

NOTICE OF MEETING
Board of Governors, Truman State University
Saturday, April 13, 2019

The Board of Governors for Truman State University will hold a meeting on Saturday, April 13, 2019, 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 K through M 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 5th day of April, 2019.

A handwritten signature in black ink, reading "Susan L. Thomas". The signature is fluid and cursive, with the first name "Susan" and last name "Thomas" clearly legible.

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

TENTATIVE AGENDA
Board of Governors, Truman State University
Saturday, April 13, 2019

Friday, March 29

12:00 noon Board of Governors General Counsel Evaluation Committee Conference Call Meeting
 McClain Hall 200
 (Governors Dameron, Bonner, Miller and Crandall)

Monday, April 8

12:00 noon Board of Governors Finance and Auditing Committee Conference Call Meeting
 McClain Hall 200
 (Governors Burkemper, LaBeth, McClaskey and Crandall)

Tuesday, April 9

9:00 a.m. Board of Governors Academic and Student Affairs Committee Conference Call Meeting
 McClain Hall 200
 (Governors Dameron, Cozette, Middlemas and Crandall)

11:30 a.m. Board of Governors Budget and Capital Projects Committee Conference Call Meeting
 McClain Hall 200
 (Governors Miller, Bonner, O'Donnell and Crandall)

Friday, April 12

4:00 p.m. Bulldog B.I.T.E. Pitch Competition
 Alumni Room, Student Union Building

5:30 p.m. Bulldog B.I.T.E. Reception
 Hub, Student Union Building

Saturday, April 13

7:45 a.m. Joint Board Breakfast
 Hub, Student Union Building

8:30 a.m. Foundation Board Meeting
 Conference Room, Student Union Building
 (Governors Crandall, Dameron and Cozette)

11:00 a.m. Board of Governors General Counsel Evaluation Committee Meeting
 Room 3201, Student Union Building
 (Governors Dameron, Bonner, Miller and Crandall)

12:00 noon Joint Boards Luncheon
 Activities Room, Student Union Building

1:00 p.m. Open Session of Board of Governors Meeting
 Conference Room, Student Union Building
 ITEM A Call to Order and Chair Report
 ITEM B Minutes for Open Session of Meeting on February 9, 2019

- ITEM C President's Report
- ITEM D Faculty Senate Report
- ITEM E Finance and Auditing Committee Report
- ITEM E.1 Financial Report
- ITEM E.2 Memorandum of Understanding between the Board of Governors of Truman State University and the Board of Directors of the Truman State University Foundation
- ITEM E.3 Resolution Amending Chapter 14 of the Code of Policies of the Board of Governors pertaining to Conflict of Interest
- ITEM F Academic and Student Affairs Committee Report
- ITEM G Budget and Capital Projects Committee Report
- ITEM G.1 Construction Projects Report
- ITEM G.2 Contracts for Construction Projects and Equipment Purchases Report
- ITEM G.3 Construction Project – Chiller Replacement Project, Violette Hall and Student Union Building
- ITEM G.4 Equipment Purchase
- ITEM H Agenda Items for Future Meetings
- ITEM I Dates for Future Meetings
- ITEM J Agenda Items for Closed Session
- Closed Session of Board of Governors Meeting
- ITEM K Minutes for Closed Session of Meeting on February 9, 2019
- ITEM L Personnel Actions Report
- ITEM L.1 Treasurers for Fiscal Year 2020
- ITEM L.2 General Counsel Evaluation and Appointment for Fiscal Year 2020
- ITEM L.3 Presidential Evaluation Committee Appointments
- ITEM M General Counsel Report
- ITEM M.1 Motion to Adjourn

5:00 p.m. Foundation Reception
Hub, Student Union Building

6:00 p.m. Foundation Banquet
Georgian Rooms, Student Union Building

ITEM A**Call to Order and Chair Report****DESCRIPTION AND BACKGROUND**

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

RECOMMENDED ACTION

This is a discussion item only.

ITEM B

Minutes for Open Session of Meeting on February 9, 2019

RECOMMENDED ACTION

BE IT RESOLVED that the minutes for the open session of the meeting on February 9, 2019, be approved.

Moved by _____

Seconded by _____

Vote: Aye _____

Nay _____

ATTACHMENT

Minutes for Open Session of Meeting on February 9, 2019

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OPEN SESSION
OF MEETING ON
FEBRUARY 9, 2019

The Board of Governors for Truman State University met on Saturday, February 9, 2019, on the University campus in Kirksville, Missouri. An open working session was held in conjunction with the Board of Governors business meeting. The working session and business meeting were held in the Conference Room of the Student Union Building. The working session began at 10:00 a.m. The open session of the business meeting was called to order shortly after 1:00 p.m.

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

Also participating in the working session and business meeting were all three non-voting members: David Lee Bonner and Mike McClaskey, the two out-of-state members, and Tiffany Middlemas, student representative.

Call to Order

Laura A. Crandall, Chair of the Board, called the working session to order shortly after 10:00 a.m.

The Board received a Strategic Plan Update highlighting the period of January 2018 through January 2019.

The working session ended at approximately 11:45 a.m.

Call to Order and Chair Report

Laura A. Crandall, Chair of the Board, called the business meeting to order shortly after 1:00 p.m. and welcomed all in attendance.

Minutes for Open Session of Meeting on December 1, 2018

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on December 1, 2018, be approved.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

Recognition of 2018 Board Chair

Laura A. Crandall expressed appreciation to Cheryl J. Cozette for her exemplary service as Chair of the Board of Governors for the 2018 Calendar Year. Governor Crandall presented Governor Cozette with a framed gavel in recognition of this service.

President's Report

Dr. Susan L. Thomas, University President, provided a report on several items of current interest and shared a selected engagements report detailing her activities since the last Board meeting. In addition to highlighting a few selected items on her report, President Thomas noted her upcoming State of the University Address on February 14 entitled "Truman's Truths." Dr. Thomas ended her remarks by announcing the arrival of Norah Elizabeth Kennedy on February 8. Norah is the newborn daughter of Matt and Kristin Kennedy and all are doing well.

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Legislative Consultant Report

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

Advancement/Foundation Board Report

Dr. Ernie Hughes, Vice President for University Advancement, provided an update on Advancement and Foundation Board activities.

Student Government Report

Keaton Leppanen and Deanna Schmidt, President and Vice President of Student Government, provided the annual Student Government Report.

Finance and Auditing Committee Report

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

Financial Report

Sarah Burkemper presented the Financial Report which included a review as of December 31, 2018, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of December 31, 2018, of the Truman State University Foundation revenues and expenditures.

Annual Review of Board of Governors Conflict of Interest Policy

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

Academic and Student Affairs Committee Report

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

Academic Calendar

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the Academic Calendar for August Interim 2020 through Summer Session 2022 be approved; and

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

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted and the Secretary designated a copy of the document Exhibit A.

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors pertaining to Academic Programs – Modern Language, B. A.

Cheryl J. Cozette moved the adoption of the following resolution:

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

Modern Language, B. A.

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

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

Resolution Amending Chapter 5 of the Code of Policies of the Board of Governors pertaining to Academic Programs – Philosophy and Religion, B. S.

Sarah Burkemper moved the adoption of the following resolution:

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

Philosophy and Religion, B. S.

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

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

Budget and Capital Projects Committee Report

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

Construction Projects Report

K. Brooks Miller presented the Construction Projects Report which included an update on construction projects approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report

K. Brooks Miller noted that four construction projects totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
Natatorium Pump Repair Project	\$28,141
Natatorium Drain Line/Ventilation Project	\$100,319
Red Barn Pavilion Project	\$98,682.53
Ryle Hall Booth Replacement Project	\$25,283.22

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Mr. Miller also noted that one single item of equipment totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Description</u>	<u>Cost</u>
2019 3/4 ton 4x4 Flatbed Truck with Snow Plow and Salt Spreader	\$47,077

Construction Project – Sesquicentennial Plaza/Fountain Project
Cheryl J. Cozette moved the adoption of the following resolution:

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

<u>Project Name</u>	<u>Project Budget</u>
Sesquicentennial Plaza/Fountain Project	\$1,575,000

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

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

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

Naming Opportunity

Jennifer Kopp Dameron moved the adoption of the following resolution:

BE IT RESOLVED that the Sesquicentennial Plaza on Truman's Mall be named The Sandra K. Giachino Reavey Sesquicentennial Plaza in recognition of a gift arrangement of \$1,000,000, a pledge which meets the requirement for naming opportunities per Foundation Board policy; and

BE IT FURTHER RESOLVED that the Board of Governors reserves the right to change or remove the name of the facility if it is determined that the name is no longer in the best interests of the University.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

Construction Project – Violette Hall Roof Replacement and Recreation Center Repairs Project

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

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<u>Project Name</u>	<u>Project Budget</u>
Violette Hall Roof Replacement and Recreation Center Repairs Project	\$1,485,000

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

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

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

Construction Project – Greenwood Window Replacement Project

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

<u>Project Name</u>	<u>Project Budget</u>
Greenwood Window Replacement Project	\$650,000

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

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

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

Construction Project – Natatorium Pool Liner Replacement Project

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

<u>Project Name</u>	<u>Project Budget</u>
Natatorium Pool Liner Replacement Project	\$127,500

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

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

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

Equipment Purchase

Jennifer Kopp Dameron moved the adoption of the following resolution:

BE IT RESOLVED that the purchase of the following item of equipment be approved:

<u>Item</u>	<u>Estimated Amount</u>
(Two) 400 ton WMC Dual Compressor Chillers	\$415,000

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Laura A. Crandall 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, April 13, 2019, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

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

Saturday, June 15, 2019;
Saturday, August 3, 2019;
Friday, October 18, 2019;
Saturday, December 7, 2019; and
Saturday, February 8, 2020.

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

Agenda Items for Closed Session

Cheryl J. Cozette moved the adoption of the following resolution:

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BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

1. Approval of minutes for the closed session of the last meeting under Subsection 14 of the statute for "Records which are protected from disclosure by law";
2. Individual personnel actions under Subsection 3 of the statute for "Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded"; and
3. Confidential communications with the General Counsel; and

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

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Laura A. Crandall declared the motion to be duly adopted.

