Construction Manager at each of these construction meetings, and the lead designers for each discipline will attend on an as-needed basis. We have assumed there will be a total of

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- five (5) construction meetings that R&B will attend in person, coinciding with the monthly field observations and final punch list inspection. R&B will attend additional construction meetings via phone and/or Webex, at the Owner's request.
6. Providing technical assistance to the contractor and responding to the contractor's Requests For Information.
  7. Preparation of Change Proposal Requests or Supplemental Instructions that clarify the documents, but do not significantly change the scope of work.
  8. Performing a final field observation at project completion and preparing a punch list of items found not in conformance with the contract documents.
  9. Preparing record drawings from contractor supplied field data.

### **DELIVERABLES**

The following documents will be provided by Ross & Baruzzini, Inc. at the end of each phase:

Schematic Design Phase - Electronic pdf copy of report, drawings, and cost opinion.

Construction Documents Phase – Electronic pdf copy of construction drawings, specifications, and cost opinion for 100% submittal; one set of signed and sealed reproducible drawings and specifications to be used for the reproduction of bid sets.

Closeout - One set of reproducible record drawings and electronic copies of same.

### **ASSUMPTIONS**

1. The Owner will provide AutoCAD drawings of the existing chiller plants to R&B for our use.
2. AutoCAD is to be utilized for project drawings.
3. MasterSpec format will be used for project specifications.
4. Front-end specifications will be provided by the Owner for minor editing by R&B to be job-specific.
5. Contractor submittal review is limited to two reviews per submittal.
6. Adequate power exists in both locations to support the chiller replacements and no replacement of main electrical gear in either location will be required.
7. Refer to "Project Understanding" section of this proposal for additional assumptions.

### **ADDITIONAL SERVICES**

The following services are not included in Ross & Baruzzini's scope of work for the project unless otherwise indicated:

1. Owner initiated changes to previously approved documents.
2. Excessive construction administration services due to lengthened construction period or poor contractor performance.



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3. Regular site visits during construction beyond those identified. If additional site visits are requested, the associated additional fee per person per day is \$1,250.
4. Preparation of construction contracts.
5. Preparation of construction schedules.
6. Preparation of Change Proposal Requests resulting from Owner initiated changes.
7. Review of Contractor submittals beyond those identified.
8. Arc flash analysis and labeling of equipment. R&B can provide this service for an additional fee, if desired by the Owner.
9. Soils information and testing.
10. Responsibility for uncovering and correcting existing asbestos or other hazardous materials.

The attached Hourly Rate Schedule is submitted for work exceeding the scope of this proposal.

### **SCHEDULE**

This proposal is based on the following milestone schedule, based on an anticipated Notice-to-Proceed date of July 16, 2018:

Schematic Design Submittal:	August 13, 2018
Schematic Design Review Meeting:	August 22, 2018
100% Construction Document Submittal:	September 17, 2018
100% Construction Document Review Meeting:	September 26, 2018
Finalize Bid Sets:	October 8, 2018
Bid Date:	November 6, 2018
Construction NTP:	December 3, 2018
Construction Complete:	May 3, 2019

### **OWNER'S RESPONSIBILITIES**

The Owner agrees that it is their responsibility to:

1. Review documents and make decisions that affect design in a timely manner to avoid schedule delays.
2. Provide full information regarding requirements for the project.
3. Designate a representative authorized to act in the Owner's behalf with respect to the project.
4. Furnish record drawings of existing conditions.

Page 5  
Mr. Karl Schneider  
Truman State University  
July 5, 2018

**FEES**

Ross & Baruzzini, Inc. proposes to provide the above noted services for a lump sum fee of Seventy-Five Thousand Dollars (\$75,000). This fee request can be broken down as follows:

R&B Mechanical Engineering:	\$42,000
R&B Electrical Engineering:	\$12,500
R&B Project Management & Clerical:	\$5,400
R&B Travel Expenses (10 site visits):	\$2,600
Architecture (Simon Oswald Associates):	\$7,500
Structural Engineering (ASDG) Labor & Expenses:	\$5,000

**REIMBURSABLE EXPENSES**

Reimbursable expenses are included in the lump sum fee.

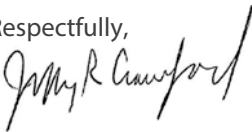
**ATTACHMENTS**

1. R&B Hourly Rate Schedule
2. SOA Hourly Rate Schedule
3. ASDG Hourly Rate Schedule

If this proposal is acceptable to you we understand that you will prepare the University's Standard Consulting Agreement to serve as a contract for our services.

We appreciate the opportunity to provide this proposal and look forward to working with you toward the successful completion of the project.

Respectfully,



Jeffrey R. Crawford, P.E., LEED AP  
Senior Vice President, Director of Higher Education & Research

APPROVED BY:



William H. Overturf, III, P.E., LEED AP  
President



**Ross & Baruzzini****STANDARD HOURLY RATES****As of January 1, 2018  
Good through December 31, 2018**

<i>Classification</i>	<i>Rates</i>
Senior Project Principal	\$275.00
Project Principal	\$245.00
Senior Project Manager	\$180.00
Project Manager	\$160.00
Commissioning Authority	\$160.00
Senior Engineer	\$145.00
Construction Engineer	\$135.00
Project Engineer	\$130.00
Engineer	\$125.00
Commissioning Agent	\$120.00
Senior Designer	\$100.00
Commissioning Field Engineer	\$85.00
Designer	\$85.00
Senior Project Coordinator	\$85.00
Technician	\$65.00
Project Coordinator	\$65.00
Intern	\$50.00



## **HOURLY RATES SCHEDULE – 2018**

Principal	\$175.00 per hour
Project Manager	\$150.00 per hour
Project Architect	\$130.00 per hour
Architect II	\$115.00 per hour
Architect I	\$105.00 per hour
Intern Architect IV	\$105.00 per hour
Intern Architect III	\$ 95.00 per hour
Intern Architect II	\$ 90.00 per hour
Intern Architect I	\$ 85.00 per hour
Project Interior Designer	\$105.00 per hour
Interior Designer II	\$ 85.00 per hour
Interior Designer I	\$ 75.00 per hour
Digital Technician/Illustrator	\$100.00 per hour
Project Administrator	\$ 75.00 per hour
Administrative Support	\$ 65.00 per hour
Undergraduate Students	\$ 55.00 per hour

Page 8  
Mr. Karl Schneider  
Truman State University  
July 5, 2018



## RATE SCHEDULE / 2018

### PROFESSIONAL SERVICES

<b>Classification</b>	<b>Hourly Rates</b>
Principal / Project Manager	\$120 to 150
Engineer III	\$105 to 120
Engineer II	\$95 to 105
Engineer I	\$85 to 95
Cadd III	\$70 to 85
Cadd II	\$65 to 70
Cadd I	\$55 to 65
Clerical Staff	\$35 to 50

### REIMBURSABLE EXPENSES

<b>Classification</b>	<b>Rates</b>
Travel / Auto	\$0.545 per mile
Travel / Other	1.0 x direct cost
Mailing / Postage and Handling	1.0 x direct cost
Courier Delivery	1.0 x direct cost
Long Distance Telephone / Fax	1.0 x direct cost
Outside Reproduction	1.0 x direct cost

#### In-House Printing / Plotting:

8.5" x 11" .....	\$0.12 / Sheet
24" x 36" .....	\$1.80 / Sheet
30" x 42" .....	\$2.00 / Sheet
36" x 48" .....	\$2.50 / Sheet

**ST. LOUIS**

6 South Old Orchard  
St. Louis, Missouri USA

+1 314.918.8383

rossbar.com

## **ITEM I.5**

### **Architectural Services – Roofing and Masonry Project**

#### **DESCRIPTION AND BACKGROUND**

Violette Hall is a structure with both sloped roofs with traditional shingles and a flat roof with a rubber membrane. Due to the age of the roofing materials, it is necessary to replace these roofs.

There is also a need to perform masonry repairs at the Student Recreation Center. The work involves replacing some deteriorated bricks and stonework as well as repairing expansion joints.

The procedure for state agencies seeking architectural engineering or land surveying services is outlined in statute. It involves a review of qualifications of firms on file or those which have submitted qualifications for a proposed project. In evaluating the qualifications, the following criteria are used:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; and
4. The firm's proximity to and familiarity with the area in which the project is located.

Based on a review of credentials on file and previous work performed at Truman, a selection committee including representatives from Campus Planning and Physical Plant recommends that Wm. B. Ittner from St. Louis, Missouri, be selected for the project. This firm has successfully completed several similar projects on campus. A copy of their proposal is attached.

Funding for this project will come from the Plant Fund and will be allocated to Education and General and the Student Recreation Center based on the actual cost of construction. Project approval is requested at this time to allow bidding early in 2019 to obtain competitive pricing before contractors become scheduled for the summer construction period.

