

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
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:

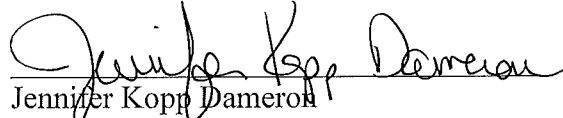
- 1) 2018-2019 Policy for Faculty and Exempt Staff Salaries;
- 2) 2018-2019 Policy for Hourly Personnel Wage Rates;
- 3) 2018-2019 Policy for Unit I Wage Rates; and
- 4) 2018-2019 Policy for Off-Campus and Workshop Faculty Salaries; and

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

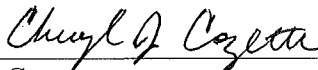
The motion was seconded by K. Brooks Miller and carried by a unanimous vote of 6 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the documents as Exhibit B.

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.


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 4th day of August, 2018.


Cheryl J. Cozette
Chair of the Board of Governors

JLD

REVISED EDUCATION AND GENERAL OPERATING BUDGET FY 2019**FY 2019 Revenue by Category**

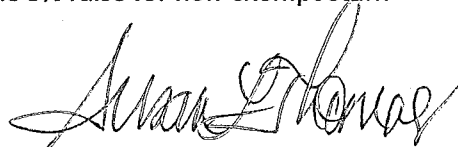
	Approved 6-16-18	Revised 7-9-18
State Appropriation	\$37,516,593	\$40,660,322
Student Tuition & Enrollment Fees	\$52,398,000	\$52,398,000
Other Local Income & Transfers	\$ 2,185,000	\$ 2,185,000
TOTAL	\$92,099,593	\$95,243,322

FY 2019 Expenditures by Category

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

NOTE: Pages 3 and 4 were amended on 7/10/18 to provide further clarification regarding the 3% raise for non-exempt staff.

1/18



ITEM C
Salary Policies FY 2019

DESCRIPTION AND BACKGROUND

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

RECOMMENDED ACTION

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

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

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

Moved by _____
 Seconded by _____
 Vote: Aye _____
 Nay _____

ATTACHMENTS

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

NOTE: Pages 3 and 4 were amended on 7/10/18 to provide further clarification regarding the 3% raise for non-exempt staff.

2018-2019 Policy for Faculty and Exempt Staff Salaries

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

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

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

Equity Adjustments:

The President of the University may grant adjustments in salaries to a limited number of faculty or staff members, when required for the purposes of equity and fairness. Such adjustments made by the President are to be reported to the Board at its next regular meeting.

Promotion Adjustments:

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

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

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

NOTE: Pages 3 and 4 were amended on 7/10/18 to provide further clarification regarding the 3% raise for non-exempt staff.

2018-2019 Policy for Hourly Personnel Wage Rates

The standard starting wage for employees in clerical, secretarial, and similar office positions is to be as follows during the 2018-2019 fiscal year.

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

Amended 7/10/18: Individuals above this scale who are non-exempt employees will receive an hourly wage rate increase of 3%.

NOTE: Pages 3 and 4 were amended on 7/10/18 to provide further clarification regarding the 3% raise for non-exempt staff.

2018-2019 Policy for Unit I Wage Rates

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

WAGE RATES FOR UNIT I

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

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

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

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

Individuals on Step Schedule receive applicable increases on anniversary date.

Amended 7/10/18: Individuals above this scale who are non-exempt employees will receive an hourly wage rate increase of 3%.

NOTE: Pages 3 and 4 were amended on 7/10/18 to provide further clarification regarding the 3% raise for non-exempt staff.

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

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2018-2019 Fiscal Year.

<u>Status</u>	<u>Teaching Experience for the University</u>	<u>Salary for each Credit Hour of Instruction</u>
University Faculty Member	--	\$ 925
Non-University Faculty Member	Less than 5 years	\$ 925
	5 years or more but Less than 10 years	\$ 975
	10 years or more	\$1000

The 2018-2019 rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

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