The closed session of the meeting began shortly after 2:30 p.m.

K. Brooks Miller
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 13th day of April, 2019.

Laura A. Crandall
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
Faculty Senate Report

DESCRIPTION AND BACKGROUND

Dr. K. Scott Alberts, Faculty Senate President and Professor of Mathematics, will present the annual Faculty Senate Report.

RECOMMENDED ACTION

This is a discussion item only.

ITEM E**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 on April 8.

RECOMMENDED ACTION

This is a discussion item only.

ITEM E.1
Financial Report

DESCRIPTION AND BACKGROUND

The Financial Report includes a review as of February 28, 2019, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of February 28, 2019, 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

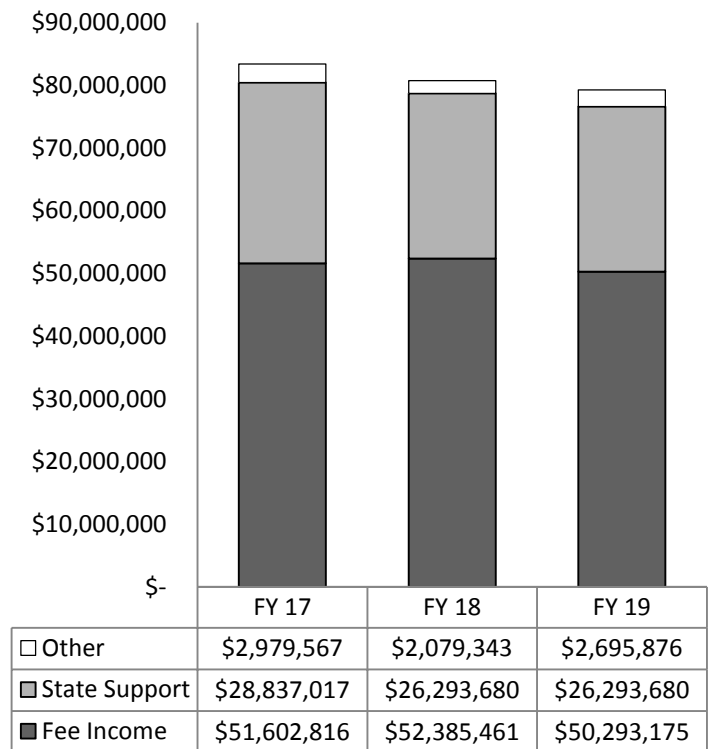
February 28, 2019 compared to February 28, 2018

Education & General (Pages A1-A3)

Year-over-year revenues fell by \$1.5M (1.83%) to \$79.3M primarily due to a \$3.1M tuition shortfall. While the price of FY19 tuition was increased by 1%, the loss of revenue was the result of 419 and 405 fewer students enrolled for the fall and spring semesters, respectively. The revenue distribution over the last three fiscal years is outlined in Figure 1. Overall revenues were at 83.2% of the fiscal 2019 budget.

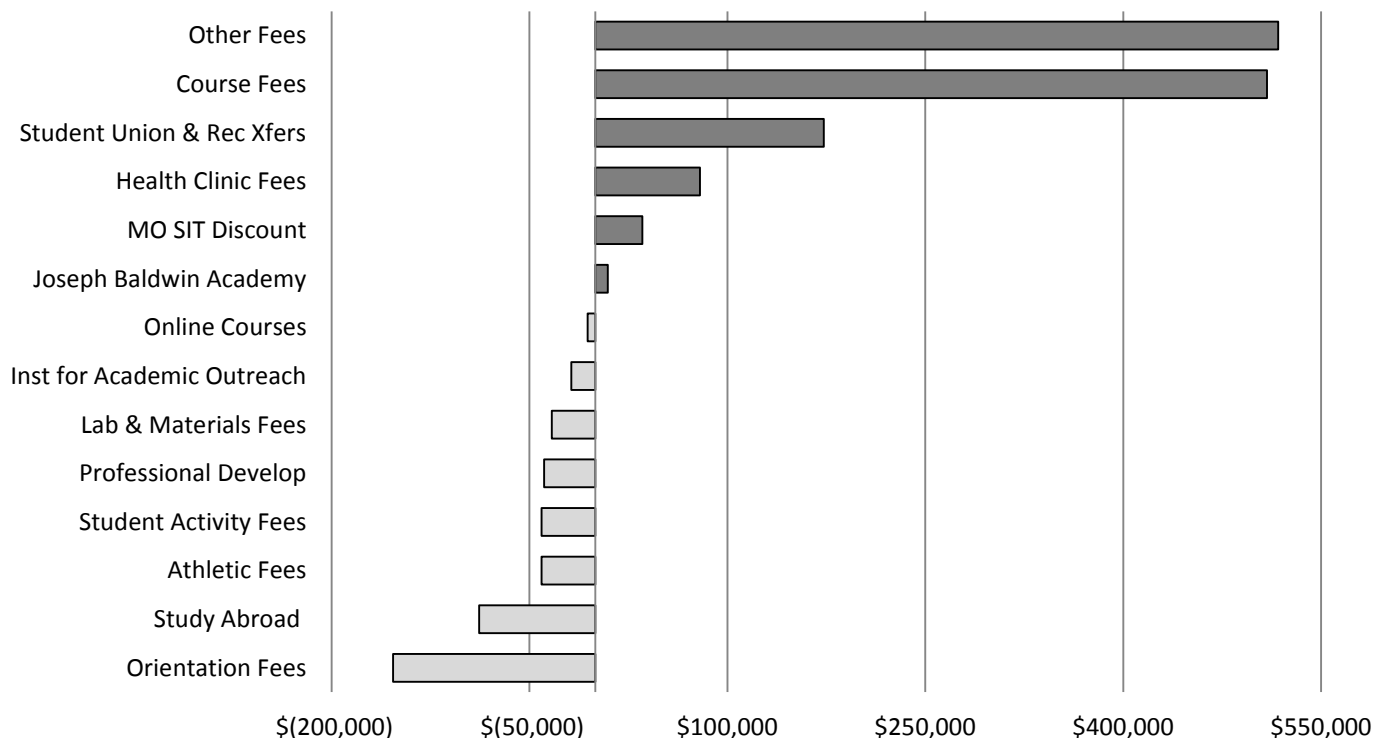
State appropriations were unchanged at \$26.3M. The aforementioned unfavorable tuition variance was partially offset by a \$1M increase in course and other fees (based on a revised fee model including a new instructional technology fee). In addition, other income also grew \$616,534 over prior year. The increase in other income reflected recent transfers from the Truman Foundation for ongoing capital projects and year-over-year improvement in unrealized investment gains.

Figure 1: Education & General Revenues



Significant variances in local fee revenue (excluding tuition) are outlined in Figure 2.

Figure 2: Local Fee Revenue Variances (FY 18 to FY 19)

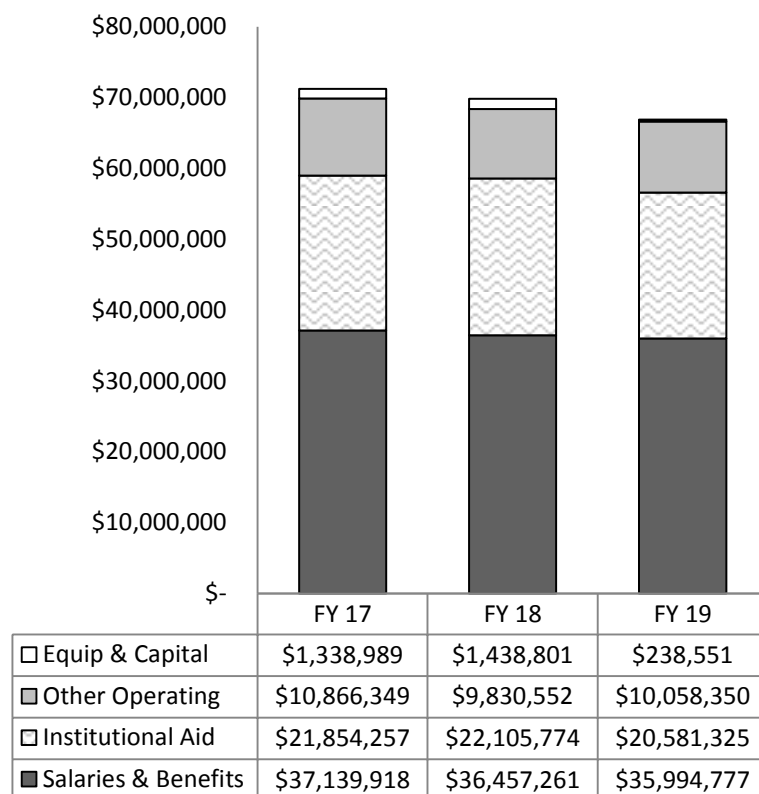


Year-over-year expenses fell by \$3M to \$66.9M primarily due to a \$1.2M reduction in equipment and capital expenses. It is important to note, prior fiscal year capital spending included costs related to Stokes Stadium and the associated track & field facilities. Expenses over the last three fiscal years are outlined in Figure 3. Overall expenses were at 67.7% of the fiscal 2019 budget.

Institutional aid fell by \$1.5M (6.9%) to \$20.6M primarily due to a reduction in freshman enrollment of 228 students.

The University reduced salaries \$664,166 (2.7%) by hiring replacements at lower costs and by reducing the number of overall positions. The salary savings was offset by a \$172,583 (1.9%) increase in fringe benefits related to pension and insurance costs, and by a \$29,099 (1.3%) increase in student employment primarily due to the change in minimum wage.

Figure 3: Education & General Expenses



Other operating expense variances were identified in the following categories:

- Travel expenses fell by \$103,333 (5.9%) as a result of reduced study abroad spending and a decrease in individual travel expenditures.
- Professional Services grew by \$335,723 (30.2%) due to enrollment consulting (\$156,885), executive employment searches (\$51,559) and an earlier Spring Concert Event (\$91,610).
- Utilities expenditures grew by \$131,779 (9.5%) due to natural gas and heating fuel costs associated with an unseasonably cold winter season.

