

**NOTICE OF MEETING**  
**Board of Governors, Truman State University**  
**Saturday, June 15, 2019**

The Board of Governors for Truman State University will hold a retreat/meeting on Saturday, June 15, 2019, in Baldwin Hall located on the University campus in Kirksville, Missouri. The retreat will begin at 9:00 a.m. and will be held in Baldwin Hall 257. The meeting will begin at 1:00 p.m. and will be held in Baldwin Hall 231. The public is invited to attend.

The tentative agenda for the meeting is attached to this notice. Items J through L 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 7<sup>th</sup> day of June, 2019.

A handwritten signature in black ink, reading "Susan L. Thomas". The signature is written in a cursive, flowing style.

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

**TENTATIVE AGENDA**  
**Board of Governors, Truman State University**  
**Saturday, June 15, 2019**

Tuesday, June 11

1:30 p.m. Board of Governors Finance and Auditing Committee Conference Call Meeting  
President's Office, McClain Hall 200  
(Governors Burkemper, Gingrich, McClaskey and Crandall)

Wednesday, June 12

11:00 a.m. Board of Governors Budget and Capital Projects Committee Conference Call Meeting  
President's Office, McClain Hall 200  
(Governors Miller, Bonner, O'Donnell and Crandall)

4:00 p.m. Board of Governors Academic and Student Affairs Committee Conference Call Meeting  
President's Office, McClain Hall 200  
(Governors Dameron, Cozette, Middlemas and Crandall)

Friday, June 14

2:15 p.m. New Board Member Photograph  
President's Office, McClain Hall 200  
(Governor Gingrich)

3:00 p.m. New Board Member Orientation  
President's Office, McClain Hall 200  
(Governors Gingrich and Crandall)

7:00 p.m. Board of Governors Dinner  
Sebree's, 202 South Highway 63, Greentop, Missouri  
(All Board Members and Spouses Welcome)

Saturday, June 15

9:00 a.m. Board of Governors Retreat  
Baldwin Hall 257  
Breakout Rooms: Baldwin Hall 262 and 263

12:00 noon Board of Governors Luncheon  
Chariton Room, Missouri Hall

1:00 p.m. Open Session of Board of Governors Meeting  
Baldwin Hall 231

ITEM A Call to Order and Chair Report

ITEM B Minutes for Open Session of Meetings on April 13 and April 18, 2019

ITEM B.1 Recognition of Newly Appointed Board Members – Nancy Gingrich and Sarah Burkemper

ITEM B.2 Resolution of Appreciation – Mike LaBeth

ITEM C President's Report

ITEM D Finance and Auditing Committee Report

ITEM D.1 Financial Report

- ITEM D.2 Investment Management Services
- ITEM D.3 Resolution Amending Chapter 13 of the Code of Policies of the Board of Governors Pertaining to Endowed Funds
- ITEM D.4 Resolution Amending Chapter 13 of the Code of Policies of the Board of Governors Pertaining to Non-endowed Gifts
- ITEM E Academic and Student Affairs Committee Report
- ITEM F Budget and Capital Projects Committee Report
- ITEM F.1 Construction Projects Report
- ITEM F.2 Contracts for Construction Projects and Equipment Purchases Report
- ITEM F.3 Equipment Purchase - Information Technology Networking Equipment Upgrade for Violette and Magruder Halls Project
- ITEM F.4 Naming Opportunity
- ITEM F.5 State Capital Improvement and Maintenance Request
- ITEM F.6 Operating Budgets FY 2020
- ITEM F.7 Salary Policies FY 2020
- ITEM F.8 Enrollment Fees
- ITEM G Agenda Items for Future Meetings
- ITEM H Dates for Future Meetings
- ITEM I Agenda Items for Closed Session
- Closed Session of Board of Governors Meeting
- ITEM J Minutes for Closed Session of Meeting on April 13, 2019
- ITEM K Personnel Actions Report
- ITEM K.1 Faculty Promotions
- ITEM K.2 Academic Tenure
- ITEM K.3 Annual Presidential Review
- ITEM L General Counsel Report
- ITEM L.1 Motion to Adjourn

**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 Meetings on April 13 and April 18, 2019**

**RECOMMENDED ACTION**

BE IT RESOLVED that the minutes for the open session of the meetings on April 13 and April 18, 2019, be approved.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Aye \_\_\_\_\_

Nay \_\_\_\_\_

**ATTACHMENT**

Minutes for Open Session of Meeting on April 13, 2019

Minutes for Open Session of Meeting on April 18, 2019

TRUMAN STATE UNIVERSITY  
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OPEN SESSION  
OF MEETING ON  
APRIL 13, 2019

The Board of Governors for Truman State University met on Saturday, April 13, 2019, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union Building. The open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, Laura A. Crandall.

Participating in the meeting were all seven voting members: Sarah Burkemper, Cheryl J. Cozette, Laura A. Crandall, Jennifer Kopp Dameron, Mike LaBeth, K. Brooks Miller, Jr., and Jim O'Donnell.

Also participating in the 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 and Chair Report

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

Minutes for Open Session of Meeting on February 9, 2019

Sarah Burkemper moved the adoption of the following resolution:

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

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted.

President's Report

Dr. Susan L. Thomas, University President, provided a report on several items of current interest. Within her selected engagements report, President Thomas highlighted recent campus visits by Truman alumna Jenna Fischer; Missouri Governor Mike Parson; Zora Mulligan, Missouri Commissioner of Higher Education; and Rob Dixon, Missouri Director of Economic Development. In addition, President Thomas provided a legislative update in regard to the FY2020 budget and noted the continued work with SME Branding, the firm selected to assist the University with marketing. President Thomas ended her report by highlighting Collin Kuntz and David Newell, two Truman accounting graduates, who were recently recognized as Elijah Watts Sells Award winners for their performance on the 2018 CPA exam. Nearly 86,000 individuals sat for the CPA Exam in 2018 with 110 candidates meeting the criteria to receive the Elijah Watt Sells Award.

Faculty Senate Report

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

Finance and Auditing Committee Report

Sarah Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held on April 8.

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Financial Report

Sarah Burkemper provided 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.

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

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

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.

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted and the Secretary designated a copy of the document as Attachment A.

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

Jennifer Kopp Damerson moved the adoption of the following resolution:

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.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted and the Secretary designated a copy of the document as Attachment B.

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 on April 9.

Budget and Capital Projects Committee Report

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

Construction Projects Report

K. Brooks Miller, Jr. provided an update on construction projects which have been approved by the Board at previous meetings.

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Contracts for Construction Projects and Equipment Purchases Report

K. Brooks Miller, Jr. noted that one construction project and one equipment purchase totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Construction Project Name</u>	<u>Cost</u>
Pickler Memorial Library Quiet Room Door Replacement Project	\$38,419.15

<u>Equipment Description</u>	<u>Cost</u>
Horiba MacroRAM Spectrometer	\$39,425

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

K. Brooks Miller, Jr. moved the adoption of the following resolution:

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.

The motion was seconded by Jennifer Kopp Dameron and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted and the Secretary designated a copy of the document as Attachment C.

Equipment Purchase

K. Brooks Miller, Jr. moved the adoption of the following resolution:

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

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted.



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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

Sarah Burkemper moved the adoption of the following resolution:

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.

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

Agenda Items for Closed Session

Jennifer Kopp Dameron moved the adoption of the following resolution:

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

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

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The motion was seconded by Mike LaBeth and carried by a unanimous vote of 7 to 0. Laura A. Crandall then declared the motion to be duly adopted.

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

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K. Brooks Miller, Jr.  
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 15<sup>th</sup> day of June, 2019.