#### **RECOMMENDED ACTION**

BE IT RESOLVED that the proposal from Wm. B. Ittner to provide architectural services for the Roofing and Masonry Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

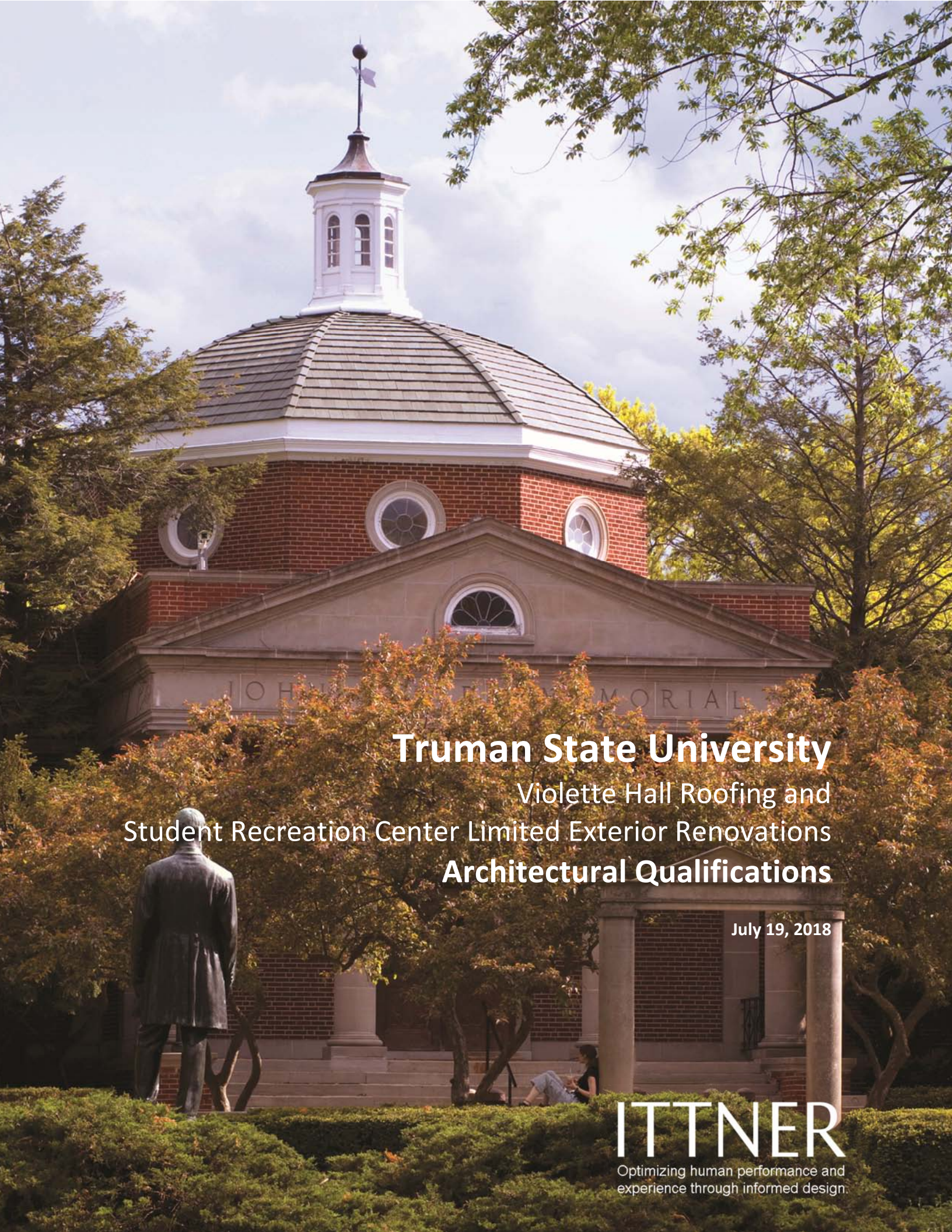
BE IT FURTHER RESOLVED that a copy of the proposal be attached to and made a part of the minutes for this meeting.

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

**ATTACHMENT**

Proposal Summary





**Truman State University**  
Violette Hall Roofing and  
Student Recreation Center Limited Exterior Renovations  
**Architectural Qualifications**

July 19, 2018

**ITTNER**  
Optimizing human performance and  
experience through informed design.



July 19, 2018

Mr. Mark Schultz, AIA, CSI  
Campus Planning Office, McClain Hall  
Truman State University  
100 East Normal  
Kirksville, Missouri 63501

RE: **Architectural Qualifications**  
Violette Hall Roofing and Student Recreation Center  
Limited Exterior Renovations

Dear Mark:

Enclosed are Ittner's general qualifications proposal for Truman State University's upcoming renovation projects at Violette Hall for roofing and the Student Recreation Center limited exterior renovations.

We have extensive experience on your campus, having completed renovation work on more than ten buildings since 2010, and look forward to continuing our relationship with Truman State.

Sincerely,  
**Wm. B. Ittner, Inc.**



Todd Powers, AIA  
Vice President

tpowers@ittnerarchitects.com  
314.421.3542 x 226  
Cell: 314.952.8597

Optimizing human performance  
and experience through  
informed design.

Wm. B. Ittner, Inc.  
611 N. Tenth Street, Suite 200  
St. Louis, Missouri 63101  
314.421.3542

333 Salem Place, Suite 110  
Fairview Heights, Illinois 62208  
618.624.2080



## TABLE OF CONTENTS

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Innovative Designs for Truman State	Pages 4 – 8
Seasoned Partners, Experts in their Fields	Pages 9-11



we are ITTNER  
**optimizing human performance &  
 experience through informed design**

**CONTACT INFORMATION**

Todd Powers, AIA, Vice President  
 Project Manager  
 Ittner Architects  
 611 N. Tenth Street, Suite 200  
 St. Louis, Missouri 63101  
  
 tpowers@ittnerarchitects.com  
 314.421.3542 x 226  
 Cell: 314.952.8597

**TYPE OF FIRM**

Type of Organization  
 Privately held Corporation  
  
 Percentage of Work Dedicated to  
 Architecture: Over 98%  
  
 Offices & Licenses  
 Missouri & Illinois  
  
 Projects Completed  
 Over 4,800 since 1899

**COMMITMENT TO TRUMAN STATE UNIVERSITY**

At Ittner, education is our only focus. We believe that in order to deliver the best results you must focus your entire efforts at understanding education from the University’s perspective. As a result of our commitment, Universities receive a wealth of experience and diversity of expertise ranging from campus maintenance programs, updating campus plans, performing arts, science, sports, housing and more. **Our commitment has created lasting relationships based upon continuous performance and value.**  
  
 We believe that a **long term working relationship provides** each of our University clients with the best service and results. Our ‘hands-on approach’ to taking a forensics approach to problem solving has resulted in a cost-effective approach in solving the real problems with a long-lasting solution.



**innovative design options for campus maintenance projects**

**LONG-TERM RELATIONSHIP**

Through our extensive experience completing campus master plans, feasibility studies, renovations, and new buildings, Ittner has developed a reputation as leaders in designing higher education facilities. Communication is the key and we work closely with our clients, developing new and innovative ideas such as funding opportunities, LEED, sustainable design, interior design, college or university branding, and teachable buildings. We design spaces that promote learning, self-expression, sense of community, and overall enhancing the student’s learning and living environments on campus.

Ittner has been working with Truman State University for the past 8 years in the ongoing repair of the exteriors of facilities having architectural significance campus wide.

**PAST PERFORMANCE**

Since October 15, 2010 Ittner has been awarded annual contracts to accomplish the following work:

- Student Union: Exterior masonry (stone and brick) repairs, renovated the HVAC system and associated interior repairs, and roof replacement
- Pickler Memorial Library: Roof, window and skylight replacement in phases over 3-year period and exterior masonry repairs
- Baldwin Hall: Exterior masonry repairs and roof replacement
- Pershing Hall: Roof replacement
- Violette Hall: Roof and gutter repairs
- Kirk Memorial Hall: Roof and cupola replacement, interior water damage repairs, new insulation and attic ventilation system.
- McClain Hall: Exterior masonry repairs, roof replacement and repairs to equipment awnings
- Magruder Hall: Roof replacement
- Missouri Hall: Exterior masonry repairs and window vent replacement
- Student Recreation Center: Roof replacement
- Ophelia Parrish Fine Arts Center: Roof screen wall/snow guard plus fixed acoustical problems in Instrumental and Choral Rooms
- Blanton-Nason-Brewer (BNB) Hall: Roof and Window Replacement





**maintaining your investment,  
campus maintenance, every detail  
matters**

**MAXIMIZING DESIGN OPPORTUNITIES**

Since 2010, Ittner has been tasked with the on-going challenge of maintaining the University's aging buildings. More than ten buildings have been restored; many involving correcting repairs that had caused additional damage. Returning the exterior appearance of these historic buildings was important to the University. For example, the dome roof of the University's iconic Kirk Memorial had severe moisture damage from a sealed plenum when it was constructed, trapping heat and moisture in the plaster ceiling and wood structure creating rot and mold issues. The repairs included insulating the plaster ceilings and ventilating the attic space by introducing brick vents at the perimeter and then rebuilding a new cupola to exhaust the top of the dome.

**SENSITIVITY TO EXISTING ENVIRONMENTAL FEATURES**

Many of the projects undertaken dealt with improving indoor air quality. Stopping water leaks in windows, skylights, doors, through walls and removing mold damaged finishes was typical for many of the buildings. Large fans were introduced in the skylight areas of Pickler Library, dramatically improving the comfort in that building. A long-term sound problem in Instrumental and Choral Rooms of the Ophelia Parrish Fine Arts Center was successfully corrected through the introduction of acoustical panels that were carefully integrated into the existing building.

**APPROACH TO MAXIMIZE ENERGY CONSERVATION OPPORTUNITIES**

The goal of virtually every project was to improve the building envelope, often adding insulation to roofs, replacing doors and windows, and stopping air infiltration leaks, all with minimal change to the charm of the building.