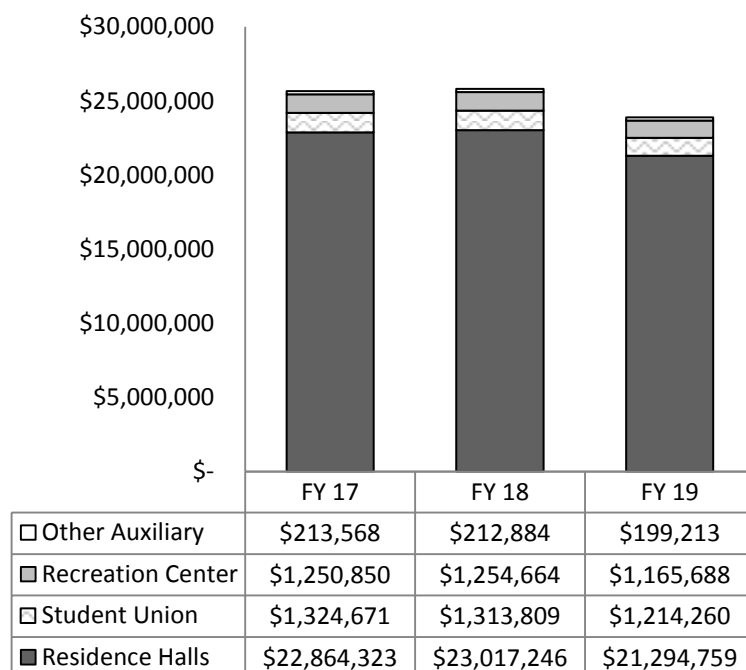
Auxiliary Systems (Pages B1-B3)

Year-over-year auxiliary revenues fell by \$1.9M (7.5%) to \$23.9M primarily due to a \$1.7M shortfall in residence hall income. This variance was driven by a reduction in year-over-year residency of 235 and 287 students for the fall and spring semesters, respectively.

The revenue distribution over the last three fiscal years is outlined in Figure 4. Overall revenues were at 94.2% of the fiscal 2019 budget.

In addition to the loss in residence hall income, reduced enrollment also impacted Student Union and Recreation Center fees. Revenue in these areas fell by \$99,549 and \$88,976, respectively.

Figure 4: Auxiliary Revenues

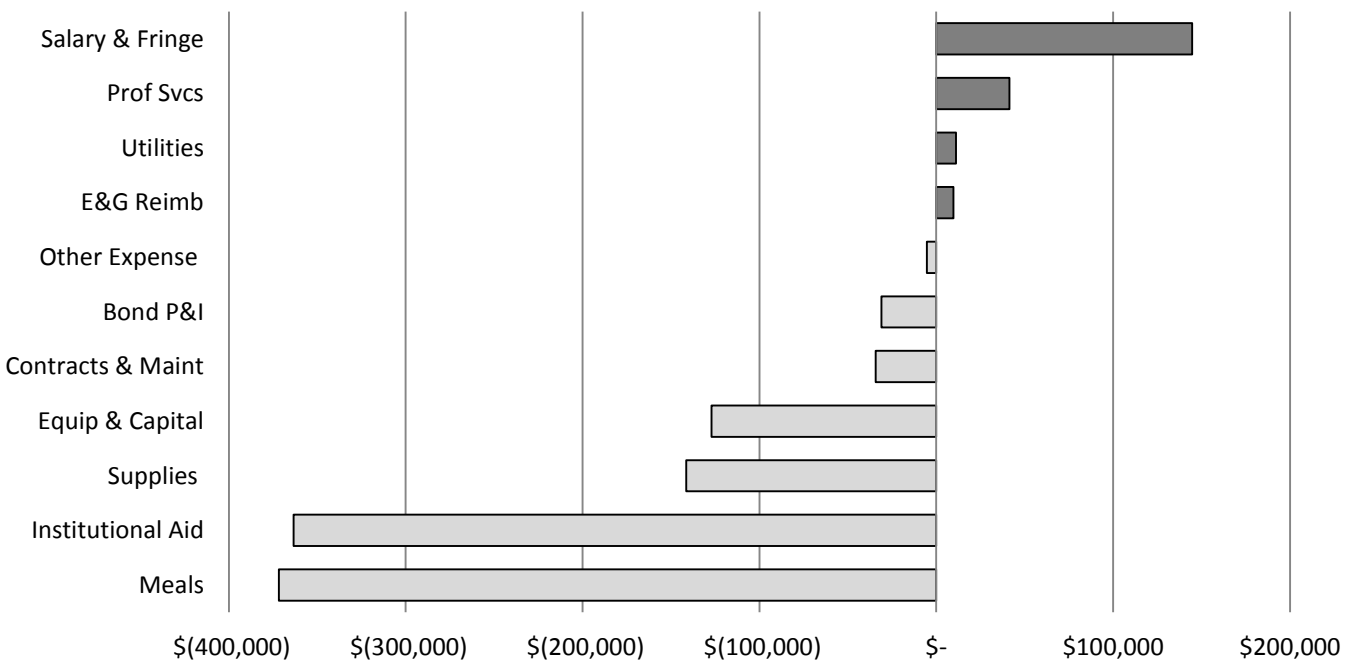


Auxiliary expenses fell by \$867,518 (5.4%) to \$15.2M primarily due to a \$391,661 reduction in meal costs and a \$363,444 reduction in institutional aid. Other expense variances were identified in the following categories:

- Supplies fell by \$141,454 (33.9%) as the prior year included non-recurring installation costs of wireless access points in the residence halls.
- Equipment and capital purchases were \$127,143 less than prior year, as prior year capital spending included a non-recurring purchase of a dish washing machine for the Student Union at a cost of \$141,609.
- Salary and fringe benefits grew by \$144,679 (4.5%) due to the replacement of the Vice President of Student Affairs, a position that was vacant for a portion of the prior year.

Overall expenses were at 58.8% of the fiscal 2019 budget. Year-over-year expense variances are outlined in Figure 5.

Figure 5: Auxiliary Expense Variances (FY 18 to FY 19)



Truman State University Foundation (Pages C1-C3)

Statement of Net Position (Page C1)

The fiscal year-to-date net position was \$55M (a \$678,816 improvement over prior year). Current assets grew by \$415,089 year-over-year due to a \$383,358 corresponding increase in short-term investments. Cash balances fell slightly by \$17,420. Non-current assets grew by \$319,737 to \$51.8M based on a \$131,474 increase in long-term investments and a \$178,976 increase in loans receivable.

Current liabilities increased by \$51,103 to \$363,039 due to a \$63,503 increase in payables associated with Foundation scholarships that were subsequently paid in March. In addition, the year-over-year growth in current liabilities included \$9,238 in potentially refundable contributions related to the men's tennis and wrestling teams. In the event conditional contributions meet the thresholds for funding the aforementioned athletic programs, then the donations will be reclassified as assets in a future period.

Statement of Revenues, Expenditures and Changes in Net Position (Page C2)

Contributions and additions to permanent endowments were \$1.9M (down \$926,089 over prior year). It is important to note, however, prior year additions to permanent endowments included two non-recurring stock gifts to the Ofstad Library & Scholarship funds in the combined amount of \$756,275.

The fiscal year 2019 investment gain (net of fees) was \$1M compared to a \$3M investment gain a year ago. Interest and dividends grew by \$145,146 due to improving interest rates. Realized gains increased by \$569,872; however, unrealized gains fell by \$2.7M.

Expenses and transfers totaled \$2.7M this year compared to \$2.1M a year ago. The variance was primarily due to a corresponding \$602,331 increase in transfers to Truman State University. These transfers were generally comprised of (1) \$286,438 of funding to support payroll expenses for University athletic teams and Ofstad writers, (2) \$150,000 for marketing and branding initiatives, and (3) \$339,503 of capital funds for the Parents' Red Barn Pavilion, the Sesquicentennial Plaza and upgrades to the Towne Museum.

Investments Schedule (Page C3)

Foundation investments (including endowments, short-term, long term trusts and annuities) grew by \$514,832 to \$54.6M. The Foundation also holds a beneficial interest in three trusts excluded from the financial statements. The value of these trusts increased slightly by \$29,247 to \$3.7M at the end of February.

Truman State University
Educational & General
Budget to Actual
For the period ending February 28

	<u>FY19 Budget</u>	<u>FY19 To Date</u>	<u>Percent of Budget This Year</u>	<u>Percent of Budget Last Year</u>
Education & General				
Revenues				
State Sourced Income	\$ 40,660,322	\$ 26,293,680	64.67%	
Local Income	\$ 54,583,000	\$ 52,989,051	97.08%	
Total Budgeted Revenues	<u>\$ 95,243,322</u>	<u>\$ 79,282,731</u>	<u>83.24%</u>	<u>85.42%</u>
Rollover from prior year	\$ 3,628,313			
Total Resources to Spend	<u>\$ 98,871,635</u>			
Expenses				
Salaries & Fringe Benefits				
Faculty/Staff Salaries	\$ 38,219,330	\$ 24,443,793	63.96%	
Student Employment	\$ 3,780,536	\$ 2,334,717	61.76%	
Fringe Benefits	\$ 14,462,020	\$ 9,216,267	63.73%	
Total Salaries & Fringe Benefits	<u>\$ 56,461,886</u>	<u>\$ 35,994,777</u>	<u>63.75%</u>	<u>63.65%</u>
Equipment & Capitalized Expense	<u>\$ 2,949,354</u>	<u>\$ 238,551</u>	<u>8.09%</u>	<u>68.22%</u>
Operations				
Other Expense	\$ 17,779,265	\$ 8,536,033	48.01%	
Institutional Aid	\$ 19,050,000	\$ 20,581,325	108.04%	
Utilities	\$ 2,631,130	\$ 1,522,317	57.86%	
Total Operations	<u>\$ 39,460,395</u>	<u>\$ 30,639,674</u>	<u>77.65%</u>	<u>80.95%</u>
Total Education & General Expense	<u>\$ 98,871,635</u>	<u>\$ 66,873,003</u>	<u>67.64%</u>	<u>70.65%</u>