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Laura A. Crandall  
Chair of the Board of Governors

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OPEN SESSION  
OF MEETING ON  
APRIL 18, 2019

The Board of Governors for Truman State University met by conference call on Thursday, April 18, 2019, on the University campus in Kirksville, Missouri. The meeting was held in the President's Office located in McClain Hall 200. The open session of the meeting was called to order shortly after 4:30 p.m. by the Chair of the Board of Governors, Laura A. Crandall.

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

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

Call to Order and Chair Report

Laura A. Crandall, Chair of the Board, called the meeting to order shortly after 4:30 p.m. and welcomed all in attendance.

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

Mike LaBeth moved the adoption of the following resolution:

BE IT RESOLVED that the resolution labeled Item G.3 approved at the April 13, 2019 meeting is rescinded; and

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

<u>Project Name</u>	<u>Project Budget</u>
Chiller Replacement Project, Violette Hall and Student Union Building AMENDED	\$775,000

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 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.

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

Motion to Adjourn

There being no further business Mike LaBeth moved that the meeting be adjourned. The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Laura A. Crandall then declared the motion to be duly adopted and the meeting adjourned shortly after 4:45 p.m.

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OF MEETING ON  
APRIL 18, 2019

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K. Brooks Miller, Jr.  
Secretary of the Board of Governors

I hereby certify that the foregoing minutes  
were approved by the Board of Governors  
on the 15<sup>th</sup> day of June, 2019.

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Laura A. Crandall  
Chair of the Board of Governors

**ITEM B.1**

**Recognition of Newly Appointed Board Members – Nancy Gingrich and Sarah Burkemper**

**ITEM B.2**  
**Resolution of Appreciation – Mike LaBeth**

**RECOMMENDED ACTION**

WHEREAS, the Honorable Mike LaBeth served as a member of the Board of Governors of Truman State University from January 2013 through June 2019, serving as Secretary in 2015, Vice Chair in 2016 and Chair in 2017; and

WHEREAS, during this tenure on the Board, Governor LaBeth effectively served as Chair of the Budget and Capital Projects Committee, providing valuable leadership to the Board with the goal of best managing the resources necessary for the University to achieve success; and

WHEREAS, as a member of the Kirksville community, Governor LaBeth fostered positive and productive relationships with individuals in the community and the City of Kirksville by serving on various boards and committees including the Kirksville Area Chamber of Commerce and the Kirksville Regional Economic Development, Inc.; and

WHEREAS, hallmarks of Governor LaBeth’s service on the Board include his commitment to fiscal accountability, his concern for the welfare of our students, and his willingness to serve as the Board’s ambassador at various campus events including the annual Fall Opening Assembly, the Ready-or-Not Faculty and Staff Luncheon, and the Service Recognition Luncheon;

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of Truman State University hereby expresses its sincerest gratitude to the Honorable Mike LaBeth for his distinguished and commendable service as a member and officer of the Board; and

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

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

**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****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 June 11.

**RECOMMENDED ACTION**

This is a discussion item only.



**ITEM D.1**  
**Financial Report**

**DESCRIPTION AND BACKGROUND**

The Financial Report includes a review as of April 30, 2019, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of April 30, 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

## April 30, 2019 compared to April 30, 2018

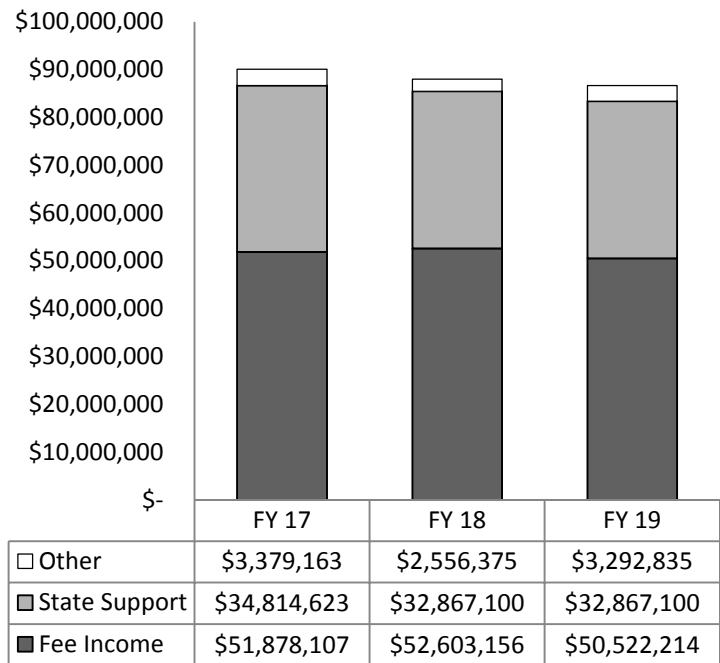
### Education & General (Pages A1-A3)

Year-over-year revenues fell by \$1.34M (1.53%) to \$86.7M 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 91% of the fiscal 2019 budget.

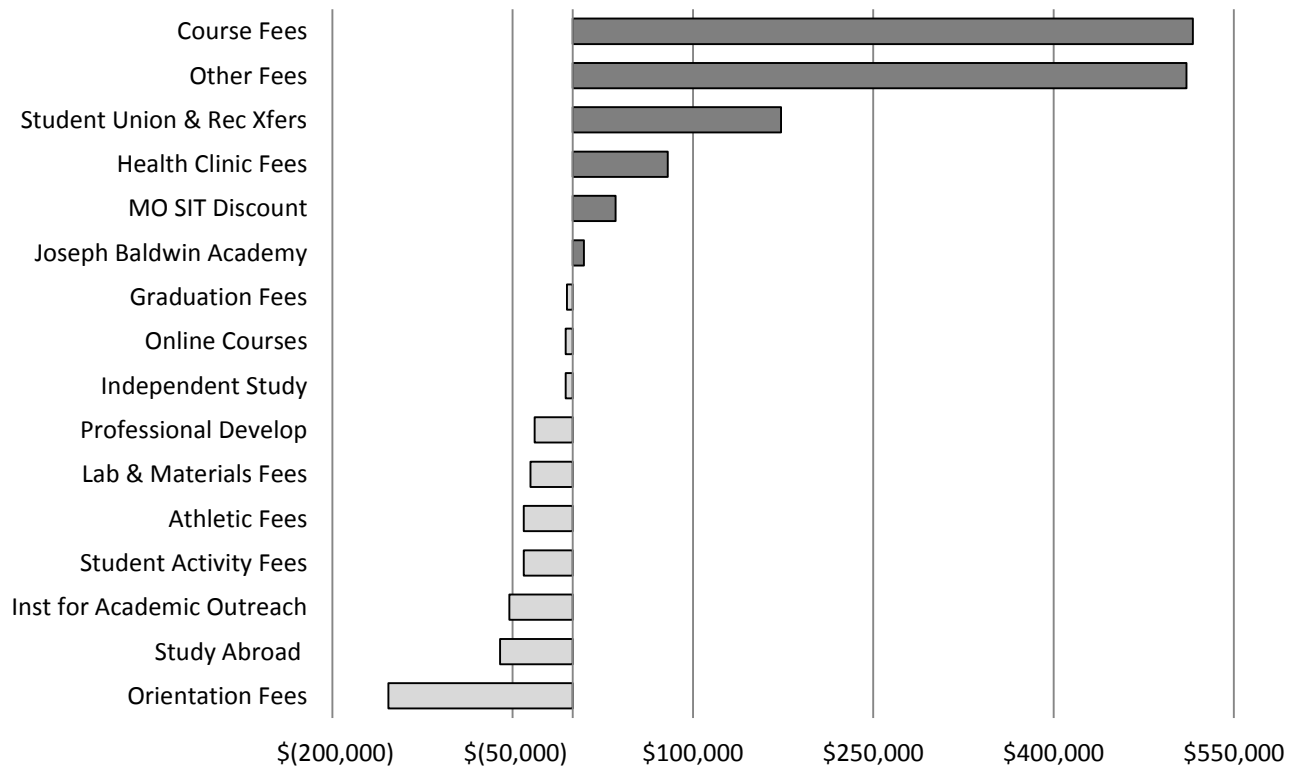
State appropriations were unchanged at \$32.9M. The aforementioned unfavorable tuition variance was partially offset by a \$1M increase in course and other fees (based on a revised fee model including a new instructional technology fee). In addition, other income also grew \$736,460 over prior year. The increase in other income reflected recent transfers from the Truman Foundation for ongoing capital projects and a year-over-year improvement in unrealized investment gains.