**COMPREHENSION OF CLIENT NEEDS AND OBJECTIVES**

- ✓ Budget Sensitivity
- ✓ Energy conservation
- ✓ Sensitive Design Considerations
- ✓ Phased Repairs on an Occupied Campus

Before



After





Before



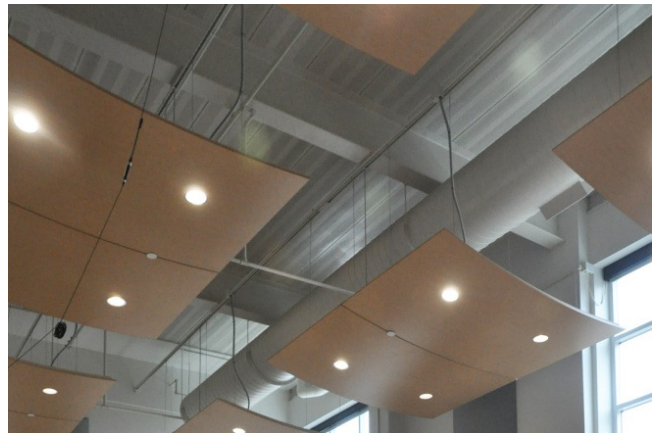
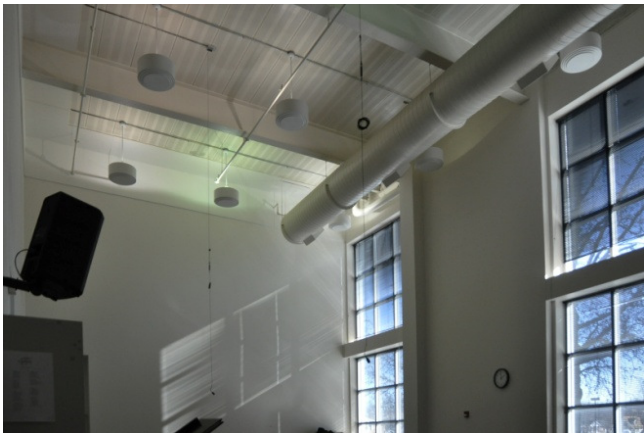
After



Before



After







**placing a high emphasis on getting the details done right**

**SEASONED PARTNERS, EXPERTS IN THEIR FIELDS**

Ittner listens, to accurately interpret and anticipate client needs while leveraging the insights gained from recent projects and a century of experience.

Ittner continues to earn respect from the communities and clients it serves because of its collaborative approach – an approach that follows an engaging process of interpreting needs, developing unique insights and, creating ideas that best answer the requirements of your project.

**AN EXPERT RESOURCE**

Our team of experts use a variety of tools to convey your vision into reality, developing options and exploring all possibilities.

**INTRODUCING OUR TEAM**

The solutions we bring and the trends that we set are direct result of the close partnership we have with our clients. It is your vision that begins our dialogue where together we achieve what neither can do alone. Our clients have all had experience with other architectural firms prior to working with Ittner. We are experts in education and deliver what we promise





From site preparation to building completion, Todd is hands-on and provides single-point responsibility as the Senior Project Manager as he has for other Universities and prominent clients. Todd is also a board member on the City of Sunset Hills Planning & Zoning Commission and works on issues important to the profession and public.

**VICE PRESIDENT/PROJECT MANAGER**  
**TODD POWERS, AIA**

**EDUCATION**

Bachelor of Architecture - Cum Laude,  
Kansas State University  
Graduate Seminar - Japan, Kyoto University

**EXPERIENCE**                      **WITH ITTNER**  
28 years                              19 years

**CONTACT**

314.421.3542 x226  
tpowers@ittnerarchitects.com

**Selected Project Experience**

**Truman State University**, Kirksville, Missouri  
Student Union: Exterior masonry (stone and brick) repairs, renovated the HVAC system and associated interior repairs, and roof replacement  
Pickler Memorial Library: Roof, window and skylight replacement in phases over 3-year period and exterior masonry repairs  
Baldwin Hall: Exterior masonry repairs and roof replacement  
Pershing Hall: Roof replacement  
Violette Hall: Roof and gutter repairs  
Kirk Memorial Hall: Roof and cupola replacement, interior water damage repairs, new insulation and attic ventilation system.  
McClain Hall: Exterior masonry repairs, roof replacement and repairs to equipment awnings  
Magruder Hall: Roof replacement  
Missouri Hall: Exterior masonry repairs and window vent replacement  
Student Recreation Center: Roof replacement  
Ophelia Parrish Fine Arts Center: Roof screen wall/snow guard plus fixed acoustical problems in Instrumental and Choral Rooms  
Blanton-Nason-Brewer (BNB) Hall: Roof and Window Replacement

**REGISTRATION**

Registered Architect Missouri & Illinois  
NCARB Certified

**PROFESSIONAL AFFILIATIONS**

American Institute of Architects  
Construction Specification Institute  
Society for College & University Planning

Todd has been an AIA CES Registered provider and has offered classes to the project management staff at several universities.

**Todd's wide range of experience in all stages of design and construction will prove to be a valuable asset to your project from start to finish. His technical ability and personality enable him to work well not only with the owner, but also with the consulting staff and contractors.**

**Southern Illinois University Carbondale**, Carbondale, Illinois  
Agricultural Building Reroofing, Green Roof

**Missouri S&T**, Rolla, Missouri  
Castleman Hall Reroofing

**University of Missouri, St. Louis**, Missouri  
Campus Maintenance, Task Orders

**Southern Illinois University Edwardsville**, Edwardsville, Illinois  
Campus-wide Window Replacement and Renovations  
Reroofing of 7 Facilities: Rendleman Hall  
Dunham Hall, Founders Hall, Alumni Hall  
Vadalabene Center, Support Services Building  
200 University Park

**Greenville University**, Greenville, Illinois  
New Entrepreneurship Grant Application and Center

**St. Louis Community College**, St. Louis, Missouri  
Technical Specifications for the New College  
Campus in Wildwood – Gold LEED Certification



Greg is very detail oriented and capable of executing the many responsibilities necessary for each given project. His technical abilities and communication skills are something our team and clients can rely upon. Greg is involved in projects from programming through design and the construction phase.

**PROJECT ARCHITECT**

**GREG HIELSBERG, ARCHITECT (MO)**

**EDUCATION**

University of Illinois at Urbana-Champaign  
Master of Architectural Design

Southern Illinois University at Carbondale  
Bachelor of Architectural Studies

**EXPERIENCE**

11 years

**CONTACT**

314.421.3542 x212  
gregh@ittnerarchitects.com

**REGISTRATION**

Missouri Architect  
NCARB Certified  
Pursuing Illinois License

**PROFESSIONAL AFFILIATIONS**

Society for College & University  
Planning  
USGBC, US Green Building Council

**Greg understands the architectural requirements of educational projects. As an exceptional visionary, Greg's involvement on projects often result in designs that go beyond the expected – and designs that meet the needs of the clients and the students it serves.**

**Selected Project Experience**

Truman State University  
Southwestern Illinois College  
Columbia College  
Logan University  
Holy Trinity Church  
St. Louis Archdioceses

Lindbergh Schools  
Steelville School District  
Fort Zumwalt School District  
Pattonville School District  
Poplar Bluff Public Schools  
Hancock School District  
Marshall School District

Belleville 118  
Southwestern CUSD 9  
Mahomet -Seymour  
\*O'Fallon THSD 203

**Additional Experience**

\*Hazelwood School District  
\*Fox School District  
\*Northwest School District

\*denotes projects completed with other firms

# ITTNER

Optimizing human performance and  
experience through informed design.

# Proposal

## Violette Hall Roofing and Student Recreation Center Limited Exterior Renovations

### Truman State University

July 19, 2018

#### Project Description:

The general architectural scope of the project is to address the following in two parts: Part One - evaluate the existing building envelopes; make recommendations for corrective actions including establishing budgets; prepare the design documents needed to obtain competitive bids; assist in the bid and negotiation process; and, Part Two - provide construction phase services for both general administration (in-office) and field observation activities.

The following specific scope of work will be designed for **Violette Hall**:

1. The existing shingle roofing will be replaced, along with damaged flashings, and deteriorated deck boards. Depending on how the attic is constructed, improving attic ventilation with a continuous ridge vent (high), and new dormer style vents (low) and increasing the depth of roof insulation in the existing attic may also be considered.
2. Existing EPDM membrane roof areas will also be replaced, including flashings, accessories, and deteriorated decking; and potentially increasing the slope and depth of roof insulation to comply with the current building and energy code requirements.

The following specific scope of work will be designed for the **Student Recreation Center**:

1. A number of building movement joints and elements in the existing façade (control joints, brick shelf, etc.) require repairs. Additionally, all stone to brick, and other stone joints need to be repointed with sealant.
2. Any other façade miscellaneous repairs identified will also be performed, including damaged masonry repair and brick replacement, and exposed steel lintels to be cleaned, primed and repainted.

#### Scope of Services:

Ittner will provide the overall project management and architectural services for these projects. No engineering services are anticipated. Environmental services shall be provided by the University's environmental consultant.

##### I. **Part One – Assessment, Design, and Bidding Services**

The following services are included in this phase:

- A. **Review of Existing Documents:**  
Ittner will scan and digitize available record drawings to create CAD backgrounds. Additional detailed information will be gathered in the field to understand the building envelope and to document the exterior elevations.
- B. **Field Investigation Process:**  
After reviewing the above information, a detailed work plan will be finalized to guide the field observation team to conduct a thorough, yet efficient investigation. The work plan will detail the requirements for a general visual investigation and documentation of the building.
- C. Due to the straightforward scope of this project, we will develop the construction documents for the corrective measures in one Construction Document stage, omitting the traditional Schematic Design and Design Development phases. Our design process will include an estimate of the probable construction cost and a project schedule.

# Proposal

## Violette Hall Roofing and Student Recreation Center Limited Exterior Renovations

### Truman State University

July 19, 2018

- D. We will assist the University throughout the competitive bidding process and subsequent contractor negotiations. Our services shall include:
- Prepare the bid advertisements. Arrange for the printing and handle the distribution to bidders. The cost of printing and mailing shall be a reimbursable expense.
  - Answer bidder questions, prepare and issue addenda to all plan holders as needed.
  - Review product substitution requests.
  - Conduct the pre-bid meeting and the bid opening meeting.
  - Review the bids and make recommendations for award to the University.

#### II. **Part Two – Construction Services**

The scope of services for this type of work requires that compensation for construction services be provided in the following two categories.