Truman State University
Operating Receipts by Fund
For the period ending February 28

	<u>FY17 Receipts</u>	<u>FY18 Receipts</u>	<u>FY19 Receipts</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
Education & General					
State Appropriation					
State Appropriation	\$ 28,271,186	\$ 26,293,680	\$ 26,293,680	\$ -	0.00%
Autism Funds	\$ 565,831	\$ -	\$ -	\$ -	100.00%
Total State Sourced Income	<u>\$ 28,837,017</u>	<u>\$ 26,293,680</u>	<u>\$ 26,293,680</u>	<u>\$ -</u>	<u>0.00%</u>
Enrollment Fees					
Enrollment Fees	\$ 48,146,126	\$ 48,713,397	\$ 45,596,782	\$ (3,116,615)	-6.40%
Course Fees	\$ 1,619,576	\$ 1,838,550	\$ 2,347,532	\$ 508,982	27.68%
Other Fees	\$ 449,676	\$ 477,329	\$ 994,901	\$ 517,572	108.43%
Student Activity Fees	\$ 480,296	\$ 462,566	\$ 421,886	\$ (40,681)	-8.79%
Athletic Fees	\$ 618,991	\$ 609,763	\$ 569,055	\$ (40,707)	-6.68%
Health Clinic Fees	\$ 288,151	\$ 283,855	\$ 363,018	\$ 79,163	27.89%
Total Student Fees	<u>\$ 51,602,816</u>	<u>\$ 52,385,461</u>	<u>\$ 50,293,175</u>	<u>\$ (2,092,286)</u>	<u>-3.99%</u>
Other Income	\$ 2,979,567	\$ 2,079,343	\$ 2,695,876	\$ 616,534	29.65%
Total Education & General	<u>\$ 83,419,400</u>	<u>\$ 80,758,483</u>	<u>\$ 79,282,731</u>	<u>\$ (1,475,752)</u>	<u>-1.83%</u>

Truman State University
Operating Expense by Fund
For the period ending February 28

	<u>FY17 Expense</u>	<u>FY18 Expense</u>	<u>FY19 Expense</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
Education & General					
Salaries & Fringe Benefits					
Faculty & Staff Salaries	\$ 25,923,491	\$ 25,107,959	\$ 24,443,793	\$ (664,166)	-2.65%
Student Employment	\$ 2,422,258	\$ 2,305,618	\$ 2,334,717	\$ 29,099	1.26%
Fringe Benefits	\$ 8,794,169	\$ 9,043,684	\$ 9,216,267	\$ 172,583	1.91%
Total Salary & Fringe Benefits	<u>\$ 37,139,918</u>	<u>\$ 36,457,261</u>	<u>\$ 35,994,777</u>	<u>\$ (462,484)</u>	<u>-1.27%</u>
Equipment & Capital Expenses	<u>\$ 1,338,989</u>	<u>\$ 1,438,801</u>	<u>\$ 238,551</u>	<u>\$ (1,200,250)</u>	<u>-83.42%</u>
Operations					
Institutional Aid	\$ 21,854,257	\$ 22,105,774	\$ 20,581,325	\$ (1,524,450)	-6.90%
Professional Services	\$ 1,231,009	\$ 1,110,639	\$ 1,446,362	\$ 335,723	30.23%
Travel	\$ 1,949,341	\$ 1,765,325	\$ 1,661,992	\$ (103,333)	-5.85%
Utilities	\$ 1,537,083	\$ 1,390,537	\$ 1,522,317	\$ 131,779	9.48%
Supplies	\$ 1,300,114	\$ 1,303,564	\$ 1,325,552	\$ 21,988	1.69%
Office Contracts	\$ 1,093,806	\$ 970,371	\$ 994,778	\$ 24,407	2.52%
Communications	\$ 670,656	\$ 618,232	\$ 569,775	\$ (48,457)	-7.84%
Maintenance & Repair	\$ 343,906	\$ 207,110	\$ 191,963	\$ (15,147)	-7.31%
Energy Lease Principal & Interest	\$ 630,000	\$ 630,000	\$ 630,000	\$ -	0.00%
Other Expense	\$ 2,110,434	\$ 1,834,774	\$ 1,715,612	\$ (119,162)	-6.49%
Total Operations	<u>\$ 32,720,606</u>	<u>\$ 31,936,327</u>	<u>\$ 30,639,674</u>	<u>\$ (1,296,652)</u>	<u>-4.06%</u>
Total Education & General	<u>\$ 71,199,513</u>	<u>\$ 69,832,388</u>	<u>\$ 66,873,003</u>	<u>\$ (2,959,385)</u>	<u>-4.24%</u>

**Truman State University
Auxiliary
Budget to Actual
For the period ending February 28**

	FY19 Budget	FY19 To Date	Percent of Budget This Year	Percent of Budget Last Year
Auxiliary Systems				
Revenues				
Residence Halls	\$ 22,375,076	\$ 21,294,759	95.17%	
Student Union	\$ 1,334,549	\$ 1,214,260	90.99%	
Recreation Center	\$ 1,199,097	\$ 1,165,688	97.21%	
Other Auxiliary	\$ 449,105	\$ 199,213	44.36%	
Total Budgeted Revenues	\$ 25,357,827	\$ 23,873,920	94.15%	98.96%
Rollover from prior year	\$ 480,233			
Total Resources to Spend	\$ 25,838,061			
Expenses				
Salaries & Fringe Benefits				
Salaries	\$ 2,224,267	\$ 1,360,040	61.15%	
Student Salaries	\$ 663,514	\$ 548,548	82.67%	
Fringe Benefits	\$ 2,011,656	\$ 1,434,003	71.28%	
Total Salaries & Fringe Benefits	\$ 4,899,436	\$ 3,342,591	68.22%	68.77%
Equipment /Capitalized Expense	\$ 781,203	\$ 46,861	6.00%	18.89%
Operations				
Bond Principal & Interest	\$ 3,655,096	\$ 760,092	20.80%	
Meals-Contract Food Service	\$ 8,550,000	\$ 5,790,611	67.73%	
Other Expense	\$ 3,896,325	\$ 2,544,014	65.29%	
Institutional Aid	\$ 1,900,000	\$ 1,489,065	78.37%	
Utilities	\$ 2,156,000	\$ 1,225,811	56.86%	
Total Operations	\$ 20,157,421	\$ 11,809,592	58.59%	54.68%
Total Auxiliary Expense	\$ 25,838,061	\$ 15,199,044	58.82%	55.81%

**Truman State University
Operating Receipts by Fund
For the period ending February 28**

	<u>FY17 Receipts</u>	<u>FY18 Receipts</u>	<u>FY19 Receipts</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
Auxiliary					
Residence Halls	\$ 22,864,323	\$ 23,017,246	\$ 21,294,759	\$ (1,722,486)	-7.48%
Student Union	\$ 1,324,671	\$ 1,313,809	\$ 1,214,260	\$ (99,549)	-7.58%
Recreation Center	\$ 1,250,850	\$ 1,254,664	\$ 1,165,688	\$ (88,976)	-7.09%
Other Auxiliary	\$ 213,568	\$ 212,884	\$ 199,213	\$ (13,670)	-6.42%
Total Auxiliary	<u><u>\$ 25,653,412</u></u>	<u><u>\$ 25,798,602</u></u>	<u><u>\$ 23,873,920</u></u>	<u><u>\$ (1,924,682)</u></u>	<u><u>-7.46%</u></u>

Truman State University
Operating Expense by Fund
For the period ending February 28

	<u>FY17</u> <u>Expense</u>	<u>FY18</u> <u>Expense</u>	<u>FY19</u> <u>Expense</u>	<u>Change</u> <u>FY18 to FY19</u>	<u>% Change</u> <u>FY18 to FY19</u>
Auxiliary					
Salaries & Fringe Benefits					
Administrative & Staff Salaries	\$ 1,268,523	\$ 1,300,318	\$ 1,360,040	\$ 59,722	4.59%
Student Wages	\$ 511,730	\$ 535,615	\$ 548,548	\$ 12,933	2.41%
Fringe Benefits	\$ 1,295,862	\$ 1,361,980	\$ 1,434,003	\$ 72,023	5.29%
Total Salary & Fringe Benefits	<u>\$ 3,076,115</u>	<u>\$ 3,197,913</u>	<u>\$ 3,342,591</u>	<u>\$ 144,679</u>	<u>4.52%</u>
Equipment & Capital Expenses	<u>\$ 64,837</u>	<u>\$ 174,003</u>	<u>\$ 46,861</u>	<u>\$ (127,143)</u>	<u>-73.07%</u>
Operations					
Institutional Aid	\$ 1,956,215	\$ 1,852,509	\$ 1,489,065	\$ (363,444)	-19.62%
Supplies	\$ 307,948	\$ 417,187	\$ 275,733	\$ (141,454)	-33.91%
Office Contracts	\$ 211,489	\$ 143,615	\$ 141,910	\$ (1,706)	-1.19%
Communications	\$ 45,391	\$ 50,103	\$ 42,544	\$ (7,559)	-15.09%
Meals-Contract Food Service	\$ 5,912,035	\$ 6,182,272	\$ 5,790,611	\$ (391,661)	-6.34%
Meals-Other	\$ 262,025	\$ 296,151	\$ 316,022	\$ 19,871	6.71%
Utilities	\$ 1,283,141	\$ 1,214,638	\$ 1,225,811	\$ 11,173	0.92%
Professional Services	\$ 131,025	\$ 162,360	\$ 203,733	\$ 41,373	25.48%
Reimbursement to E & G	\$ 883,700	\$ 995,000	\$ 1,004,621	\$ 9,621	0.97%
Bond Principal & Interest	\$ 820,929	\$ 791,141.88	\$ 760,091.88	\$ (31,050)	0.00%
Maintenance & Repair	\$ 90,923	\$ 152,171.67	\$ 119,647.06	\$ (32,525)	0.00%
Other Expense	\$ 522,155	\$ 437,498	\$ 439,805	\$ 2,307	0.53%
Total Operations	<u>\$ 12,426,976</u>	<u>\$ 12,694,646</u>	<u>\$ 11,809,592</u>	<u>\$ (885,054)</u>	<u>-6.97%</u>
Total Auxiliary	<u>\$ 15,567,928</u>	<u>\$ 16,066,562</u>	<u>\$ 15,199,044</u>	<u>\$ (867,518)</u>	<u>-5.40%</u>