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

**Figure 1: Education & General Revenues**



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



Year-over-year expenses fell by \$3.2M to \$78.6M 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 79.5% of the fiscal 2019 budget.

Institutional aid fell by \$1.4M (6.5%) to \$20.6M primarily due to a reduction in freshman enrollment of 228 students.

The University reduced salaries by \$755,652 (2.3%) as a result of hiring replacements at lower costs and by reducing the number of overall positions. The salary savings was offset by a \$200,506 (1.8%) increase in fringe benefits related to pension and insurance costs, and by a \$39,778 (1.6%) increase in student employment due to the change in minimum wage.

Other operating expense variances were identified in the following categories:

- Travel expenses fell by \$76,112 (3.4%) as a result of reduced study abroad spending and a decrease in individual travel expenditures.
- Professional Services grew by \$194,968 (12.8%) due to enrollment consulting (\$156,885) and marketing / branding expenditures (\$63,559).
- Utilities expenditures grew by \$87,663 (5%) due to natural gas and heating fuel costs associated with an unseasonably cold winter.

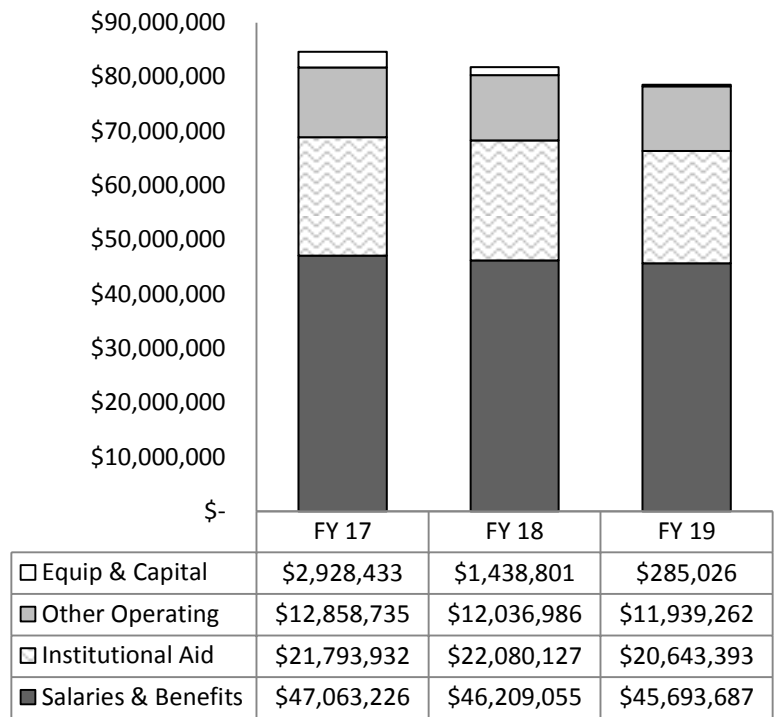
### Auxiliary Systems (Pages B1-B3)

Year-over-year auxiliary revenues fell by \$1.9M (7.3%) to \$24.2M 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.

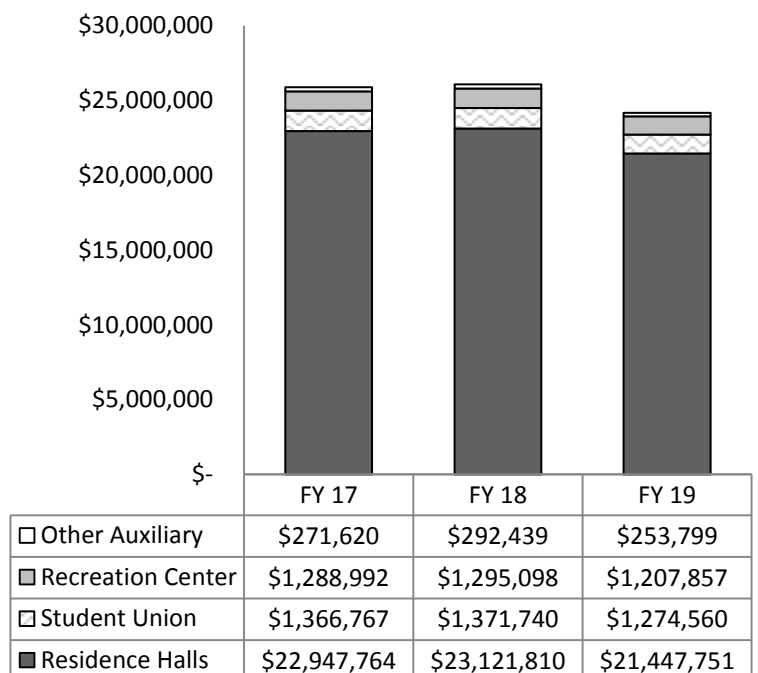
The revenue distribution over the last three fiscal years is outlined in Figure 4. Overall revenues were at 95.4% of the fiscal 2019 budget.

Reduced enrollment also impacted the Student Union and Recreation Center. Fees in these areas fell by \$97,180 and \$87,241, respectively. Finally, other auxiliary revenue decreased by \$38,640 due to reduced printing income.

**Figure 3: Education & General Expenses**



**Figure 4: Auxiliary Revenues**

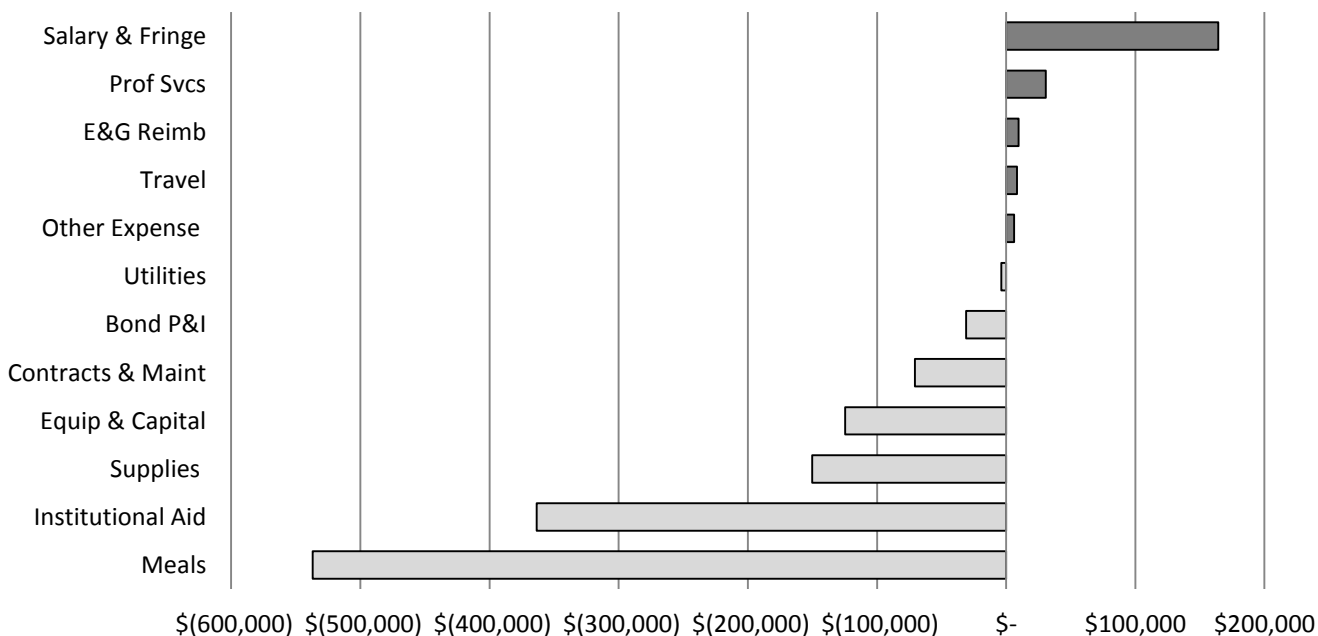


Auxiliary expenses fell by \$1.1M (5.6%) to \$17.9M primarily due to a \$557,499 reduction in meal costs and a \$363,504 decrease in institutional aid. Other expense variances were identified in the following categories:

- Supplies fell by \$150,105 (30.8%) as the prior year included non-recurring installation costs of wireless access points in the residence halls.
- Equipment and capital purchases were \$124,767 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 \$164,200 (4.4%) due primarily to the replacement of the Vice President of Student Affairs (a position that had been vacant for a portion of the prior year), and higher student labor costs resulting from an increase in minimum wage.

Overall expenses were at 69.2% 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)**

Fiscal year-to-date net position was \$56.7M (a \$2.8M improvement over prior year). Current assets grew by \$1.2M year-over-year due to a \$949,212 corresponding increase in short-term investments. The increase in short-term investments was based on a transfer of Truman Fund for Excellence assets from the endowed to short-term investment pool to support budgeted expenditures. Cash balances also grew by \$185,089 prior to making certain scholarship and marketing payments. Non-current assets increased by \$1.7M to \$52.8M based on increased of a \$1.5M and \$143,649 in long-term investments and loans receivable, respectively.

Current liabilities increased by \$66,683 to \$172,786 due to a \$44,967 increase in payables associated with Foundation scholarships that were subsequently paid in May. In addition, the year-over-year growth in current liabilities included \$13,020 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 \$2.1M (down \$918,956 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 \$2.9M compared to a \$2.8M investment gain a year ago. Interest and dividends grew by \$168,995 due to improving interest rates. Realized gains increased by \$1.8M; however, unrealized gains fell by roughly the same amount.

Expenses and transfers totaled \$3.1M this year compared to \$2.4M a year ago. The variance was primarily due to a corresponding \$659,591 increase in transfers to Truman State University. These transfers were generally comprised of (1) a \$77,300 transfer to support the wrestling team, (2) \$150,000 for marketing and branding initiatives, and (3) \$389,503 of capital funds for the Parents' Red Barn Pavilion, the Sesquicentennial Plaza, the President's Reading Room and upgrades to the Towne Museum.

### **Investments Schedule (Page C3)**

Foundation investments (including endowments, short-term, long term trusts & annuities) grew by \$2.5M to \$56.2M. The Foundation also holds a beneficial interest in three trusts excluded from the financial statements. These trusts have increased in value by \$172,198 to \$3.8M at the end of April.

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

	<b>FY19 Budget</b>	<b>FY19 To Date</b>	<b>Percent of Budget This Year</b>	<b>Percent of Budget Last Year</b>
<b>Education &amp; General</b>				
<b>Revenues</b>				
State Sourced Income	\$ 40,660,322	\$ 32,867,100	80.83%	
Local Income	\$ 54,583,000	\$ 53,815,049	98.59%	
<b>Total Budgeted Revenues</b>	<b>\$ 95,243,322</b>	<b>\$ 86,682,149</b>	<b>91.01%</b>	<b>93.11%</b>
Rollover from prior year	\$ 3,628,313			
<b>Total Resources to Spend</b>	<b>\$ 98,871,635</b>			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Faculty/Staff Salaries	\$ 38,219,330	\$ 31,493,577	82.40%	
Student Employment	\$ 3,780,536	\$ 2,575,029	68.11%	
Fringe Benefits	\$ 14,462,020	\$ 11,625,081	80.38%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 56,461,886</b>	<b>\$ 45,693,687</b>	<b>80.93%</b>	<b>80.67%</b>
<b>Equipment &amp; Capitalized Expense</b>	<b>\$ 2,949,354</b>	<b>\$ 285,026</b>	<b>9.66%</b>	<b>68.20%</b>
<b>Operations</b>				
Other Expense	\$ 17,779,265	\$ 10,089,453	56.75%	
Institutional Aid	\$ 19,050,000	\$ 20,643,393	108.36%	
Utilities	\$ 2,631,130	\$ 1,849,809	70.30%	
<b>Total Operations</b>	<b>\$ 39,460,395</b>	<b>\$ 32,582,655</b>	<b>82.57%</b>	<b>86.47%</b>
<b>Total Education &amp; General Expense</b>	<b>\$ 98,871,635</b>	<b>\$ 78,561,368</b>	<b>79.46%</b>	<b>82.70%</b>

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

	<u>FY17 Receipts</u>	<u>FY18 Receipts</u>	<u>FY19 Receipts</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
<b>Education &amp; General</b>					
<b>State Appropriation</b>					
State Appropriation	\$ 34,248,792	\$ 32,867,100	\$ 32,867,100	\$ -	0.00%
Autism Funds	\$ 565,831	\$ -	\$ -	\$ -	0.00%
<b>Total State Sourced Income</b>	<u><b>\$ 34,814,623</b></u>	<u><b>\$ 32,867,100</b></u>	<u><b>\$ 32,867,100</b></u>	<u><b>\$ -</b></u>	<u><b>0.00%</b></u>
<b>Enrollment Fees</b>					
Enrollment Fees	\$ 48,368,663	\$ 48,884,358	\$ 45,778,904	\$ (3,105,454)	-6.35%
Course Fees	\$ 1,620,170	\$ 1,839,141	\$ 2,355,027	\$ 515,886	28.05%
Other Fees	\$ 510,394	\$ 523,908	\$ 1,034,496	\$ 510,588	97.46%
Student Activity Fees	\$ 472,189	\$ 462,420	\$ 421,832	\$ (40,588)	-8.78%
Athletic Fees	\$ 618,683	\$ 609,566	\$ 568,983	\$ (40,583)	-6.66%
Health Clinic Fees	\$ 288,008	\$ 283,763	\$ 362,972	\$ 79,209	27.91%
<b>Total Student Fees</b>	<u><b>\$ 51,878,107</b></u>	<u><b>\$ 52,603,156</b></u>	<u><b>\$ 50,522,214</b></u>	<u><b>\$ (2,080,942)</b></u>	<u><b>-3.96%</b></u>
Other Income	\$ 3,379,163	\$ 2,556,375	\$ 3,292,835	\$ 736,460	28.81%
<b>Total Education &amp; General</b>	<u><u><b>\$ 90,071,893</b></u></u>	<u><u><b>\$ 88,026,631</b></u></u>	<u><u><b>\$ 86,682,149</b></u></u>	<u><u><b>\$ (1,344,482)</b></u></u>	<u><u><b>-1.53%</b></u></u>