- A. **Category #1 – General Administration.** The following services are included in Category #1 – General Administration services.
- Answer questions of contractors and prepare/issue Clarifications, Change Proposal Requests, Construction Change Directives and/or Change Orders.
  - Review Shop Drawings.
  - When the Contractor notifies Ittner that the project is ready for the punchlist to be prepared, Ittner will inspect the project with the University in attendance. Ittner will provide a single punchlist and will be make two return trips to confirm that deficiencies noted in the punchlist have been corrected. Additional punchlists and return trips will be considered additional services.
- B. **Category #2 - Field Observations.** While field observations services for new construction are relatively predictable, the nature of renovation work to correct concealed deficiencies makes it impossible to predict the field time that will be required. We anticipate visiting the site at least weekly during the construction to assess contractor's compliance with contract documents and to resolve issues that are discovered during the renovation. However, our experience tells us that unforeseen construction deviations are often discovered in this particular type of renovation that will require additional unplanned trips to develop timely and appropriate solutions. Therefore, the fee for field observation services is not included in the lump sum fee for Category #1 – General Administration. We recommend that at a minimum, weekly field visits be budgeted for the construction phase, plus reimbursable expenses.

## **Proposal**

### **Violette Hall Roofing and Student Recreation Center Limited Exterior Renovations**

### **Truman State University**

July 19, 2018

#### **Schedule:**

We will commence upon notice to proceed following the August 2018 meeting of the Board of Governors, and complete work as follows:

#### **I. Part One – Assessment, Design, and Bidding Services Milestones:**

- A. Assessment and Design Completion – not later than November 30, 2018
- B. Bidding – December 17, 2018 – January 17, 2019
- C. Contract Award – February 9, 2019 Board of Governors Meeting

#### **II. Part Two – Construction Services Milestones:**

- A. Category #1 General Administration – Commence upon notice to proceed to the Contractor, shop drawing review and approval to facilitate material delivery on campus by the end of the spring term in early May 2019.
- B. Category #2 Field Observations – On or about May 13, 2019 thru about August 2, 2019.

#### **Compensation:**

Compensation for the **Violette Hall Roofing and Student Recreation Center Limited Exterior Renovations** shall be in accordance with Attachment A – Compensation Analysis, plus reimbursable expenses.

**Compensation Analysis**

**Violette Hall Roofing and Student Recreation Center Limited Exterior Renovations**

**Truman State University**



Date: July 19, 2018

Task Description	Manhour Budget	Billing Rate (avg)	Detail Subtotal	Grand Totals
<b>I. Assessment, Design &amp; Bidding Phase Services</b>				
A. Ittner in-house services:				
1. Project Management/administration	24			
2. Field verify As-Built conditions (2 staff, 1.5 days)	24			
3. Draft CAD backgrounds based on record drawings (SRC only)	4			
4. Drawings				
a. Violette Hall				
i. Roof Plan	24			
ii. Details	16			
b. Student Recreation Center				
i. Elevations	24			
ii. Details	16			
5. Project specifications	40			
6. Estimate of Probable Construction Costs	4			
7. Quality checking	4			
8. Coordination meetings w/ University (2 staff, 1 meeting)	24			
9. Bid Printing and Distribution	4			
10. Answer questions and issue Addenda	16			
11. Prebid Conf., prep agenda and minutes (1 staff, 1 meeting)	12			
12. Attend Bid Opening and prepare Tabulation (1 staff, 1 trip)	12			
13. Evaluate bids & recommend award	8			
Ittner labor cost for Assessment, Design & Bidding:	256	x \$ 155 =	\$ 39,680	
Total Labor Cost for Assessment, Design & Bidding Phase:			\$ 39,680	\$ 39,680
<b>II. Construction Phase services (Category #1 - only):</b>				
A. Ittner in-house services:				
1. Shop Drawings, RFIs & Change Orders	24			
2. Develop and distribute punchlist (1 staff, 1 trip)	16			
3. Project Admin/Pay Apps/Project closeout	12			
Ittner labor cost for Construction Phase:	52	x \$ 135 =	\$ 7,020	
Labor Cost for Construction Phase (Category #1 only):			\$ 7,020	\$ 7,020
<b>Grand Total Lump Sum Fee, excluding reimbursable expenses:</b>				<b>\$ 46,700</b>

## **ITEM L.6**

### **Architectural Services – Sesquicentennial Plaza/Fountain Project**

#### **DESCRIPTION AND BACKGROUND**

In 2015, the segment of the brick mall from McClain Hall to the Student Union Building was replaced. The final phase involves replacing the bricks and fountain in front of the Student Union Building and the patio area south of the building entrance. This will create the Sesquicentennial Plaza area where personalized bricks and pavers purchased by donors will be located.

The procedure for state agencies seeking architectural engineering or land surveying services is outlined in statute. It involves a review of qualifications of firms on file or those which have submitted qualifications for a proposed project. In evaluating the qualifications, the following criteria are used:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; and
4. The firm's proximity to and familiarity with the area in which the project is located.

Based on a review of credentials on file and previous work performed at Truman, a selection committee including representatives from Campus Planning and Physical Plant recommends that Hitchcock and Associates from Chicago, Illinois, be selected for the project. This firm designed the first phase of the plaza and has extensive experience with similar projects at multiple institutions. A copy of their proposal is attached.

Funding for this project will come from the Sesquicentennial Plaza Campaign. Project approval is requested at this time due to the lead time for materials and the desire to begin work in mid-May 2019.

#### **RECOMMENDED ACTION**

BE IT RESOLVED that the proposal from Hitchcock and Associates to provide architectural services for the Sesquicentennial Plaza/Fountain Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

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



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

**ATTACHMENT**

Proposal Summary



August 2, 2018

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

## RE: Pedestrian Mall Reconstruction, Phase 2

Dear Mark,

Thank you for asking Hitchcock Design Group (HDG) to submit this proposal regarding Phase 2 of your Pedestrian Mall reconstruction project! We appreciate the opportunity to continue our relationship with you and your colleagues at Truman State University.

### PROJECT UNDERSTANDING

We understand that Truman State University (TSU) is seeking to address several issues related to the existing pedestrian walkway extending between the south end of Phase 1 (approximately at the southwest corner of Pickler Memorial Library) and the southeast corner of the Student Union. These include replacing and relocating the existing fountain with a zero depth interactive water feature and re grading the fountain plaza to remove the steps into the Student Union. Site design elements and features used in Phase 1 will serve as the template for Phase 2 improvements. These include the pavement section and paver type; stormwater management across and through the paving; bicycle circulation and parking; pedestrian circulation and seating; site walls, steps and ramps; lighting; and new planting plans. The construction budget is \$1,000,000. The design and documentation team will be led by HDG and will include **Anderson Engineering** (surveying, civil engineering, structural engineering), **McClure Engineering** (electrical, plumbing engineering), and **Fountain Technologies** (water feature design).

### SCOPE OF SERVICES

In order to meet your objectives, we propose a three phased process that is summarized below and described in greater detail in the attached Scope of Services.

First, during Preliminary Design, we will prepare a site survey and a concise Site Program that summarizes the existing resources and stakeholder interests. Then we will prepare Alternative Improvement Concepts and corresponding Construction Cost Opinions that identify the scale, character, complexity and potential construction cost of the proposed hardscape, pedestrian and landscape improvements. We will then review each with you.

Once the scope, character and budget have been established for the project, we will prepare Design Development Plans that illustrate the hardscape, pedestrian and landscape improvements, and Construction Documents, including drawings and specifications, which will be used to competitively bid and construct the approved improvements.

Finally, during Construction, our team will provide Construction Administration, Observation and Contract Close out services that will help you administer your contract with the General Contractor.

This proposal understands that you and / or other members of the TSU staff will be involved with some of the construction observation duties and may request members of the HDG Team to visit the site, if needed, beyond what is described in the Scope, at the agreed upon hourly rates.

As shown on Exhibit "A" Project Limits, this proposal incorporates Project 2A as the focus of the \$1M project. Projects 2B and 2C will be studied during Schematic Design and, if it looks feasible relative to budget, will be documented in DD and CD, possibly as Add Alternates.

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Chicago, Illinois 60606  
312.634.2100

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**FEES**

The HDG Team will provide the Professional services as described in the Scope as follows:

Pre Design (including survey)	\$9,950
Schematic Design	\$19,750
Design Development	\$42,000
Contract Documentation	\$48,000
Bidding and Negotiation	\$6,250
Construction Phase Services	<u>\$29,750</u>
<b>Total</b>	<b>\$155,700</b>

Additional reimbursable expenses allowance \$5,000  
 (Includes travel, lodging, printing, postage and delivery:  
 Reimbursable expenses will be invoiced at cost plus 5%.

**PROJECT TEAM**

As the team leader for Phase 2, I will be the project manager and lead designer. I will be responsible for routine project communications with you and rest of the project team. Other Hitchcock Design Group staff members will participate as needed to advance the work.

**John Huss** and **Tom Wooten** of Anderson Engineering will lead their team of surveyors, civil engineers, and structural engineers. As key members of the Phase 1 Mall team, they have years of experience working on the TSU campus.

**Peter McDonnell** and **Matt Meyers** of McClure Engineering will provide the electrical engineering services. Their experience – including Phase 1 of the Mall – with TSU’s electrical systems, standards, and preferences will be a valuable asset to the success of this project.

**Bob Watson** and **Justin Hauad** of Fountain Technologies will provide the water feature design services. Their experience with designing fountains for institutions throughout the Midwest gives them the background needed to design a successful water feature. Their firm also offers fabrication and installation services for the fountain components which –if contracted for through the General Contractor –will give TSU a single point of contact for commissioning and trouble shooting as well as consulting on on going maintenance.

**SCHEDULE**

We understand that TSU would like to have project construction begin in May 2019. The HDG Team will begin the project immediately upon your Notice to Proceed and will target having bid documents ready for bid by April 2019.

Thank you, again, for the opportunity to participate on Phase 2 of this important project.