Truman State University Foundation
Statement of Net Position
February 28, 2018 Compared to February 28, 2019

ASSETS	28-Feb-18 FY18	28-Feb-19 FY19	Change FY18 to FY19
Current Assets			
Cash	\$ 383,558	\$ 366,139	\$ (17,420)
Short Term Investments	\$ 3,135,187	\$ 3,518,544	\$ 383,358
Prepaid Expenses	\$ 750	\$ 4,420	\$ 3,670
Loans Receivable, net of allowance	\$ 180,098	\$ 225,579	\$ 45,481
Total Current Assets	\$ 3,699,593	\$ 4,114,682	\$ 415,089
Non-Current Assets			
Investments	\$ 50,928,552	\$ 51,060,026	\$ 131,474
Loans Receivable, net of allowance	\$ 380,429	\$ 559,404	\$ 178,976
Cash Value of Life Insurance	\$ 125,135	\$ 134,422	\$ 9,287
Total Non-Current Assets	\$ 51,434,115	\$ 51,753,852	\$ 319,737
Total Assets	\$ 55,133,708	\$ 55,868,535	\$ 734,827
LIABILITIES			
Current Liabilities			
Accounts Payable	\$ 260,466	\$ 323,969	\$ 63,503
Refundable Advance	\$ -	\$ 9,238	\$ 9,238
Annuities & Trusts Payable	\$ 51,470	\$ 29,833	\$ (21,638)
Total Current Liabilities	\$ 311,936	\$ 363,039	\$ 51,103
Non-Current Liabilities			
Annuities & Trusts Payable	\$ 521,775	\$ 526,683	\$ 4,908
Total Non-Current Liabilities	\$ 521,775	\$ 526,683	\$ 4,908
Total Liabilities	\$ 833,711	\$ 889,722	\$ 56,011
NET POSITION	\$ 54,299,997	\$ 54,978,813	\$ 678,816

Truman State University Foundation
Statement of Revenues, Expenses & Changes in Net Position
February 28, 2018 Compared to February 28, 2019

	<u>28-Feb-18</u> <u>FY18</u>	<u>28-Feb-19</u> <u>FY19</u>	<u>Change</u> <u>FY18 to FY19</u>
Operating Revenue			
Interest on Student Loan Receivable	\$ 17,048	\$ 16,918	\$ (130)
Total Operating Revenues	\$ 17,048	\$ 16,918	\$ (130)
Operating Expenses			
Scholarships	\$ 1,164,208	\$ 1,216,293	\$ 52,085
Supplies & Other Services	\$ 381,655	\$ 357,195	\$ (24,460)
Travel Expense	\$ 88,570	\$ 97,642	\$ 9,072
Other Expense	\$ 109,100	\$ 65,723	\$ (43,376)
Total Operating Expenses	\$ 1,743,533	\$ 1,736,853	\$ (6,680)
Operating Gain (Loss)	\$ (1,726,485)	\$ (1,719,935)	\$ 6,550
Non-Operating Revenues (Expenses)			
Contributions	\$ 1,399,218	\$ 1,014,383	\$ (384,835)
Interest & Dividends	\$ 818,342	\$ 963,488	\$ 145,146
Realized Gain (Loss)	\$ 856,791	\$ 1,426,663	\$ 569,872
Unrealized Gain (Loss)	\$ 1,429,770	\$ (1,305,361)	\$ (2,735,131)
Other Non-Operating Income	\$ 45,541	\$ 42,841	\$ (2,700)
Other Non-Operating Expense	\$ (75,300)	\$ (78,186)	\$ (2,886)
Net Non-Operating Revenues (Expenses)	\$ 4,474,362	\$ 2,063,828	\$ (2,410,534)
Income before other Revenues, Expenses, Gains, Losses & Transfers	\$ 2,747,878	\$ 343,893	\$ (2,403,985)
Additions to Permanent Endowments	\$ 1,389,463	\$ 848,209	\$ (541,254)
Transfers to Education & General for Administration	\$ (79,533)	\$ (79,533)	\$ -
Transfers to Education & General	\$ (266,171)	\$ (531,936)	\$ (265,765)
Transfer to Auxiliary - Other	\$ (10,370)	\$ (19,201)	\$ (8,831)
Transfer to Fundraising	\$ (840)	\$ -	\$ 840
Transfer to Auxiliary - Student Union	\$ (455)	\$ -	\$ 455
Transfer to Capital Fund -Current	\$ (10,473)	\$ -	\$ 10,473
Transfer to Capital Fund - Plant	\$ -	\$ (339,503)	\$ (339,503)
Increase (Decrease) in Net Assets	\$ 3,769,500	\$ 221,929	\$ (3,547,570)
Net Position, Beginning of Year	\$ 50,530,498	\$ 54,756,883	
Net Position Ending Balance	\$ 54,299,998	\$ 54,978,813	\$ 678,815

Truman State University Foundation
Investments Schedule
February 28, 2018 Compared to February 28, 2019

Investments	28-Feb-18 FY18	28-Feb-19 FY19
Invested with Outside Manager		
Endowment Pool	\$ 48,890,770	\$ 49,068,364
Total Endowment Pool	<u>\$ 48,890,770</u>	<u>\$ 49,068,364</u>
Short-Term Pool	\$ 3,135,187	\$ 3,518,544
Student Investment Fund	\$ 116,692	\$ 123,631
Long Trust	\$ 719,473	\$ 716,561
Courtright Elmwood Unitrust	\$ 33,687	\$ 31,033
Annuities Payable - CGA	\$ 1,070,944	\$ 1,026,200
Fitzpatrick - CA CGA	\$ 70,330	\$ 67,617
Annuities Payable - FL CGA	\$ 26,656	\$ 26,620
Total Investments	<u><u>\$ 54,063,739</u></u>	<u><u>\$ 54,578,571</u></u>
 Beneficial Interest in Trusts		
Invested through Citizens Bank, Chillicothe, MO		
Ludlow Trust	\$ 245,264	\$ 239,088
Invested through First Bankers Trust, Quincy, IL		
Cozean Trust	\$ 336,829	\$ 337,030
Invested through Citizens Bank, Chillicothe, MO		
Lyle Ingraham Trust	\$ 3,063,286	\$ 3,098,507
Total Beneficial Interest in Trusts	<u><u>\$ 3,645,379</u></u>	<u><u>\$ 3,674,625</u></u>

ITEM E.2

Memorandum of Understanding between the Board of Governors of Truman State University and the Board of Directors of the Truman State University Foundation

DESCRIPTION AND BACKGROUND

The Truman State University Foundation is an incorporated 501(c)(3) organization affiliated with and supporting Truman State University. The Foundation exists to raise and manage private resources supporting the mission and priorities of Truman and to provide opportunities for students and a margin of institutional excellence unavailable with state funds. The reason for the Memorandum of Understanding (MOU) is to crystalize the previous and future operations between the University and the Foundation. In addition, if conflicts or differences should arise, the MOU would stand as a standard bearer for resolution.

This MOU shall remain in effect for a term of five years, and is subject to renewal or extension by agreement of the parties. Prior to the expiration date, the parties will meet and review the history of the parties' experience with the MOU and will discuss renewal or extension of the MOU and any changes desired by the parties.

RECOMMENDED ACTION

BE IT RESOLVED that the President of the University is hereby authorized and directed to act on behalf of the Board of Governors by executing the attached Memorandum of Understanding with the Truman State University Foundation Board of Directors as such Memorandum appears in Attachment A, which is appended to this Resolution and made part hereof by incorporation as though fully set out herein.

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

ATTACHMENT

Memorandum of Understanding between the Board of Governors of Truman State University and the Board of Directors of the Truman State University Foundation

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF GOVERNORS OF TRUMAN STATE UNIVERSITY
AND THE
BOARD OF DIRECTORS OF THE TRUMAN STATE UNIVERSITY FOUNDATION**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ____ day of _____, 2019, by and between Truman State University, by its Board of Governors (the “University”) and the Truman State University Foundation, Inc., by its Board of Directors (the “Foundation”).

Recitals

The Foundation was organized and incorporated in 1984 for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of the University.

The Foundation exists to encourage, manage and administer private resources to support the mission and priorities of the University, as established by the Board of Governors and the President of the University. Although the Foundation is a separate legal entity from the University, the Foundation’s sole reason for existence is to promote the interests and welfare of the University.

The Foundation is dedicated to assisting the University in the building of the endowment and in addressing, through financial support, the long-term academic and other priorities of the University and to provide opportunities for students and a margin of institutional excellence unavailable with state funds.

The Foundation is a not for profit corporation under the provisions of Chapter 355 of the Revised Statutes of Missouri, and qualifies under IRC §501(c)(3) for tax exempt purposes. The Foundation has responsibility to encourage, manage and administer gifts and bequests of property and funds for scientific, educational and charitable purposes, all for the advancement of the University and its objectives; to promote and support the University’s educational mission; to provide funds which are not provided from public sources for use in the furtherance of the educational mission and welfare of the University, its faculty and students and educational facilities, including residence halls; and to do and perform any acts and expend its funds in a manner consistent with the spirit and intent of its donors and the Policies of the Board of Governors and the Foundation. Moreover, Directors of the Foundation Board have responsibility to maintain knowledge of the University’s mission, programs, resources, and needs, to publically support the University in the community; to assist the President and Foundation staff in establishing and maintaining a favorable climate for giving; to participate actively in the fund raising programs of the Foundation through attendance at meetings and by providing personal financial support of the University on a regular basis; to review and approve the Foundation’s annual operating budget; and to determine investment goals and objectives of the Foundation’s investments.