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

	<u>FY17 Expense</u>	<u>FY18 Expense</u>	<u>FY19 Expense</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
<b>Education &amp; General</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Faculty & Staff Salaries	\$ 33,368,280	\$ 32,249,229	\$ 31,493,577	\$ (755,652)	-2.34%
Student Employment	\$ 2,671,555	\$ 2,535,251	\$ 2,575,029	\$ 39,778	1.57%
Fringe Benefits	\$ 11,023,391	\$ 11,424,575	\$ 11,625,081	\$ 200,506	1.76%
<b>Total Salary &amp; Fringe Benefits</b>	<b><u>\$ 47,063,226</u></b>	<b><u>\$ 46,209,055</u></b>	<b><u>\$ 45,693,687</u></b>	<b><u>\$ (515,368)</u></b>	<b><u>-1.12%</u></b>
<b>Equipment &amp; Capital Expenses</b>	<b><u>\$ 2,928,433</u></b>	<b><u>\$ 1,438,801</u></b>	<b><u>\$ 285,026</u></b>	<b><u>\$ (1,153,775)</u></b>	<b><u>-80.19%</u></b>
<b>Operations</b>					
Institutional Aid	\$ 21,793,932	\$ 22,080,127	\$ 20,643,393	\$ (1,436,734)	-6.51%
Travel	\$ 2,517,434	\$ 2,237,293	\$ 2,161,181	\$ (76,112)	-3.40%
Utilities	\$ 1,856,749	\$ 1,762,146	\$ 1,849,809	\$ 87,663	4.97%
Professional Services	\$ 1,465,607	\$ 1,523,072	\$ 1,718,040	\$ 194,968	12.80%
Supplies	\$ 1,486,777	\$ 1,605,622	\$ 1,571,878	\$ (33,744)	-2.10%
Office Contracts	\$ 1,282,640	\$ 1,231,009	\$ 1,079,655	\$ (151,354)	-12.30%
Library Acquisitions	\$ 1,087,141	\$ 1,074,303	\$ 1,066,223	\$ (8,080)	-0.75%
Communications	\$ 862,015	\$ 747,280	\$ 700,278	\$ (47,002)	-6.29%
Energy Lease Principal & Interest	\$ 630,000	\$ 630,000	\$ 630,000	\$ -	0.00%
Maintenance & Repair	\$ 420,219	\$ 269,479	\$ 234,097	\$ (35,382)	-13.13%
Other Expense	\$ 1,250,153	\$ 956,782	\$ 928,101	\$ (28,681)	-3.00%
<b>Total Operations</b>	<b><u>\$ 34,652,667</u></b>	<b><u>\$ 34,117,113</u></b>	<b><u>\$ 32,582,655</u></b>	<b><u>\$ (1,534,458)</u></b>	<b><u>-4.50%</u></b>
<b>Total Education &amp; General</b>	<b><u>\$ 84,644,326</u></b>	<b><u>\$ 81,764,969</u></b>	<b><u>\$ 78,561,368</u></b>	<b><u>\$ (3,203,601)</u></b>	<b><u>-3.92%</u></b>



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

	<u>FY19 Budget</u>	<u>FY19 To Date</u>	<u>Percent of Budget This Year</u>	<u>Percent of Budget Last Year</u>
<b>Auxiliary Systems</b>				
<b>Revenues</b>				
Residence Halls	\$ 22,375,076	\$ 21,447,751	95.86%	
Student Union	\$ 1,334,549	\$ 1,274,560	95.50%	
Recreation Center	\$ 1,199,097	\$ 1,207,857	100.73%	
Other Auxiliary	\$ 449,105	\$ 253,799	56.51%	
<b>Total Budgeted Revenues</b>	<b><u>\$ 25,357,827</u></b>	<b><u>\$ 24,183,967</u></b>	<b><u>95.37%</u></b>	<b><u>100.04%</u></b>
Rollover from prior year	\$ 480,233			
<b>Total Resources to Spend</b>	<b><u>\$ 25,838,061</u></b>			
<b>Expenses</b>				
<b>Salaries &amp; Fringe Benefits</b>				
Salaries	\$ 2,224,267	\$ 1,687,574	75.87%	
Student Salaries	\$ 663,514	\$ 635,888	95.84%	
Fringe Benefits	\$ 2,011,656	\$ 1,617,876	80.43%	
<b>Total Salaries &amp; Fringe Benefits</b>	<b><u>\$ 4,899,436</u></b>	<b><u>\$ 3,941,338</u></b>	<b><u>80.44%</u></b>	<b><u>81.23%</u></b>
<b>Equipment /Capitalized Expense</b>	<b><u>\$ 781,203</u></b>	<b><u>\$ 49,784</u></b>	<b><u>6.37%</u></b>	<b><u>18.95%</u></b>
<b>Operations</b>				
Bond Principal & Interest	\$ 3,655,096	\$ 760,092	20.80%	
Meals-Contract Food Service	\$ 8,550,000	\$ 7,382,733	86.35%	
Other Expense	\$ 3,896,325	\$ 2,725,576	69.95%	
Institutional Aid	\$ 1,900,000	\$ 1,489,065	78.37%	
Utilities	\$ 2,156,000	\$ 1,520,504	70.52%	
<b>Total Operations</b>	<b><u>\$ 20,157,421</u></b>	<b><u>\$ 13,877,970</u></b>	<b><u>68.85%</u></b>	<b><u>64.52%</u></b>
<b>Total Auxiliary Expense</b>	<b><u>\$ 25,838,061</u></b>	<b><u>\$ 17,869,092</u></b>	<b><u>69.16%</u></b>	<b><u>65.76%</u></b>

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

	<u>FY17 Receipts</u>	<u>FY18 Receipts</u>	<u>FY19 Receipts</u>	<u>Change FY18 to FY19</u>	<u>% Change FY18 to FY19</u>
<b>Auxiliary</b>					
Residence Halls	\$ 22,947,764	\$ 23,121,810	\$ 21,447,751	\$ (1,674,059)	-7.24%
Student Union	\$ 1,366,767	\$ 1,371,740	\$ 1,274,560	\$ (97,180)	-7.08%
Recreation Center	\$ 1,288,992	\$ 1,295,098	\$ 1,207,857	\$ (87,241)	-6.74%
Other Auxiliary	\$ 271,620	\$ 292,439	\$ 253,799	\$ (38,640)	-13.21%
<b>Total Auxiliary</b>	<u><u>\$ 25,875,143</u></u>	<u><u>\$ 26,081,087</u></u>	<u><u>\$ 24,183,967</u></u>	<u><u>\$ (1,897,120)</u></u>	<u><u>-7.27%</u></u>

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

	<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>
<b>Auxiliary</b>					
<b>Salaries &amp; Fringe Benefits</b>					
Administrative & Staff Salaries	\$ 1,577,680	\$ 1,623,729	\$ 1,687,574	\$ 63,845	3.93%
Student Wages	\$ 595,780	\$ 616,429	\$ 635,888	\$ 19,459	3.16%
Fringe Benefits	\$ 1,441,442	\$ 1,536,980	\$ 1,617,876	\$ 80,896	5.26%
<b>Total Salary &amp; Fringe Benefits</b>	<b>\$ 3,614,902</b>	<b>\$ 3,777,138</b>	<b>\$ 3,941,338</b>	<b>\$ 164,200</b>	<b>4.35%</b>
<b>Equipment &amp; Capital Expenses</b>	<b>\$ 65,268</b>	<b>\$ 174,551</b>	<b>\$ 49,784</b>	<b>\$ (124,767)</b>	<b>-71.48%</b>
<b>Operations</b>					
Institutional Aid	\$ 1,956,215	\$ 1,852,569	\$ 1,489,065	\$ (363,504)	-19.62%
Supplies	\$ 388,336	\$ 487,020	\$ 336,915	\$ (150,105)	-30.82%
Office Contracts	\$ 221,192	\$ 150,815	\$ 170,643	\$ 19,828	13.15%
Communications	\$ 61,488	\$ 60,919	\$ 59,474	\$ (1,445)	-2.37%
Meals-Contract Food Service	\$ 7,617,365	\$ 7,940,232	\$ 7,382,733	\$ (557,499)	-7.02%
Meals-Other	\$ 306,459	\$ 314,006	\$ 334,484	\$ 20,478	6.52%
Utilities	\$ 1,560,918	\$ 1,524,207	\$ 1,520,504	\$ (3,703)	-0.24%
Professional Services	\$ 139,927	\$ 175,222	\$ 205,788	\$ 30,566	17.44%
Reimbursement to E & G	\$ 883,700	\$ 995,000	\$ 1,004,621	\$ 9,621	0.97%
Bond Principal & Interest	\$ 820,929	\$ 791,142	\$ 760,092	\$ (31,050)	0.00%
Maintenance & Repair	\$ 143,192	\$ 198,474	\$ 123,914	\$ (74,560)	0.00%
Other Expense	\$ 602,372	\$ 489,710	\$ 489,737	\$ 27	0.01%
<b>Total Operations</b>	<b>\$ 14,702,093</b>	<b>\$ 14,979,316</b>	<b>\$ 13,877,970</b>	<b>\$ (1,101,346)</b>	<b>-7.35%</b>
<b>Total Auxiliary</b>	<b>\$ 18,382,263</b>	<b>\$ 18,931,005</b>	<b>\$ 17,869,092</b>	<b>\$ (1,061,913)</b>	<b>-5.61%</b>