Sincerely,  
**Hitchcock Design Group**

Craig Farnsworth, PLA, ASLA  
 Principal

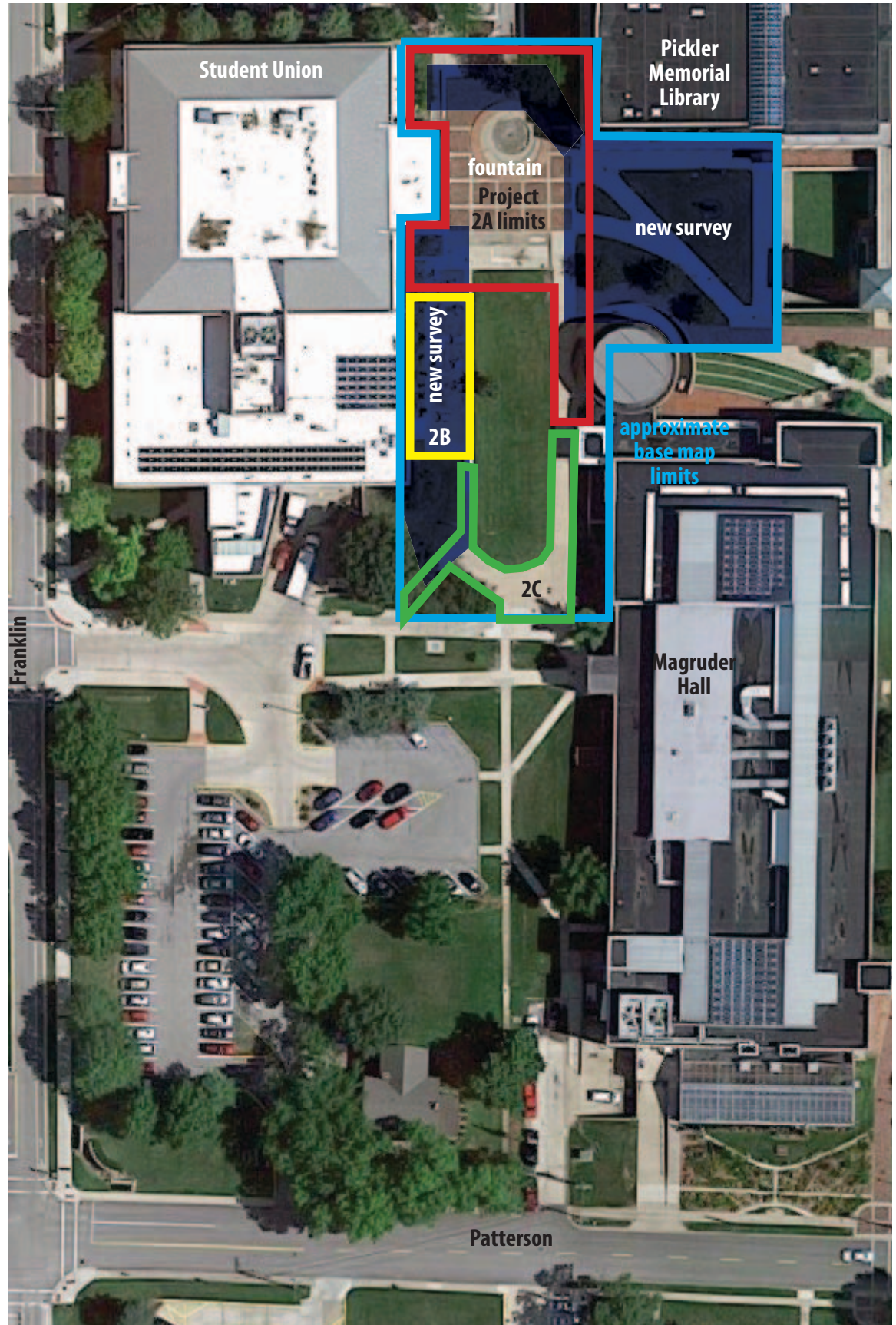
- Encl: Exhibit "A" Project Limits
- Exhibit "B" Scope of Services
- Exhibit "C" Schedule
- Exhibit "D" Standard Billing Rates



## Exhibit "A"

### Truman State University Pedestrian Mall Reconstruction: Phase 2 Project Limits

Note:  
Project 2A will be the primary focus area. Projects 2B and 2C will be studied in SD and included in DD/CD if construction budget allows.







## Scope of Services (Exhibit "B")

### PRELIMINARY DESIGN SERVICES

#### A. Research, Analysis and Programming

*Objective:* Confirm the characteristics of the existing resources, owner / users and stakeholders and produce new maps and a program summary that will be the basis for the design of site and landscape improvements on the campus of Truman State University (TSU) between the south end of Phase 1 improvements (approximately at the south end of Pickler Memorial Library) and the west entry to Magruder Hall (see attached Exhibit "A").

*Process:* Specifically, the HDG team will:

1. (On site: Mtg. #1) Conduct a kick off meeting with TSU representatives and the HDG team confirming:
  - a. Project area
  - b. Goals and objectives
  - c. Project team structure and responsibilities
  - d. Budgets
  - e. Communications protocol
  - f. Decision making process
  - g. Tentative schedule
  - h. Invoicing and payment
  - i. Other administrative considerations
2. Identify operational practices, campus standards, development plans and construction procedures by interviewing representatives of appropriate stakeholder groups including:
  - a. TSU Campus planning, campus security, Student Union staff, and campus maintenance
3. Collect from TSU readily available existing data for the project area and the immediate surroundings including:
  - a. Topographic and utility surveys
  - b. Environmental reports
  - c. Geo technical reports
  - d. Archival photography
  - e. Boundaries, property ownership and easements
  - f. Pending improvement plans, as built, and original design documents
  - g. Utility atlases
4. Observe and photograph the project area and immediate surroundings to identify readily apparent physical conditions and patterns of use.
5. Prepare a new **Topographic Survey** (see attached Exhibit "A" for limits), based on the English system and provided in AutoCAD format, establishing horizontal and vertical controls and locating natural features and manmade improvements including:
  - a. Benchmarks visible from project area
  - b. Contours at one foot intervals
  - c. Spot grades at changes in elevation or material, at object corners, and where otherwise necessary
  - d. Trees with approximate limits of branching canopy
  - e. Underground water, storm and sanitary utilities including size, type, structures, grates and inverts
  - f. Underground mechanical components and utilities related to the existing fountain



- g. Above- and below ground power and communication utilities
  - h. Buildings (including doors, windows, walls, columns) and other structures
  - i. Curbs, walks, stairs, roadways, drives, pavement banding/patterns, and lights
  - j. Field review of survey for accuracy double check
  - k. Will be coordinated with "One Call" utility location services
6. Using the inventoried data and the new survey, prepare **Base Maps** at appropriate scales.
  7. Prepare and submit a concise **Site and Landscape Improvements Program Memo** that summarizes the research and analyzes its impact on the proposed schematic design improvements including:
    - a. Goal and objectives
    - b. Stakeholder interests
    - c. Budget (construction costs)
    - d. Preliminary Schedule (design, bid, construct)
  8. (Conference call: Mtg. #2) Review the Site and Landscape Improvements Program Summary.

**Deliverables:** **Topographic Survey** (ACAD format); **Base Maps** (ACAD and PDF formats); **Site and Landscape Improvements Program Memo** (PDF file)

## **B. Schematic Design**

*Objective:* Reach consensus with TSU on the type, location, organization, scale, character and potential cost of site and landscape improvements on the Pedestrian Mall.

*Process:* Specifically, following your approval of the Site and Landscape Improvements Program Summary, the HDG team will:

1. Prepare **Alternative Concepts** including appropriate plan views, sections, elevations, images of comparable elements, and other graphic images to illustrate the location and organization of the proposed improvements including:
  - a. Grading, drainage, stormwater management
  - b. Water, gas, steam, sanitary sewer utilities
  - c. Electric power supply, control, distribution
  - d. Lighting
  - e. Interactive water feature
  - f. Walks, plazas and other pedestrian surfaces
  - g. Walls, steps and ramps
  - h. Trees, shrubs, perennials and turf
  - i. Site furnishings (e.g. benches, tables, chairs, bike racks, trash / recycling containers)
2. (Conference call: Mtg. #3) Review the alternative concepts with TSU representatives and HDG Team members to select a **Preferred Alternative**.
3. Refine the preferred alternative giving increasing emphasis to scale and character.
4. Prepare a **Preliminary Construction Cost Opinion** using recognized systems costs.
5. Update the **Preliminary Schedule**.
6. (Conference call: Mtg. #4) Review the refined preferred alternative, preliminary construction cost opinion, and updated schedule with TSU representatives and HDG only.
7. Refine the schematic design recommendations, as required.



8. Prepare a concise **Schematic Design Exhibit** including appropriate graphics, text and data summarizing:
  - a. Site and Landscape Improvement Program
  - b. Preferred alternative showing recommended site and landscape improvements
  - c. Preliminary construction cost opinion
  - d. Preliminary implementation schedule
9. (Conference call: Mtg. #5) Review the Schematic Design Exhibit with TSU representatives and HDG only.

*Deliverables:* **Alternative Concepts** (PDF file); **Preferred Alternative** (PDF file); **Preliminary Construction Cost Opinion** (PDF file); **Preliminary Schedule** (PDF file); **Schematic Design Exhibit** (PDF file)

## FINAL DESIGN SERVICES

### A. Design Development

*Objective:* Reach consensus with TSU on the final design, probable cost and construction strategy for the proposed site and landscape improvements on the Pedestrian Mall.

*Process:* Specifically, based on the approved Schematic Design Report, the HDG team will:

1. Prepare **Design Development Documents** to finalize the size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for these proposed improvements:
  - a. Erosion and sediment control
  - b. Grading, drainage, storm water management
  - c. Water, gas, steam, sanitary sewer utilities
  - d. Electric power supply, control, distribution
  - e. Lighting
  - f. Interactive water feature
  - g. Walks, plazas and other pedestrian surfaces
  - h. Walls, steps and ramps
  - i. Trees, shrubs, perennials and turf
  - j. Site furnishings (e.g. benches, tables, chairs, bike racks, trash / recycling containers)
2. Collect and review **Product Data** and **Material Samples** for possible improvements.
3. Update and submit the **Construction Cost Opinion** and **Schedule**.
4. (On site: Mtg. #6) Review the drawings, specifications, product data and material samples with TSU representatives and HDG Team members.
5. Refine the drawings and supporting materials as may be required.
6. (Conference call: Mtg. #7) Review the revised documents with TSU representatives and HDG Team members.