Agreement

In consideration of the mutual promises and commitments herein contained, the parties agree as follows:

Use of University Name, Seal and Logo

Consistent with its mission to help to advance the plans and objectives of the University, the Foundation is granted the use of the name, Truman State University. Furthermore, by mutual agreement, the Foundation may utilize the University's logos or other identifying marks in the promotion of its business and activities.

Institutional Governance

The University Board of Governors is responsible for the effective governance of the University including setting the strategic mission and vision; employment and compensation of the University President; ensuring adequate resources and fiscal prudence; and ensuring quality academic programs that meet the needs of students.

Board of Governors Support of Foundation's Role

The Board of Governors recognizes the critical role played by the Foundation in advancing the University by encouraging, managing and administering charitable gifts from alumni, friends, corporations and foundations. The Board of Governors is committed to actively support, and to work in partnership with the Foundation Board to encourage giving and effective stewardship. The Board of Governors will support the Foundation's efforts whenever possible through advocacy, participation in fundraising and/or donor recognition activities, and personal financial support. It is recognized that all who serve on both of the boards have an important role in shaping the University's future.

The Foundation's Relationship to the University

The Foundation is a not for profit corporation under the provisions of Chapter 355 of the Revised Statutes of Missouri and qualifies under IRC §501(c)(3) for tax purposes. The Foundation was created to raise, manage, distribute and steward private resources to support the various missions of the University.

- The Foundation serves as the legal trustee for the University to hold and administer private funds donated to the University and the Foundation, such funds to be held in trust and administered in accordance with University and Foundation Policies and Bylaws. The Foundation Board of Directors is responsible for the control and investment of all of the University assets held in trust by the Foundation, including the prudent management of all gifts consistent with donor intent.
- The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of Policies and Bylaws that clearly address the Foundation Board's fiduciary responsibilities, including expectations of individual

Foundation Board members based upon ethical guidelines and policies.

- The University's Vice President for University Advancement serves as the Executive Director of the Foundation and is selected by the President of the University in accordance with Missouri law and University policy. The Executive Director reports directly to the President of the University. The Executive Director shall advise, inform, and serve as a key liaison to the Foundation Board of Directors, especially with respect to business and fiduciary matters. The Executive Director is responsible for implementing Foundation policies and actions taken by the Foundation Board of Directors.

The University's Relationship to the Foundation

- The University President is responsible for communicating the University's priorities and long-term plans, as approved by the University Board, to the Foundation.
- The University recognizes that the Foundation is a private corporation with the authority to keep records and data confidential consistent with Missouri law.
- The University shall include the Foundation as an active and prominent participant in the strategic planning for the University.
- The President of the University and three members of the Board of Governors shall serve on the Foundation Board of Directors in accordance with the Foundation Policies.
- In consideration of Foundation services, the University will provide in-kind support to the Foundation such as staff, office space, utilities, office supplies, telephone systems, computer technology and other such services as the University may deem reasonably necessary to support the operations.
- The Advancement Office staff members, including the Executive Director, are employees of the University and subject to the direction and control of the University President, the same as other University employees. The University is responsible for the employment, compensation and evaluation of all its employees, including the Executive Director.

Foundation Responsibilities

Fund-Raising

- The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the University.
- The Foundation, in consultation with the University President, is responsible for planning and executing comprehensive fund-raising and donor-acquisition

programs in support of the institution's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.

- The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the University and provide appropriate recognition and stewardship of such gifts.
- The University recognizes that the Foundation bears an important responsibility for fund-raising. University representatives will coordinate fund-raising initiatives including major gifts solicitations with the Foundation.
- The University President and Advancement staff will work in conjunction with the leadership of the Foundation Board and the Foundation Executive Director to identify, cultivate, and solicit prospects for private gifts.
- The Foundation shall not accept grants from state or federal agencies, except in special circumstances that are approved by the University and the governmental agency.

Asset Management

- The Foundation will comply with asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws and University policy as established by the Board of Governors. The Foundation will comply with University Policies, including those policies related to Advancement as set out in Chapter 13 of the Policies of the Board of Governors and such other applicable Board of Governors' Policies as may be adopted in the future.
- The Foundation, as trustee for the University, will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments. The Foundation may employ management consultants and professionals for this purpose.
- When distributing gift funds to the University, the Foundation shall monitor and disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The University shall abide by such restrictions to the extent permitted by law.

Transfer of Funds

- The Foundation is the primary depository of private gifts and will make available funds to the University in compliance with applicable laws, University policies,

University spending policies and gift agreements.

- The Foundation's disbursements on behalf of the University must be reasonable, appropriate, consistent with donor intent, support the University and avoid conflict with Missouri law.

Foundation Funding and Administration

- The Foundation is responsible for establishing a budget to manage the cost of Foundation programs, operations, and services.
- The Foundation has the right to support its operations by reasonable means in accordance with University Board of Governors approved policies. Such methods may include the assessment of fees for services, imposing administrative fees, or utilizing a percentage of the earnings from the overall investment pool. These policies will be made available to the public and will be disclosed in accordance with applicable laws and regulations. The use of such fees must be disclosed to donors and University staff.
- The Foundation shall maintain copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.
- The Foundation will provide access to its data and records to the University. The Foundation will provide the University with copies of its annual report, and other information as requested by the University.

Communication between the Board of Governors and the Foundation Board

- The Board of Governors will communicate University priorities and goals via the President of the University.
- The University Board of Governors will receive a copy of the audit of the Foundation's financial and operational records and the annual audited financial statements, including management letter.
- The ~~University Foundation~~ will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will submit a copy of the annual audited financial statements, including management letter, to the University Board of Governors.
- ~~The Foundation Board of Directors will communicate with the Board of Governors via the President of the University.~~
- Any amendments to the Articles of Incorporation or Policies and Bylaws of the Foundation shall be submitted by the President of the Foundation Board of Directors to the University Board of Governors for approval prior to becoming effective.

- The Chair of the Board of Governors shall appoint representatives from the Board of Governors to the Foundation Board in accordance with Foundation Policies and Bylaws.
- The University President shall also serve on the Foundation Board of the Foundation in accordance with the Foundation Policies and Bylaws.
- To ensure effective achievement of the terms of this MOU, the University and Foundation officers and Board representatives shall hold periodic joint meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.
- Consistent with provisions appearing in the Foundation's Policies and Bylaws and its Articles of Incorporation, should the Foundation cease to qualify as an I.R.C. §501(c)(3) organization, the Foundation will transfer the assets and property held in trust, to the University, to a reincorporated successor Foundation, or to the state or federal government for public purposes, in accordance with the law and donor intent.

Term of this Agreement, Amendments

This Memorandum of Understanding shall remain in effect for a term of five years, and is subject to renewal or extension by agreement of the parties. Prior to the expiration date, the parties will meet and review the history of the parties' experience with the Memorandum and will discuss renewal or extension of the Memorandum and any changes desired by the parties. The Memorandum of Understanding is subject to amendment at any time prior to its expiration but only by means of a written addendum to this Memorandum, agreed to by the parties.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers on the day and date first above written.

Chair, Board of Governors
Truman State University

President
Truman State University Foundation, Inc.

Date: _____

Date: _____

Attest: _____
Board Secretary

Attest: _____
Board Secretary

President
Truman State University

Vice President for University Advancement,
Executive Director for the Foundation

Date: _____

Date: _____

ITEM E.3

Resolution Amending Chapter 14 of the Code of Policies of the Board of Governors pertaining to Conflict of Interest

DESCRIPTION AND BACKGROUND

At the February meeting, it was suggested that Chapter 14 of the Code of Policies be amended to add the category of “Relatives” to the definitions in order to extend the application of the Conflict of Interest policy to a wider range of persons who may be related to members of the Board of Governors or to officers and employees of the University. Currently, the policy applies to Board members, officers and employees and their “spouses and dependent children.” The proposed changes would extend this to a wider range of persons related by blood and marriage.

RECOMMENDED ACTION

BE IT RESOLVED that Sections 14.020, 14.030, and 14.075 of Chapter 14 of the Code of Policies of the Board of Governors pertaining to “Conflict of Interest” are hereby amended in words and figures as appears in Attachment B. New language to be added to these Sections of Chapter 14 appears in **bold underlined italics**. Other sections of Chapter 14 are not affected by these changes.

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

ATTACHMENT

Chapter 14 – Conflict of Interest and Financial Disclosure

CHAPTER 14

CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

Sections:

- 14.010. Purpose
- 14.020. Definitions
- 14.030. Prohibitions for Officers and Employees
- 14.040. Prohibitions for Officers and Employees in Executive or Administrative Capacities
- 14.050. Disclosure by Officers
- 14.070. Financial Interest Statements
- 14.075. Conflict of Interest - Board of Governors
- 14.080. Campaign Contributions
- 14.100. Nepotism
- 14.110. Disclosure of Relationships
- 14.120. Limitation of Gifts
- 14.130. Sale of Textbooks to Students
- 14.140. Transactions with Students
- 14.150. Other Commercial Transactions
- 14.160. Sanctions for Violations
- 14.170. Sponsored Projects
- 14.180. Fiscal Misconduct
- 14.190. Retaliation Prohibited

- 14.010. Purpose. Members of the Board of Governors and University officers and employees are to refrain from personal business or other activity that could conflict with proper execution of their duties and responsibilities or which could impair their ability to make impartial decisions. Members of the Board of Governors and University officers and employees should subordinate their financial and personal interests to those of the University. Pursuant to this chapter, members of the Board of Governors and University officers and employees are to disclose any material financial or personal interests they may have which could reasonably be seen as presenting a conflict between the interests of the University and their own financial or personal interests. It is desirable that officers and employees of the University be well informed about, and carefully adhere to, all laws regarding conflict of interest. It also is desirable that officers and employees be alert to situations which may have the appearance of a conflict of interest. The purpose of this policy is to set forth the applicable provisions of law and to assist officers and employees in their efforts to avoid any actual or perceived conflict of interest.