**Truman State University Foundation**  
**Statement of Net Position**  
**April 30, 2018 Compared to April 30, 2019**

<b>ASSETS</b>	<b>30-Apr-18 FY18</b>	<b>30-Apr-19 FY19</b>	<b>Change FY18 to FY19</b>
<b>Current Assets</b>			
Cash	\$ 106,837	\$ 291,927	\$ 185,089
Short Term Investments	\$ 3,156,978	\$ 4,106,190	\$ 949,212
Prepaid Expenses	\$ 950	\$ 4,420	\$ 3,470
Loans Receivable, net of allowance	\$ 203,735	\$ 231,058	\$ 27,323
<b>Total Current Assets</b>	<b>\$ 3,468,500</b>	<b>\$ 4,633,594</b>	<b>\$ 1,165,094</b>
<b>Non-Current Assets</b>			
Investments	\$ 50,592,204	\$ 52,097,443	\$ 1,505,239
Loans Receivable, net of allowance	\$ 395,485	\$ 539,135	\$ 143,649
Cash Value of Life Insurance	\$ 125,135	\$ 134,422	\$ 9,287
<b>Total Non-Current Assets</b>	<b>\$ 51,112,824</b>	<b>\$ 52,770,999</b>	<b>\$ 1,658,175</b>
<b>Total Assets</b>	<b>\$ 54,581,324</b>	<b>\$ 57,404,594</b>	<b>\$ 2,823,270</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 97,125	\$ 142,092	\$ 44,967
Refundable Advance	\$ -	\$ 13,020	\$ 13,020
Annuities & Trusts Payable	\$ 8,978	\$ 17,674	\$ 8,696
<b>Total Current Liabilities</b>	<b>\$ 106,103</b>	<b>\$ 172,786</b>	<b>\$ 66,683</b>
<b>Non-Current Liabilities</b>			
Annuities & Trusts Payable	\$ 551,267	\$ 526,683	\$ (24,583)
<b>Total Non-Current Liabilities</b>	<b>\$ 551,267</b>	<b>\$ 526,683</b>	<b>\$ (24,583)</b>
<b>Total Liabilities</b>	<b>\$ 657,369</b>	<b>\$ 699,469</b>	<b>\$ 42,100</b>
<b>NET POSITION</b>	<b>\$ 53,923,955</b>	<b>\$ 56,705,125</b>	<b>\$ 2,781,170</b>

**Truman State University Foundation**  
**Statement of Revenues, Expenses & Changes in Net Position**  
**April 30, 2018 Compared to April 30, 2019**

	<u>30-Apr-18</u> <u>FY18</u>	<u>30-Apr-19</u> <u>FY19</u>	<u>Change</u> <u>FY18 to FY19</u>
<b>Operating Revenue</b>			
Interest on Student Loan Receivable	\$ 21,870	\$ 20,849	\$ (1,021)
Total Operating Revenues	<u>\$ 21,870</u>	<u>\$ 20,849</u>	<u>\$ (1,021)</u>
<b>Operating Expenses</b>			
Scholarships	\$ 1,234,026	\$ 1,294,717	\$ 60,691
Supplies & Other Services	\$ 494,957	\$ 447,426	\$ (47,531)
Travel Expense	\$ 121,754	\$ 145,552	\$ 23,798
Other Expense	\$ 118,555	\$ 92,738	\$ (25,817)
Total Operating Expenses	<u>\$ 1,969,292</u>	<u>\$ 1,980,432</u>	<u>\$ 11,141</u>
<b>Operating Gain (Loss)</b>	<u>\$ (1,947,422)</u>	<u>\$ (1,959,583)</u>	<u>\$ (12,162)</u>
<b>Non-Operating Revenues (Expenses)</b>			
Contributions	\$ 2,364,499	\$ 1,176,147	\$ (1,188,352)
Interest & Dividends	\$ 1,008,984	\$ 1,177,978	\$ 168,995
Realized Gain (Loss)	\$ 857,230	\$ 2,660,941	\$ 1,803,712
Unrealized Gain (Loss)	\$ 960,676	\$ (864,355)	\$ (1,825,031)
Other Non-Operating Income	\$ 58,075	\$ 59,889	\$ 1,814
Other Non-Operating Expense	\$ (94,846)	\$ (98,842)	\$ (3,996)
Net Non-Operating Revenues (Expenses)	<u>\$ 5,154,618</u>	<u>\$ 4,111,759</u>	<u>\$ (1,042,859)</u>
<b>Income before other Revenues, Expenses, Gains, Losses &amp; Transfers</b>	<u>\$ 3,207,196</u>	<u>\$ 2,152,176</u>	<u>\$ (1,055,020)</u>
Additions to Permanent Endowments	\$ 634,550	\$ 903,946	\$ 269,396
Transfers to Education & General for Administration	\$ (99,417)	\$ (99,417)	\$ -
Transfers to Education & General	\$ (312,593)	\$ (594,737)	\$ (282,143)
Transfer to Auxiliary - Other	\$ (24,511)	\$ (24,223)	\$ 288
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	\$ -	\$ (389,503)	\$ (389,503)
Increase (Decrease) in Net Assets	<u>\$ 3,393,457</u>	<u>\$ 1,948,242</u>	<u>\$ (1,445,215)</u>
Net Position, Beginning of Year	\$ 50,530,498	\$ 54,756,883	
<b>Net Position Ending Balance</b>	<u><u>\$ 53,923,955</u></u>	<u><u>\$ 56,705,125</u></u>	<u><u>\$ 2,781,170</u></u>

**Truman State University Foundation  
Investments Schedule  
April 30, 2018 Compared to April 30, 2019**

<b>Investments</b>	<b>30-Apr-18 FY18</b>	<b>30-Apr-19 FY19</b>
<b>Invested with Outside Manager</b>		
Endowment Pool	\$ 48,584,473	\$ 50,043,717
	<u>\$ 48,584,473</u>	<u>\$ 50,043,717</u>
Short-Term Pool	\$ 3,156,978	\$ 4,106,190
Student Investment Fund	\$ 115,846	\$ 127,656
Long Trust	\$ 713,115	\$ 744,188
Courtright Elmwood Unitrust	\$ 32,375	\$ 30,630
Annuities Payable - CGA	\$ 1,050,200	\$ 1,054,481
Fitzpatrick - CA CGA	\$ 69,943	\$ 69,500
Annuities Payable - FL CGA	\$ 26,252	\$ 27,271
<b>Total Investments</b>	<u><u>\$ 53,749,182</u></u>	<u><u>\$ 56,203,633</u></u>
 <b>Beneficial Interest in Trusts</b>		
<b>Invested through Citizens Bank, Chillicothe, MO</b>		
Ludlow Trust	\$ 243,390	\$ 248,134
<b>Invested through First Bankers Trust, Quincy, IL</b>		
Cozean Trust	\$ 330,735	\$ 337,766
<b>Invested through Citizens Bank, Chillicothe, MO</b>		
Lyle Ingraham Trust	\$ 3,045,578	\$ 3,206,001
<b>Total Beneficial Interest in Trusts</b>	<u><u>\$ 3,619,703</u></u>	<u><u>\$ 3,791,901</u></u>