*Deliverables:* **Design Development Documents** (ACAD files and PDF files); **Product Data** and **Material Samples** (PDF files); **Construction Cost Opinion** and **Schedule** (PDF files)



## **B. Construction Documents**

*Objective:* Produce the final Construction Drawings and written Project Specifications that will be used by others to competitively bid and construct the specified improvements.

*Process:* Specifically, based on the approved Design Development documents, the HDG team will:

1. Produce **Construction Documents** (drawings and specifications) that will be used to bid and construct the improvements including:
  - a. Project identification and general information
  - b. Notes, index and standards
  - c. Alignment, ties and bench marks
  - d. Demolition
  - e. Erosion and sedimentation control
  - f. Grading, drainage, stormwater management
  - g. Water, gas, steam, sanitary sewer utilities
  - h. Erosion and sediment control
  - i. Electric power supply, control, distribution
  - j. Lighting
  - k. Interactive water feature
  - l. Walks, plazas and other pedestrian surfaces
  - m. Walls, steps and ramps
  - n. Trees, shrubs, perennials and turf
  - o. Site furnishings (e.g. benches, tables, chairs, bike racks, trash / recycling containers)
  - p. Other details as necessary
2. Update and submit the **Construction Cost Opinion and Schedule**.
3. (Conference call: Mtg. #8) Review the documents with TSU representatives and HDG Team members.
4. Make minor revisions as may be required.

*Deliverables:* **Construction Drawings** (ACAD files); **Project Specifications, Construction Cost Opinion and Schedule** (PDF files).

## **C. Bidding and Negotiation**

*Objective:* Help select and engage a qualified Contractor to construct the improvements.

*Process:* Following approval of the Construction Documents, the HDG team will:

1. Help coordinate the printing of the Construction Documents for bidding.
2. (On-site: Mtg. #9) Conduct a pre bid meeting for interested bidders and issue a written **Pre-bid Meeting Summary** to all participants.
3. Answer questions and issue written **Bid Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents.
4. Prepare and help coordinate the printing of "**For Construction**" Documents based on the outcome of the bidding process.
5. Prepare and submit the **Owner / Contractor Agreement** to the Owner and selected bidder.

*Deliverables:* **Pre-bid Meeting Summary** (PDF file); **Bid Addenda** (PDF file); "**For Construction**" Documents (PDF file); **Owner / Contractor Agreement**





## CONSTRUCTION SERVICES

### A. Administration

*Objective:* Until final acceptance of completed Work, or until 60 days after the Certificate of Substantial Completion is issued, whichever occurs first, help the Owner interpret and administer the Contract Documents (both the Owner/Contractor Agreement and the Construction Documents) with the Contractor.

*Process:* Specifically, following the execution of the Owner/Contractor Agreement, the HDG team will:

1. (On-site: Mtg. # 10) Participate in a pre-construction meeting with TSU and the Contractor to review:
  - a. Contractor mobilization and logistics
  - b. Temporary measures
  - c. Contractor schedules
  - d. Contractor submittals
  - e. TSU, HDG team and Contractor responsibilities
  - f. Communications protocol
  - g. Testing, Submittal, Requests for Information, and Change Order processes
  - h. Payment procedures
  - i. Contract Close out procedures
2. Review and issue **Submittal Review Memoranda** and maintain a **Submittal Review Log** for shop drawings, product data, material samples and tests which the Contractor is required to submit, but only for the limited purpose of determining their general conformance with the design concept expressed in the Contract Documents. The HDG team is entitled to rely on the adequacy of the information provided by other design professionals engaged by the Contractor or independently engaged by the Owner to prepare such submittals. The HDG team's review does not include:
  - a. The accuracy or thoroughness of details such as quantities, dimensions, weights or gauges
  - b. The appropriateness of fabrication or installation processes
  - c. Coordination of the Work, with other trades
  - d. Safety precautions
3. Maintain a **Request for Information Log** of Contractor requests for information about the Contract Documents, and with reasonable promptness, prepare **Supplemental Instructions** that interpret, clarify or modify the Contract Documents including supplemental:
  - a. Information
  - b. Drawings
  - c. Specifications
4. Review Contractor Change Order requests with reasonable promptness, issue **Requests for Proposal**, and prepare, process, and maintain a **Change Order Log** for Owner approved **Change Orders** for changes to the Work including minor changes to the Work that do not impact the Contract Time or Contract Sum or other changes that may impact the Contract Time or Contract Sum including:
  - a. Owner initiated changes to the scope of work
  - b. Additional work required as a result of the discovery of unknown or concealed site conditions at the time the Owner/Contractor Agreement was executed
  - c. Supplemental Instructions
5. Based on periodic observations of the Work, review the Contractor's periodic Application for Payment and prepare a **Certificate for Payment** indicating that to the best of the HDG



team's knowledge and belief the Contractor has completed the Work represented in the application subject to:

- a. Subsequent review of the Work in conformance with the Contract Documents
- b. The results of subsequent tests and observations
- c. The correction of minor deviations from the Contract Documents prior to completion

**Deliverables: Submittal Review Memoranda, Submittal Review Log, Request for Information Log, Supplemental Instructions, Requests for Proposal, Change Order Log, Change Orders, Certificates for Payment** (PDF files:

### **B. Observation**

*Objective:* Help TSU assess the progress and quality of construction activity through on site observations and meetings with the Contractor.

*Process:* Specifically, in order to assess the progress of site construction, and respond to on site conditions, the HDG team will:

1. (Mtg. #11, 12 determined as follows) Observe the work at intervals appropriate to the stage of construction. This assumes two (2) visits / meetings by the Civil / Structural Engineer, two (2) visits / meetings by the Landscape Architect, one (1) visit / meeting by the Electrical Engineer, and one (1) visit / meeting by the Water Feature Designer.
2. Coincidental with periodic observations, participate in progress meetings at the site with TSU and the Contractor to review:
  - a. Progress of the Work
  - b. Contractor schedules
  - c. Contractor submittals, requests and proposals
  - d. Other observations and clarification
3. Prepare a **Field Report** with each site visit memorializing site conditions, construction activity, observations, and items / issues to be addressed.

*Deliverables: Field Reports* (PDF files:

### **C. Contract Close-out**

*Objective:* Help TSU close out the Owner/Contractor Agreement with the Contractor.

*Process:* Specifically, after the Contractor notifies TSU that the Work is substantially complete, the HDG team will:

1. (Mtg. #13) Review and process the Contractor's request for acceptance of substantially completed Work including:
  - a. Observation of the Work to determine the date of Substantial Completion
  - b. If acceptable, issuance of a **Certificate of Substantial Completion**
  - c. Review the Contractor's list of remaining Work
  - d. If necessary, preparation of a **Punch List** of deficient or incomplete Work
2. Confirm and submit to TSU the balance of the Contract Sum, including amounts retained for final completion and/or correction of any deficient Work.
3. Review and submit to TSU the required submittals to be provided by the Contractor, such as, but not limited to:
  - a. Operating and maintenance manuals
  - b. As built record drawings
  - c. Labor and material lien waivers
  - d. Release of surety, if any



- e. Contractor's final Application for Payment
4. Review and process the Contractor's final Application for Payment and acceptance of completed work including:
  - a. Issuance of the final **Certificate for Payment**

*Deliverables: Certificate of Substantial Completion, Punch List, Certificate for Payment* (PDF files)

### **GENERAL PROJECT ADMINISTRATION**

In addition to the services outlined above, the HDG team will administer the performance of its own work throughout the term of the contract by providing the following services:

#### **A. Communications**

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Collect and disseminate communications from other parties
3. Periodically inform your representative about our progress

#### **B. Schedules**

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

#### **C. Staffing**

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

#### **D. File Maintenance**

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

### **OPTIONAL, ADDITIONAL SERVICES**

Services, deliverables, or meetings not specified in this Scope of Services will be considered Additional Services. These include, but are not limited to, the following:

- Architectural design related to the Student Union windows / doors / façade;
- Fountain permit drawing stamping/application process and any fees associated with filing;
- Construction Administration services by the fountain designer in the event that they are not contracted to fabricate and/or install the fountain;
- Preparation, application and submittal of MoDNR Land Disturbance Permit and any fees associated with filing;
- Design of natural gas / steam / telecommunications utilities;
- Irrigation design;
- Tagging plant materials at nurseries;
- Presentation illustrations / renderings.

If circumstances arise during the HDG team's performance of the outlined services that require additional services, HDG will promptly notify TSU about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following TSU's written authorization.



## Preliminary Schedule (Exhibit "C")

Phase	Duration
<i>Preliminary Design Services</i>	
Survey	August 2018
Research Analysis & Programming	August – Sept. 2018
Schematic Design	Oct. – Nov. 2018
<i>Final Design Services</i>	
Design Development (=50% CDs)	Dec. – Jan. 2019
Construction Documentation	Feb. – March 2019
Bidding & Negotiation	April 2019
<i>Construction Phase Services</i>	
Construction Administration	May – August 2019
Construction Close-out	August 2019

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances in order to reflect the most recent information.



## Standard Billing Rates and Expenses (Exhibit “D”)

Effective April 28, 2018

### Billing Rates

Senior Principal	\$255
Principal	\$185
Senior Associate	\$145
Associate	\$120
Junior Associate	\$100

### Expenses

In addition to our standard hourly rates, we invoice qualified sub consultant fees, travel and reproduction expenses at 105% of our cost. We will invoice mileage in personal or company owned cars at 100% of the current IRS reimbursement rate.