14.020. Definitions. Unless the context clearly requires otherwise, the following terms mean:

1. "Business with which he or she is associated":
 1. Any sole proprietorship owned by the person, his or her spouse, or any dependent child in his or her custody;
 2. Any partnership or joint venture in which the person, or his or her spouse, is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which he or she is an officer or director or of which the person, his or her spouse, [or] dependent child in his or her custody or relative, whether singularly or collectively, owns in excess of ten percent of the outstanding shares of any class of stock or partnership units; or
 3. Any trust in which the person is a trustee or settler or in which the person, his or her spouse, or dependent child or relative, whether singularly or collectively, is a beneficiary or holder of a reversionary interest of ten percent or more of the corpus of the trust.
2. Conflict of Interest: Any situation in which a Board member's or officer's or employee's judgment or conduct in the performance of their official duties for the University would be influenced by their familial, personal or business relationship with a third party, or any situation that would be deemed a conflict of interest under the laws of the United States or the laws of the State of Missouri. A familial relationship that is not within the fourth degree of consanguinity or affinity will not be considered the basis of a conflict of interest.
3. "Decision-making public servant", an official, appointee or employee of the University who exercises supervisory authority over the negotiation of contracts, who has the legal authority to adopt or vote on the adoption of rules and regulations with the force of law, or who exercises primary supervisory responsibility over purchasing decisions, and who is designated by the Board of Governors, or the President of the University, as a decision-making public servant.

4. "Dependent child", or "dependent child in his or her custody", all children, stepchildren, foster children, and wards, under the age of eighteen residing in his or her household and who receive in excess of fifty percent of their support from him or her.
5. "Substantial interest", ownership by the individual, his or her spouse, or his or her dependent children, whether singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of an interest having a value of ten thousand dollars or more, or the receipt by an individual, his or her spouse, or his or her dependent children, whether singularly or collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars, or more, per year from any individual, partnership, organization, or association within any calendar year.
6. "Substantial personal or private interest in any measure or action", any interest in a measure or action which results from a substantial interest in a business entity.

7. "Relative", means a person who is related to a Member of the Board of Governors or to an official or employee as spouse or as any of the following, whether by blood or by adoption: parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, brother-in-law or sister-in-law.

14.030. Prohibitions for Officers and Employees. No officer or employee of the University shall:

1. Act or refrain from acting in any capacity in which he or she is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to himself or herself, or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act, other than compensation to be paid by the University.
2. Use confidential information obtained in the course of or by reason of his or her employment or official capacity in any manner with intent to result in financial gain for himself or herself, his

or her spouse, relative, or his or her dependent child in his or her custody, or any business with which he or she is associated.

3. Disclose confidential information obtained in the course of or by reason of his or her employment or official capacity in any manner with intent to result in financial gain for himself or herself or any other person.
4. Favorably act on any matter that is so specifically designed so as to provide a special monetary benefit to such official, or his or her spouse, relative or dependent children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, special monetary benefit means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting as required by law.
5. Use his or her decision-making authority for the purpose of obtaining a financial gain which materially enriches himself or herself, his or her spouse, or dependent children or relative, by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.

14.040. Prohibitions for Officers and Employees in Executive or Administrative Capacities. No officer or employee, serving in an executive or administrative capacity, shall:

1. Perform any service for the University for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.
2. Sell, rent or lease any property to the University unless the transaction is made pursuant to an award on a contract let or sale made after public notice, and in the case of property other than

real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

3. Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of the University, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to the University for consideration in excess of five hundred dollars value per annum to him or her, to his or her spouse, to a dependent child in his or her custody, or to any business with which he or she is associated, unless the transaction is made pursuant to an award on a contract let or sale made after public notice, and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.
4. Perform any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his official duties, by which service he attempts to influence a decision of the University.
5. Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of the University, except that this provision shall not be construed to prohibit any person from performing such service, and receiving compensation therefore, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the University from being employed by any other department, division or agency of the executive branch of state government.
6. Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or in which he or she personally participated during the period of his or her service or employment.

14.050. Disclosure by Officers and Employees. Any officer or employee who has a substantial personal or private interest in any measure or action proposed or pending before the Board of Governors shall, before the Board of Governors passes on the measure or action, file a written report of the nature of the interest with the President of the University and such statement shall be recorded in the appropriate minutes or other record of proceedings of the Board of Governors. An officer or employee shall be deemed to have complied with the requirements of this section if he or she has filed, at any time before the Board of Governors passes on such measure or action, a financial interest statement which discloses the basis for his or her substantial personal or private interest or interests that he or she may have therein. Any such person may amend his or her financial interest statement to disclose any subsequently acquired substantial interest at any time before the Board of Governors passes on any measure or action and shall be relieved of the provisions of the first sentence of this section.

14.070. Financial Interest Statements. It is recognized that the members of the Board of Governors, the President of the University, the General Counsel, the person designated as the chief purchasing officer, and the persons identified by the Board of Governors or the President of the University as decision-making public servants, are required to file financial interest statements prescribed by Section 105.483 of the statutes (“financial interest statements” are also known as “Personal Financial Disclosure Statements” and the terms are used interchangeably in this chapter). For such purpose, 1) the President of the University is designated as the chief purchasing officer, and 2) the officers of the University, as named in the Bylaws, are identified as decision-making public servants. The President of the University may designate additional employees as decision-making public servants, and upon doing so, shall give notice both to the Board and to the employee or employees. The financial interest statements, as required by law, are to be filed with the Missouri Ethics Commission on an annual basis not later than the first day of May in each year, and it is hereby required that a duplicate copy of each required statement be filed with the President of the University by the same date each year. The President of the University, or his or her designee, shall

maintain such statements available for public inspection and copying during normal business hours.

It is further recognized that the Secretary of State is to fulfill the duties of the Missouri Ethics Commission for receipt of such reports until January 1, 1993. It is further recognized that the failure to file such reports may result in loss of pay or loss of office.

14.075 Conflict of Interest - Board of Governors

1. Purpose

Members of the Board of Governors of Truman State University (hereafter "Board") serve the public trust and are expected to exercise their duties and responsibilities solely in the interest of the public, the University and the Board and not in the member's own personal or financial interest.

2. Board Members

- a) The Constitution of Missouri, Article VII, Section 6 and Missouri Revised Statutes Sections 105.452 and 105.454 apply to the governing boards of higher education institutions. These sections should be reviewed by members of the Board.
- b) No member of the Board shall vote on, attempt to influence the vote of other members of the Board or attempt to influence the decision of the University with regard to any matter under consideration by the Board or by the University in which the action will result in a material financial gain or personal gain for the Board member or his spouse or dependent children or relative.
- c) No member of the Board shall act or refrain from acting, in connection with his or her duties and responsibilities as a member of the Board, by reason of the payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value by the Board member or his spouse or dependent children or relative.
- d) No member of the Board shall use in any manner whatsoever or disclose to others confidential information obtained in connection with his or her duties and responsibilities

as a member of the Board with intent to result in material financial gain or personal gain for the Board member or his spouse or dependent children or relative.

- e) The Board requires each member annually:
 - i. to review this policy
 - ii. to review the referenced constitutional and statutory references; and
 - iii. to disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the University.

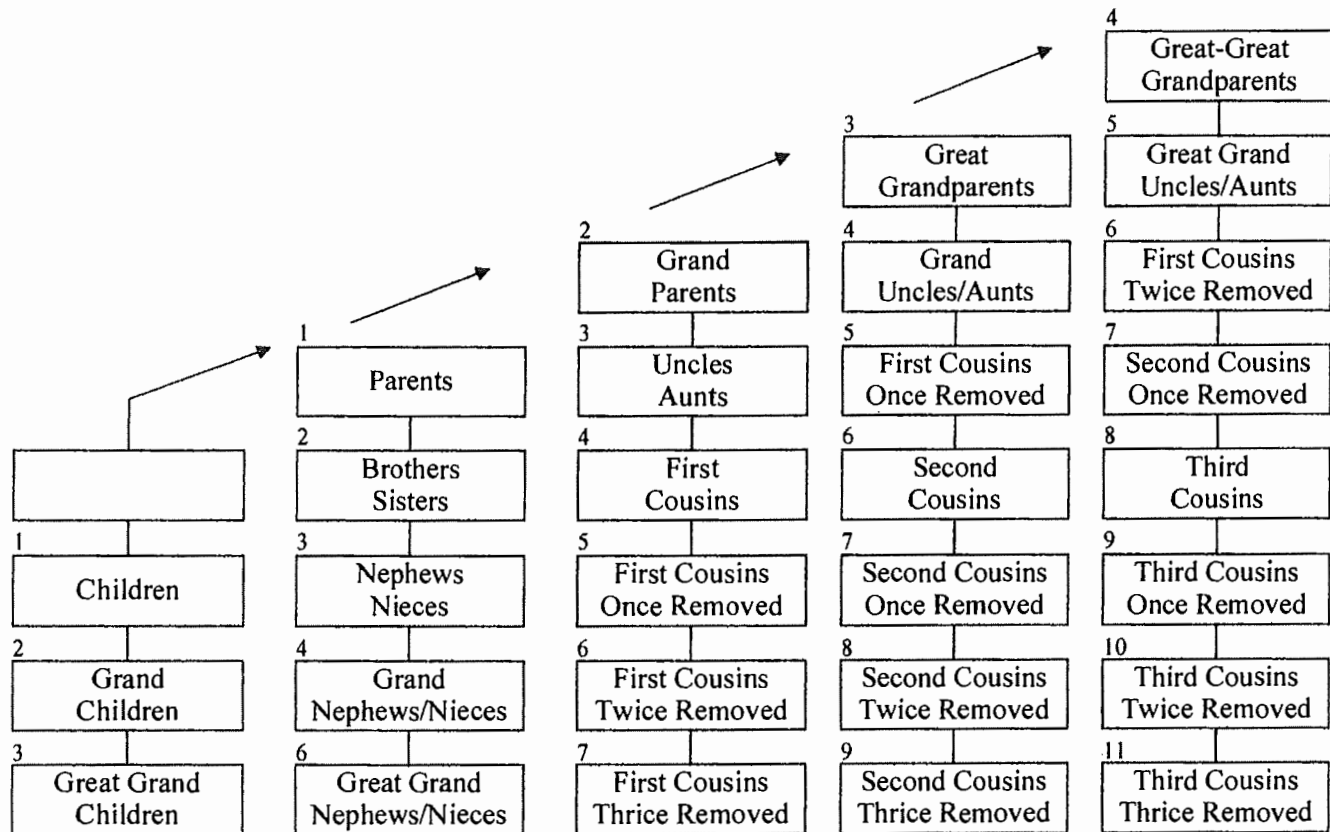
4. Procedure

- (a) 1. If a member of the Board reasonably believes that he or she or another Board member has a conflict of interest, a potential conflict of interest or reasonably believes that the general public might perceive that a conflict of interest exists with regard to any matter that is under consideration by the Board, he or she shall report such conflict of interest, potential conflict of interest or perceived conflict of interest to the Chair of the Board and the University's General Counsel at the earliest opportunity and, if possible, prior to any discussion, deliberation or vote by the Board on that matter.
- 2. Unless the member of the Board voluntarily agrees to abstain from all such discussions and voting on the matter, the Chair of the Board shall determine whether an actual or perceived conflict of interest exists and, if so, shall request that such member of the Board refrain from all such discussions and voting on the matter. If requested by the Chair of the Board, the member shall be absent from all discussions, recommendations, determinations, decisions and voting on the matter.
- 3. If the Chair of the Board is the Board member whose financial or personal interest is at issue, the Vice-Chair of the Board shall determine whether an actual or perceived conflict of interest exists and, if so, shall request that the Chair of the Board refrain from all such discussions and voting on the matter and determine whether the Chair should be absent during discussions, recommendations, determinations, decisions and voting on the matter.