**ITEM D.2**

**Investment Management Services**

**DESCRIPTION AND BACKGROUND**

Truman State University recently submitted a request for proposal for investment management services to ensure quality performance and competitive pricing. The selection committee reviewed eight separate proposals. Each candidate was scored on the following criteria:

- ability to provide independent and objective investment advice
- experience providing service to higher education institutions and/or public entities
- overall investment philosophy and strategy
- understanding of the scope of services required by the University
- ability to provide necessary portfolio accounting and reporting services
- references and associated recommendations

In addition, fee structures were evaluated to further distinguish the top scoring candidates. Finally, each candidate was subject to a web search in an effort to identify any publicly reported customer service or pending litigation issues.

Based on the aforementioned evaluation, the selection committee unanimously recommended Truman State University continue its relationship with PFM Asset Management, LLC. PFM is a recognized leader in fixed income portfolio management for various municipalities and public universities. Moreover, PFM’s conservative and consistent approach, during recent periods of volatility, proved financially advantageous to the University.

**RECOMMENDED ACTION**

BE IT RESOLVED that the proposal from PFM Asset Management, LLC to provide investment management services for the University, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

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

### ITEM D.3

## Resolution Amending Chapter 13 of the Code of Policies of the Board of Governors Pertaining to Endowed Funds

### DESCRIPTION AND BACKGROUND

It is the recommendation of the Truman State University Foundation Board that the following change be made to Chapter 13 of the Code of Policies of the Board of Governors to implement the administrative fee increase of .5% which will increase the overall fee to 1.5%. Currently a 1% fee is charged against the investment pool. The administrative fee of 1.5% will be assessed .75% on December 30 market value and .75% on June 30 market value of accounts invested through the long-term investment pool. Thus, as the endowment grows, the new policy will generate increased unrestricted resources. The assessment fee will help generate the assets needed to meet the increasing demands for private support to the Foundation and to support the rising costs related to private fund raising. It will also allow for the necessary expansion of fundraising initiatives and development efforts.

### RECOMMENDED ACTION

BE IT RESOLVED that Section 13.040 of Chapter 13 of the Code of Policies is hereby amended by increasing the administrative fee from 1% to 1.5%. Changes to Section 13.040 are shown in the text below by deleting the language shown in **[brackets and bold type]** and adding new language shown in ***bold, underlined italics***. In all other respects, Section 13.040 remains unchanged and in effect.

13.040. Endowed Funds-Spending Policy. It is the intention of the Board of Governors to establish a spending policy pertaining to endowed funds in order to comply with provisions of Missouri law adopted in 2009 and known as the Uniform Prudent Management of Institutional Funds Act. This policy pertains to all endowed funds of the University to which the donor has not specifically stated their intent as to:

- (a) the amount of the endowment that should be maintained in perpetuity by the University;
- (b) the amount or rate to which funds may be spent from the endowment in any given period;
- (c) the manner in which the endowment funds should be invested; or
- (d) the treatment of appreciation or depreciation of the value of the invested endowment funds.

It shall be the policy of Truman State University that all endowed funds of the University, however held, shall be maintained at or above their Historic Dollar Value. For purposes of this policy, the term "Historic Dollar Value" means the aggregate fair value in dollars of:

- (a) An institutional endowment fund at the time it became an endowment fund;
- (b) Each subsequent donation to the fund at the time it is made; and
- (c) Each accumulation made pursuant to a direction in the applicable gift instrument or by the Board of Governors at the time the accumulation is added to the fund. Any determination of Historic Dollar Value made by the Board of Governors is conclusive. The Truman State University Foundation Board of Directors may make such determination for the Board of Governors while acting in its capacity as Trustee for the University.



If, at any time, an endowed fund's balance falls below its Historic Dollar Value, no further appropriation or expenditure of monies from that fund will be permitted unless and until the fund's value increases above its Historic Dollar Value. While any endowed fund is valued above its Historic Dollar Value, it shall be the policy of the University that such increase above the Historic Dollar Value may be appropriated and spent in accordance with University and Foundation spending policies.

In addition, such increase above its Historic Dollar Value may be subject to the imposition of an administrative fee to reimburse the University for operating expenses associated with the Truman State University Foundation and to provide unrestricted operating funds for said Foundation for fundraising and associated costs. This administrative fee is authorized at an annual rate not to exceed [1%] 1.5% of the market value of funds invested in the long term investment pool of the University, held in trust for the University by the Truman State University Foundation. The administrative fee, if imposed, is to be assessed twice a year: December 30 and June 30. Further, any appropriation and spending of endowed funds and endowed fund earnings or increase and any imposition of an administrative fee shall be subject to the intent and wishes of the donor as expressed in the applicable gift instrument.

This policy shall be a standing policy from year to year and shall govern appropriations from endowed funds on an ongoing and continual basis without need of further action by the Board of Governors.

This policy represents the University's interpretation of how such endowment funds should be prudently managed, given the considerations and guidance as prescribed in the Uniform Prudent Management of Institutional Funds Act, as adopted by the State of Missouri. In exceptional circumstances, the Board of Governors will consider staff or Truman State University Foundation Board requests to waive this policy for specific funds and will in such an exceptional circumstance base its decision on an analysis made in accordance with provisions of the Uniform Prudent Management of Institutional Funds Act before making a final determination.

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

**ITEM D.4**

**Resolution Amending Chapter 13 of the Code of Policies of the Board of Governors Pertaining to Non-endowed Gifts**

**DESCRIPTION AND BACKGROUND**

It is the recommendation of the Truman State University Foundation Board that the following change be made to Chapter 13 of the Code of Policies of the Board of Governors to implement the administrative fee of 5% on all non-endowed gifts to the Foundation. Currently there is no fee on gifts to the Foundation. The administrative fee of 5% will be assessed when the gift is received and allocated to the various sub-accounts. The donor will receive full credit and be acknowledged for the whole donation. The assessment fee will help generate the assets needed to meet the increasing demands for private support to the Foundation and to support the rising costs related to private fund raising. It will also allow for the necessary expansion of fundraising initiatives and development efforts.

**RECOMMENDED ACTION**

BE IT RESOLVED that Chapter 13 of the Code of Policies is hereby amended by the addition of one new section titled “13.045. Non-endowed Gifts”, in words and figures as set out below.

13.045. Non-endowed Gifts. The Truman State University Foundation, as legal trustee for the University, acts as the repository for restricted and unrestricted gifts not designated for endowment.

An administrative fee is authorized on these gifts to strengthen the Advancement program and partially defray the costs of the University Advancement Office. This fee may not exceed 5% of the gift amount and is to be assessed at the time the gift is received.

This administrative fee will be deposited in a separate fund and applied to the University Advancement effort. Donors are to be advised of this administrative fee at the time they make their gifts and are to be given the opportunity to object to the imposition of the fee. The fee will not be deducted from the gift if the donor objects.

The President of the University is authorized and directed to develop and promulgate appropriate policies for the full implementation of this Board policy.

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

**ITEM E**

**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 June 12.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM F**

**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 June 12.

**RECOMMENDED ACTION**

This is a discussion item only.