**FEE SCHEDULE - ENGINEERING**

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, SAMPLING OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 01/01/2018 TO 12/31/2018  
 NEIL S. BRADY, P.E., PRESIDENT

**BASIC CHARGES**

**PERSONNEL (HOURLY RATES):**

PRINCIPAL.....	\$171.50
PROJECT MANAGER .....	\$158.00
PROJECT ENGINEER .....	\$141.00
ASSOCIATE ENGINEER .....	\$118.50
DESIGN ENGINEER.....	\$95.00
GEOLOGIST.....	\$95.00
TECHNICIAN IV – CADD TECHNICIAN/FIELD TECHNICIAN .....	\$94.50
TECHNICIAN III – CADD TECHNICIAN/FIELD TECHNICIAN .....	\$77.00
TECHNICIAN II – CADD TECHNICIAN/FIELD TECHNICIAN .....	\$64.50
TECHNICIAN I – CADD TECHNICIAN/FIELD TECHNICIAN .....	\$47.00
ASSOCIATE DESIGNER .....	\$109.00
PROJECT COORDINATOR .....	\$90.00
DESIGNER III .....	\$98.00
DESIGNER II .....	\$89.00
DESIGNER .....	\$80.50
GIS MANAGER .....	\$109.00
GIS SPECIALIST.....	\$82.50
MAPPER.....	\$62.00
MAPPING TECHNICIAN.....	\$51.00
CLERICAL.....	\$47.50

**EXPENSES & EQUIPMENT CHARGES:**

VEHICLE (3/4 TON OR LESS) .....	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+) .....	\$0.68/MILE
COPIES.....	\$.10/EACH
PRINTING PLANS .....	\$0.50/SQ. FT + TECHNICIAN TIME

**REIMBURSABLES:** (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

**OVERTIME (OVER 8 HOURS PER DAY, 40 HOURS PER WEEK, SATURDAYS, SUNDAYS, AND HOLIDAYS):**

1.5 TIMES THE HOURLY RATE.

**HOURLY RATES:** APPLY TO MEETING & TRAVEL TIME    **DEPOSITION/COURT TIME:** 1.5 TIMES THE HOURLY RATE

**AndersonEngineeringInc.com**

2045 W. Woodland, Springfield, Missouri 65807 • Phone: 417.866.2741 • E-mail: info@andersonengineeringinc.com



## FEE SCHEDULE - SURVEYING

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 01/01/2018 thru 12/31/2018  
NEIL S. BRADY, P.E., PRESIDENT

### BASIC CHARGES

PERSONNEL (HOURLY RATES):

PRINCIPAL .....	\$171.50
SURVEY MANAGER .....	\$149.50
PROJECT SURVEYOR.....	\$110.00
ASSOCIATE SURVEYOR.....	\$98.50
TECHNICIAN III – CADD TECHNICIAN/PARTY CHIEF .....	\$77.00
TECHNICIAN II - CADD TECHNICIAN/FIELD TECHNICIAN.....	\$64.50
TECHNICIAN I - CADD TECHNICIAN/FIELD TECHNICIAN.....	\$47.00
ONE MAN SURVEY CREW.....	\$111.00
TWO MAN SURVEY CREW.....	\$141.50
THREE MAN SURVEY CREW .....	\$188.50
FOUR MAN SURVEY CREW.....	\$235.50
GIS MANAGER .....	\$109.00
GIS SPECIALIST.....	\$82.50
DESIGNER III.....	\$98.00
DESIGNER II.....	\$89.00
DESIGNER .....	\$80.50
CLERICAL .....	\$47.50

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS) .....	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+).....	\$0.68/MILE
LASER SCANNING EQUIPMENT .....	\$400.00/DAY
GPS EQUIPMENT.....	\$270.00/DAY
ROBOTIC TOTAL STATION .....	\$250.00/DAY
DRONE .....	\$400.00/DAY
PRINTING PLANS .....	\$0.50/SQ. FT

**REIMBURSABLES:** (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

**OVERTIME (OVER 8 HOURS PER DAY, 40 HOURS PER WEEK, SATURDAYS, SUNDAYS, AND HOLIDAYS):**  
1.5 TIMES THE HOURLY RATE.

**HOURLY RATES:** APPLY TO MEETING & TRAVEL TIME    **DEPOSITION/COURT TIME:** 1.5 TIMES THE HOURLY RATE

**AndersonEngineeringInc.com**

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January 1, 2018

**RATE SCHEDULE**

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<u>Category</u>	<u>Hourly Rate</u>
Principal	\$238
Project Manager	\$183
Senior Engineer	\$170
Engineer	\$148
Lighting Designer	\$148
Senior Technician	\$148
Technician	\$124
Designer	\$124
Project Administrator	\$90
Drafter	\$90
Clerical	\$78

Reimbursable expenses are in addition to hourly fees and include expenses incurred by McClure Engineering in the interest of the project. Unless otherwise defined by contract, reimbursable expenses shall be invoiced and include the following:

- Travel at cost.
- Automobile mileage at the published IRS Standard Mileage Rate.
- Reproductions of drawings, specifications, and other documents at cost.
- Courier and delivery charges at cost.
- Fees paid for securing permits and approvals.
- Sub-consultant expenses at cost plus 5%.

**ITEM I.7**  
**Local Capital Budgets for Fiscal Year 2019**

**DESCRIPTION AND BACKGROUND**

The local capital improvement budgets are reviewed and approved annually to provide funding for major building and renovation projects for the campus. These budgets are divided into two categories based upon the primary function of the facility. The Local State Funds Capital Budget is utilized for projects related to facilities which are eligible for capital appropriations from the State of Missouri. This includes the academic buildings and the infrastructure which supports these facilities. The Auxiliary Funds Capital Budget is utilized to address needs related to facilities which are not funded via state appropriations. This includes auxiliary enterprises such as the residence halls, the Student Union, Recreation Center, and related site work surrounding these buildings such as walkways and parking lots.

The budgets that follow are designed to reflect institutional priorities identified in Truman’s Strategic Plan and the Campus Master Plan and provide general budget parameters. As capital projects are designed and bid, approval by the Board of Governors will be obtained for each project following established procedures.

The total recommended for FY 2019 Capital Budgets for the Local State Funds Capital Budget is \$1,360,000 and for the Auxiliary Funds Capital Budget is \$5,035,255.

**RECOMMENDED ACTION**

BE IT RESOLVED that the “Local State Funds Capital Budget – FY 2019” of \$1,360,000 and the proposed “Auxiliary Funds Capital Budget – FY 2019” of \$5,035,255 be approved and that copies of the budgets be attached to the minutes as exhibits.

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

**ATTACHMENT**

Local Capital Budgets for Fiscal Year 2019

## LOCAL CAPITAL BUDGETS FOR FISCAL YEAR 2019

### Local State Funds Capital Budget – FY 2019

The estimated FY 2018 carry-over funds from Education and General totaled \$1,360,000. These funds will be used for University needs and priorities that cannot be funded by Maintenance and Repair Funds. Included among these are utility and infrastructure improvements such as masonry and roofing repairs, storm drainage improvements, utility and infrastructure improvement, as well as HVAC system replacements. Specific projects for FY 2019 include replacement of the roof at Violette Hall and HVAC upgrades. The campus land acquisition and development budget will also be funded at \$200,000.

### Auxiliary Funds Capital Budget – FY 2019

For FY 2019 the primary funding source for the Auxiliary Funds Capital Budget is the FY 2018 operating carry-over from the auxiliary enterprises. The operating carry-over, and auxiliary interest income, total was \$5,035,255.

Funds from the Student Union Building (\$94,728) and Student Recreation Center (\$678,418) will be set aside for use in these facilities. Funds received through Sodexo for reinvestment (\$1,864,362) will be set aside for the Missouri Hall Dining/Kitchen Project. Surplus funds from the Residence Hall System totaling \$2,397,746 will be available for projects within the housing system.

All proposed project expenditures will come before the Board of Governors following the usual procedures and will be subject to individual Board approval.

**ITEM I.8**  
**State Appropriation Request for Fiscal Year 2020**

**DESCRIPTION AND BACKGROUND**

The University's Fiscal Year 2020 State Appropriation request is submitted to the Missouri Department of Higher Education (MDHE) as well as the State Office of Administration. This request is for funding to support the Education and General Budget.

For FY 2020, the request is based upon the higher education appropriation for FY 2019 that was approved by the legislature and signed by the Governor. This is the Truly Agreed and Finally Passed (TAFP) appropriation prior to expenditure restrictions. Truman's FY 2020 request includes funding based on the Performance Funding model, additional funds to expand training for mental health professionals as well as an increase for cooperative programs with community college programs and additional Maintenance and Repair funding.

Table 1 provides a summary of the request, and Table 2 provides more detailed information. This request will be prepared in a more specific format as required by state budget submission guidelines.

This is the first step in the FY 2020 budget process. Truman's request will be reviewed by the MDHE staff in August and September, and the Coordinating Board for Higher Education (CBHE) will make official budget recommendations for each institution in October. The next major step in the process occurs in January when the Governor presents budget recommendations to the General Assembly. Committee hearings will follow with appropriations finalized by the legislature in May 2019.

**RECOMMENDED ACTION**

BE IT RESOLVED that the State Appropriation Request for Fiscal Year 2020 totaling \$45,485,543 be approved and ratified; and

BE IT FURTHER RESOLVED that a copy of the State Appropriation Request for Fiscal Year 2020, be attached to the minutes as an exhibit and that the President of the University be authorized to modify this request based upon input from the staff of the Coordinating Board for Higher Education, Office of Administration, and the Legislature as appropriate.