4. In all cases the Board is the final authority on conflict of interest issues. Any Board member who has been requested by either the Chair of the Board or the Vice Chair of the Board to recuse himself or herself from discussions, recommendations, determinations, decisions and voting on a matter has the right to appeal this decision to the Board as a whole. In such a case, all Board members shall vote on the issue and a majority of the board shall be the final arbiter of whether said Board member shall abstain. The Board member whose financial or personal interest is the subject of any vote shall not be eligible to vote thereon.

Degrees of Family Relationships

Degrees of relationship by blood (consanguinity)



INSTRUCTIONS:

For Consanguinity (relationships by blood) calculations:

Place the employee for whom you need to establish relationships by consanguinity in the blank box. The labeled boxes will then list the relationships by title and degree of distance from the employee.

Anyone in a box numbered 1, 2 or 3 is within the third degree of consanguinity.

For Affinity (relationships by marriage) calculations:

Place the spouse or Domestic Partner of the employee for whom you need to establish relationships by affinity in the blank box. The labeled boxes will then list the relationships by title and degree of distance from the employee's spouse or Domestic Partner.

A husband and wife are related in the first degree by marriage. For other relationships by marriage, the degree of relationship is the same as the degree of underlying relationship by blood.

"Relation by blood or marriage within the third degree" includes spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, children, domestic partner children, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, uncle, aunt, nephew, niece, great-grandchild, and great-grandparent.

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

Governor Jennifer Kopp Dameron, Chair of the Academic and Student Affairs Committee, will provide a report on the committee meeting held on April 9.

RECOMMENDED ACTION

This is a discussion item only.

ITEM G**Budget and Capital Projects Committee Report****DESCRIPTION AND BACKGROUND**

Governor K. Brooks Miller, Chair of the Budget and Capital Projects Committee, will provide a report on the committee meeting held on April 9.

RECOMMENDED ACTION

This is a discussion item only.

ITEM G.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	\$4,373,258	100%	8-8-18	3-8-19	\$4,373,258
Campbell Apartments Balcony Repair Project	\$ 689,000	2-3-18	\$ 550,222	80%	7-31-18		
Pickler Memorial Library Fire Suppression Systems Project	\$3,115,000	4-14-18	\$2,808,743	100%	1-11-19	3-20-19	\$2,808,743
Student Union Building Food Service Project	\$ 337,000	8-4-18	\$ 336,113	100%	1-14-19	2-20-19	\$ 336,113
Sesquicentennial Plaza/ Fountain Project	\$1,575,000	2-9-19	\$ 133,140	.08%	9-20-19		
Violette Hall Roof Replacement and Recreation Center Repairs Project	\$1,485,000	2-9-19	\$ 93,316	.06%	8-2-19		
Greenwood Window Replacement Project	\$ 650,000	2-9-19	\$ 36,400	.06%	9-6-19		
Natatorium Pool Liner Replacement Project	\$ 127,500	2-9-19		0%			

*completion status based on payments made

**occupancy date based on primary construction contract

ITEM G.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>
Pickler Memorial Library Quiet Room Door Replacement Project	\$38,419.15

Doors were installed to the Quiet Room (Room 308) in Pickler Memorial Library in order to make a quiet space. The bid invitation was sent to seven contractors, advertised in two general publications and posted on the University website. Two contractors submitted bids with the low bid by and awarded to PSR Construction, Inc.

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>
Horiba MacroRAM Spectrometer	\$39,425

The Chemistry Department purchased a Raman Spectrometer to be used in undergraduate teaching and research. The equipment uses laser to obtain Raman signals from a wide variety of samples and is easy to use, safe, flexible, and offer a variety of options. The bid invitation was sent to three known vendors, advertised in two general publications and posted on the University's website. Two bids were received, with the low bid by and awarded to Horiba.

ITEM G.3

Construction Project – Chiller Replacement Project, Violette Hall and Student Union Building

DESCRIPTION AND BACKGROUND

Engineering services for this project were approved at the August 14, 2018 meeting of the Board of Governors. Specifications for the chillers were developed and the Board approved purchase of two chillers at the February 9, 2019 meeting. This approach was utilized due to the lead time for manufacturing and delivery of this type of equipment.

The engineering firm Ross & Baruzzini of St. Louis was unable to meet deadlines to complete the bidding process for installation of the chillers, pumps, and piping in time for this meeting. The project schedule now calls for bid openings on April 16, 2019, with the bid awarded and under contract by April 30, 2019. Work would begin in mid-May with construction complete within 10 weeks.

It is recommended that the President of the University be authorized to accept the lowest and best bid for this project with a cost not to exceed \$500,000. This is based on the cost of replacement pumps, valves, and piping plus installation of these items and the installation of the previously purchased chillers. Information regarding the final cost will be shared with the Board at the June meeting.

RECOMMENDED ACTION

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

Project Name

Chiller Replacement Project, Violette Hall and Student Union Building

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept the lowest and best bid for the project with a cost not to exceed \$500,000; and

BE IF 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 _____

ITEM G.4
Equipment Purchase

DESCRIPTION AND BACKGROUND

The Del and Norma Robison Planetarium and Multimedia Theatre is utilized by the campus and the surrounding communities and has welcomed 9,000 guests over the previous two years. The current star projection system powering the facility since Fall 2014 is out-of-date, and the Provost recognized the need for an upgrade and allocated funds for the project.

Upgrading the star projection system from Evans and Sutherland's Digistar 4 to Digistar 6 will ensure the Planetarium is able to continue to serve the campus and surrounding community. This new star projection system will also diversify the Planetarium's capabilities, allowing departments across campus to utilize the technology for coursework and student projects, something for which our current system is incapable. Further, the Planetarium will have the capability of simulcasting custom shows being presented at world class facilities such as the Adler Planetarium in Chicago and the Chalsty Planetarium in Jersey City. Finally, an upgrade to Digistar 6 would allow the University to produce its own Planetarium content, allowing the facility to remain up-to-date on astronomy and space exploration without having to spend money to purchase and install new content from outside vendors. The cost of shows purchased from third-party vendors is very high.

The project was advertised in two general circulation newspapers and posted on the University Purchasing website. Bids were solicited from four companies; one proposal was received and one company responded with a "no bid." The best value bid was received from Evans and Sutherland from Salt Lake City, Utah. Funding from this project will come from Academic Affairs and the Planetarium Fund. With a total cost of \$150,000, this budget covers advertising, the proposed project cost, and a small contingency.

RECOMMENDED ACTION

BE IT RESOLVED that the purchase of the following item of equipment be approved:

<u>Project Name</u>	<u>Project Budget</u>
Evans and Sutherland's Digistar 6 Projection System	\$150,000

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

ITEM H

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 June 2019 Meeting

June 2019 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
Enrollment management 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)
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 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
Enrollment management 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
Conclusion of presidential review process

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

October 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
Enrollment management 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 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
Enrollment management 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 2020 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
Enrollment management report
Annual legislative consultant report

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

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 2020 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

Enrollment management report

Annual faculty senate report

Financial report
Construction projects report
Depository 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
Annual presidential review committee appointments

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 I

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 Saturday, June 15, 2019, 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, August 3, 2019;
Friday, October 18, 2019;
Saturday, December 7, 2019;
Saturday, February 8, 2020; and
Saturday, April 4, 2020.

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

ATTACHMENT

Calendar of Events April 2019 – April 2020

CALENDAR OF EVENTS
April 2019 - April 2020

2019

April	5	Holman Speaker: Jenna Fischer, Pershing Arena
	13	BOARD OF GOVERNORS MEETING
	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	BOARD OF GOVERNORS MEETING/RETREAT (TENTATIVE DATE)
July	4	Independence Day
August	3	BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
	14	Fall Semester Begins with Truman Week
September	2	Labor Day
	14	Home Football - Wayne State
	21	Family Day
	21	Home Football - Valparaiso
October	5	Home Football - Southwest Baptist
	10-11	Mid-Term Break
	14-19	Homecoming Week
	18	BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
	19	Home Football - Missouri S&T
November	2	Home Football - McKendree
	22	Thanksgiving Day
December	7	BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
	14	Fall Commencement, 11:00 a.m.
	25	Christmas Day

2020

January	1	New Year's Day
	13	Spring Classes Begin
	20	Martin Luther King, Jr. Day
	25	Admission Showcase Event
February	8	BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
March	9-13	Spring Break
	28	Admission Showcase Event

April	4	BOARD OF GOVERNORS MEETING (TENTATIVE DATE)
	4	Foundation Board Meeting and Banquet
	13	Term Break
	16	Student Research Conference
	25	Admission Showcase Event

ITEM J

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 _____