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

**ATTACHMENTS**

Table 1  
Table 2

**TABLE 1**

Fiscal Year 2020 State Appropriation Request for Operating Funds	
Appropriation Base (Truly Agreed and Finally Passed) for FY 2019	\$40,660,322
New Requests for FY 2020	
Restoration of FY 2018 core funds withheld	\$ 1,082,204
Funding for Improved Outcomes (3%)	\$ 1,290,810
Additional Maintenance and Repair Funds	\$ 1,852,207
Mental Health Initiative	\$ 325,000
Cooperative Community College Program Investments	<u>\$ 275,000</u>
Total New Requests	\$ 4,825,221
TOTAL FY 2020 FUNDING REQUEST (FY 2019 appropriation + new)	\$45,485,543

**TABLE 2**

The state appropriations request for FY 2020 has two components: the Core Operating request based on FY 2019 actual appropriations and the new requests for FY 2020. Requests beyond the core are typically referred to as Decision Items or New Investments.

- |  |              |
|--|--------------|
| 1. Funding for Core Operations: State Request  | \$40,660,322 |
| The top priority for funding is to maintain the existing base level. These funds provide 43% of the Education and General budget for FY 2019 and are crucial to meeting the mission of the institution.  |              |
| 2. New Requests for FY 2020  | \$ 4,825,221 |
| A. Restoration of FY 2018 core funds withheld  | \$ 1,082,204 |
| For FY 2018 the General Assembly appropriated \$41,742,526 for Truman. The Governor withheld \$1,082,204 from Truman to bring the appropriation back to the level initially recommended in the Executive Budget. The Governor released the withheld money at the very end of the fiscal year, but the Office of Administration determined it could not transfer the funds to the institutions; therefore, the funds were rolled over into the FY 2019 state budget. All public higher education institutions were impacted in this way, and the COPHE institutions have decided to make restoration of this core cut a top priority for FY 2020. |              |
| B. Funding for Improved Outcomes   | \$ 1,290,810 |
| The funding for Improved Outcomes (Performance Funding) was developed in 2012 by the CBHE Performance Funding Task Force and modified in 2017. It is designed to demonstrate success and reward outcomes with increased appropriations. For FY 2020 requests, COPHE institutions are recommending the three performance funding measures:  |              |
| Student Success and Progress   |              |
| 1. Completions per full-time equivalent student (FTE)  |              |
| 2. Percent of students meeting or exceeding the established performance threshold on the following assessment:   |              |
| a. Improvements in assessments in the major field  |              |
| Graduate Outcomes  |              |
| 3. Institutions administer the First Destination Survey developed by the National Association of Colleges and Employers (NACE). Students are counted as successful if employed full time, participating in a volunteer or service program, serving in the military, or enrolled in continuing education in the six months following graduation.  |              |

Success on each measure is defined as improvement over the previous year's performance (both measured with three-year rolling averages), year-over-year improvement or, where

applicable, sustained performance relative to an external benchmark. If all three measures are met, a three percent increase in base funding would result.

The increase requested in this category (\$1,290,810) represents 3% of the FY 2019 core appropriation.

- C. Maintenance and Repair: Protecting Investments \$ 1,852,207  
Truman currently has over one-million square feet of state-funded buildings, and additional funds are requested for the upkeep of campus facilities. Based on projected FY 2018 building replacement costs (\$230,000,000) and the generally accepted standard of 2% of replacement costs, Truman needs \$4.6 million annually for maintenance and repair. When combined with the current budget (\$1,290,000) in this category, the requested additional state funding for maintenance and repair would allow Truman to make significant progress toward meeting campus upkeep needs.
  
- D. Mental Health Initiative \$ 325,000  
Both Missouri and the Midwest region have a significant and continuing need for qualified mental health counselors. This request would provide funding for faculty and staff to support the new graduate program in mental health counseling.
  
- E. Cooperative Community College Program Investments \$ 275,000  
Truman currently has a cooperative program with Moberly Area Community College (TruMACC) designed to make the transfer process more seamless for transfer students. This request would extend the program to additional community colleges and includes adding staff at these campuses to facilitate student success.



**ITEM J**

**Agenda Items for Future Meetings**

**DESCRIPTION AND BACKGROUND**

A list of projected agenda items for the regular meetings during the next year follows this page.

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENT**

List of Projected Agenda Items

LIST OF PROJECTED AGENDA ITEMS  
Regular Meetings of Board of Governors  
Year Following the October 2018 Meeting

October 2018 Meeting

Participation in campus events  
Minutes for open session of last meeting  
President's report  
Academic affairs report  
Student affairs report  
Financial report  
Audit report  
Construction projects report  
Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report

December 2018 Meeting

Participation in campus events  
Minutes for open session of last meeting  
President's report  
Advancement and/or foundation report  
Academic affairs report  
Student affairs report  
Annual staff council report  
Financial report  
Construction projects report  
Housing charges for next fiscal year  
Governmental relations services (as contract expires)  
Selection of officers for next calendar year  
Annual board committee appointments  
Annual foundation board appointments  
Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report  
Paid leaves of absence for next fiscal year  
Tenure review for faculty members completing their review period at end of fall semester

February 2019 Meeting

Participation in campus events  
Annual photograph of board and president  
Recognition of past board chair  
Minutes for open session of last meeting  
President's report  
Advancement and/or foundation report  
Academic affairs report  
Student affairs report

(NOTE: Agenda items noted in red are discretionary reports and subject to change.)

Annual legislative consultant report  
Annual student government report  
Financial report  
Construction projects report  
External audit firm (as contract expires)  
Academic calendar (as needed)  
Board of governors conflict of interest policy review  
Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report  
Annual general counsel evaluation committee appointments

April 2019 Meeting

Participation in campus events  
Minutes for open session of last meeting  
President's report  
Advancement and/or foundation report  
Academic affairs report  
Student affairs report  
Annual faculty senate report  
Financial report  
Construction projects report  
Depositary bank for next two fiscal years (as contracts expire)  
Food service contractor (as contracts expire)  
Bookstore contractor (as contracts expire)  
Enrollment fees for next fiscal year  
Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report  
Treasurers for next fiscal year  
Annual general counsel evaluation and appointment for next fiscal year  
Board begins annual presidential review process as outlined in presidential review timeline

June 2018 Meeting/Retreat

Participation in campus events  
Minutes for open session of last meeting  
President's report  
Advancement and/or foundation report  
Academic affairs/assessment report  
Student affairs report  
Financial report  
Construction projects report  
State capital funds request for next legislative session  
Enrollment fees for next fiscal year  
Operating budgets for next fiscal year  
Salary policies for next fiscal year  
Union agreement renewal (in even numbered years)

(NOTE: Agenda items noted in red are discretionary reports and subject to change.)

Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report  
Tenure review  
Faculty promotions  
Annual presidential review

August 2018 Meeting

Participation in campus events  
Minutes for open session of last meeting  
President's report  
**Advancement and/or foundation report**  
**Academic affairs report**  
**Student affairs report**  
**Annual athletics report**  
**Annual staff council report**  
Financial report  
Construction projects report  
Local capital budgets for current fiscal year  
State appropriation request for next fiscal year  
Honorary degree consideration  
Dates and agenda items for future meetings  
Minutes for closed session of last meeting  
Personnel actions report  
Board concludes annual presidential review process as outlined in presidential review timeline

The following items will be added to the agendas as needed:

**University strategic plan reports**  
**Campus master plan reports**  
**Reports from administrative areas**  
Approval of new or revised policies  
Approval of architects and/or engineers for construction projects  
Approval of new construction projects over \$100,000  
Approval of equipment purchases and leases over \$100,000  
Approval of consulting services over \$10,000  
Approval of change orders for major changes in construction projects  
Approval of real estate acquisitions  
Litigation and legal action reports

(NOTE: Agenda items noted in red are discretionary reports and subject to change.)

**ITEM K**

**Dates for Future Meetings**

**DESCRIPTION AND BACKGROUND**

It is helpful to schedule, at least tentatively, the dates for board meetings during the next year. The tentatively scheduled dates are subject to change by the Board, but the preliminary action permits both Board members and staff members to avoid the scheduling of other activities on the targeted dates for board meetings. In addition to the regularly scheduled meetings, special meetings can be called by the President of the Board or by three members of the Board. A schedule of calendar events for the next year follows this page.

**RECOMMENDED ACTION**

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Friday, October 12, 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, December 1, 2018;
- Saturday, February 9, 2019;
- Saturday, April 13, 2019;
- Saturday, June 15, 2019; and
- Saturday, August 3, 2019.

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

**ATTACHMENT**

Calendar of Events August 2018 – August 2019

CALENDAR OF EVENTS  
August 2018 - August 2019

2018

August	4	<b>BOARD OF GOVERNORS MEETING</b>
	15	Fall Semester Begins with Truman Week
	15	Fall Opening Assembly, OP Performance Hall, 2:30 p.m.
	17	"Ready or Not" Faculty/Staff Appreciation Luncheon, SUB Georgian Room, 12:00 p.m.
September	3	Labor Day
	8	Home Football - Morningside
	28	Admission Showcase Event
	29	Family Day
	29	Home Football - William Jewell
October	8-13	Homecoming Week
	12	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	13	Home Football - Quincy
	18-19	Mid-Term Break
November	3	Home Football - Indianapolis
	3	Admission Showcase Event
	22	Thanksgiving Day
December	1	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	15	Fall Commencement, 11:00 a.m.
	25	Christmas Day

2019

January	1	New Year's Day
	14	Spring Classes Begin
	21	Martin Luther King, Jr. Day
February	2	Admission Showcase Event
	9	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
March	11-15	Spring Break
	30	Admission Showcase Event
April	13	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	13	Foundation Board Meeting and Banquet
	22	Term Break
	25	Student Research Conference
	27	Admission Showcase Event
May	11	Spring Commencement, 2:00 p.m.
	27	Memorial Day
	28	Summer School Begins
June	15	<b>BOARD OF GOVERNORS MEETING/RETREAT (TENTATIVE DATE)</b>
July	4	Independence Day
August	3	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
	14	Fall Semester Begins with Truman Week

**ITEM L**  
**Agenda Items for Closed Session**

**RECOMMENDED ACTION**

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.

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