**ITEM F.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>
Campbell Apartments Balcony Repair Project	\$ 689,000	2-3-18	\$ 550,222	80%	7-31-18		
Sesquicentennial Plaza/ Fountain Project	\$1,575,000	2-9-19	\$ 137,942	8%	9-20-19		
Violette Hall Roof Replacement and Recreation Center Repairs Project	\$1,485,000	2-9-19	\$ 121,660	8%	8-2-19		
Greenwood Window Replacement Project	\$ 650,000	2-9-19	\$ 101,173	15%	9-6-19		
Natatorium Pool Liner Replacement Project	\$ 127,500	2-9-19		0%	8-1-19		
Chiller Replacement Project, Violette Hall and Student Union Building (includes \$75,000 for engineering services)	\$ 850,000	4-13-19 4-18-19	\$ 60,444	7%			

\*completion status based on payments made

\*\*occupancy date based on primary construction contract

**ITEM F.2**

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

**DESCRIPTION AND BACKGROUND**

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

**RECOMMENDED ACTION**

This is a discussion item only.

**ATTACHMENT**

Contracts for Construction Projects/Equipment Purchases

### **Contracts for Construction Projects**

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

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

### **Equipment Purchases**

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

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



**ITEM F.3**

**Equipment Purchase – Information Technology Networking Equipment Upgrade for Violette and Magruder Halls Project**

**BACKGROUND**

The following equipment purchase was approved through ballot-by-mail on May 20, 2019, and must be ratified in order to record such action in the official Board minutes. While this ballot-by-mail process for approval did not constitute formal approval, it allowed the University to act quickly to secure savings to the institution.

**DESCRIPTION**

The purpose of this project is to enhance the campus network and infrastructure to support improved access to and use of scientific data within the scholarly and educational missions of the University. Funding from the National Science Foundation will be used to upgrade the campus network to support a ten-fold increase in data access rates for faculty in Chemistry, Physics, Statistics, Computer Science, and other STEM-related disciplines located in the buildings receiving the upgrades.

The proposed equipment is compatible with the other network equipment already supported on campus and is available on a statewide contract. The funding for this item will be reimbursed to the University as part of a \$400,000 National Science Foundation grant received by the University to substantially upgrade our networking equipment in Violette and Magruder Halls. Through the use of some generous end-of-year discounts from the vendor along with one of our state contracts (which has been competitively bid), the University has been able to secure pricing to purchase the network switches needed for both of these buildings at a cost of \$370,587.50.

Approval by the Board of Governors is needed due to the cost of this project, and it was anticipated that the item would be taken to the Board at its June 15 meeting. The vendor recently notified us that due to the new tariffs with China, that they can only guarantee their quoted price through May 24. While it is possible that the tariff issue may be resolved before June, if it is not, the costs could rise as much as \$50,000 for the same equipment.

**RECOMMENDED ACTION**

BE IT RESOLVED that the President of the University be authorized to proceed with the Information Technology Networking Equipment Upgrade for Violette and Magruder Halls Project at a cost not to exceed \$400,000.

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

**ITEM F.4**  
**Naming Opportunity**

**DESCRIPTION AND BACKGROUND**

A request has been made for the consideration of a naming opportunity for the Presidential Reading Room located in Pickler Memorial Library. The renovated reading room is the quiet study space on the third floor across from Special Collections. The total cost for the renovation was \$196,030.89. The \$100,000 gift for the proposed naming has been received by the Truman State University Foundation from Odessa Ofstad and represents a substantial financial contribution toward the total cost of the construction.

Odessa Ofstad, Special Collections Librarian Emerita, served the University from 1967 to her retirement in 1993. Her late husband, Clayton B. Ofstad, Assistant Professor Emeritus of English, served the University from 1967 to his retirement in 1987. Dr. Ofstad passed away in 1994. The lifetime support from the Ofstads to Truman exceeds \$2.8 million, including the establishment of Truman's first endowed chair, The Clayton B. Ofstad Endowed Faculty Chair in English and Linguistics.

The \$100,000 gift is more than the twenty percent minimum requirement for naming opportunities, per Foundation Board Policy, and the request has been reviewed by the University President, Vice President for University Advancement, and the President and Vice President of the Foundation Board.

**RECOMMENDED ACTION**

BE IT RESOLVED that the Presidential Reading Room in Pickler Memorial Library be named The Clayton B. and Odessa Ofstad Presidential Reading Room in recognition of a gift of \$100,000 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.

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

**ITEM F.5**  
**State Capital Improvement and Maintenance Request**

**DESCRIPTION AND BACKGROUND**

Capital funds requests are submitted to the Coordinating Board for Higher Education and the Division of Design and Construction, Office of Administration. This request outlines priorities for the next five years, or Fiscal Year 2021 through Fiscal Year 2025.

For FY 2021 to FY 2025, the requested funds are in the following broad categories:

Repair and Renovation	\$124,456,000
New Construction	<u>\$ 13,078,000</u>
	\$137,534,000

1. Pershing Phase 2, FY 2021

This request would provide funding for the portions of the Pershing renovation project which were deleted when state funds were withheld. It includes an allowance for redesign and inflation in construction costs. This facility serves Health and Exercise Sciences programs as well as Athletics and would focus on the original structure (1957) and the 1966 addition.

2. Greenwood Autism Center, FY 2021

Funds were appropriated in FY 2018 for renovation of Greenwood School as an Interprofessional Autism Center to serve the region. Due to state revenue issues only \$565,000 of the \$5.5 million appropriation was received. In FY 2019, \$467,000 for windows was appropriated. This request is for the project balance with an allowance for design completion and inflation.

3. Kirk Building Project, FY 2021

The Kirk Building Project would provide funds for a major renovation of this structure. Kirk Building would house offices, meeting spaces, and classrooms with an emphasis on student support services as it is adjacent to the largest concentration of student residence halls. This building was constructed in 1922 and has not had a major renovation.

4. Emergency Electrical Backup System, FY 2021

The emergency electrical backup system would provide electrical power to campus in the event of a natural disaster, terrorist act and other emergencies. Truman currently houses over 2,300 of its 5,800 students on campus. Current backup power sources are very minimal and only provide basic lighting for emergency exits, elevators, and fire pumps. Heating, cooling, refrigeration, computer systems, food preparation equipment, and other critical systems would be unable to support the over 5,800 students and nearly 780 faculty and support staff. Emergency electrical power would also not be available to support the three emergency shelters located on campus that support the University, City of Kirksville, and Adair County. This project involves the construction of a building to house equipment and purchase of three diesel generators and necessary switch gear to support the majority of campus

buildings especially maintaining heating or cooling for main buildings to include living areas, food services areas, and designated emergency shelter areas.

5. McClain Hall Project, FY 2022

This renovation project will complete the cycle of academic building updates which began with Violette Hall in 1995. It is designed to update McClain Hall (43 years old) to meet current building standards and also provide renovated spaces for academic and administrative needs. Major changes will include the heating and air conditioning systems, lighting and related mechanical systems. As part of the project the open bridge connecting Baldwin and McClain would be replaced with a structure linking the buildings. Academic departments benefiting from this project include History, Political Science, Economics, and Philosophy and Religion. Administrative offices would also be reconfigured to meet current needs.

6. Power Systems Infrastructure, FY 2022

Much of the campus power and utility infrastructure dates from the period of rapid campus expansion in the 1960s. The current electrical substation is at capacity, and as a result, several major buildings have been removed from the campus grid. This project would implement plans identified in the utility master plan to upgrade the steam, chilled water and electrical service on campus.

7. Pickler Memorial Library, FY 2022

Renovation of Pickler Memorial Library is needed to meet evolving technology. By 2020 it will be over 30 years since the major addition was constructed. It will be necessary to remodel the facility to meet current standards such as lighting and HVAC systems and make modifications to adapt to new technologies and instructional delivery patterns.

8. Violette Hall Project, FY 2023

Renovation of Violette Hall is needed to meet changing instructional needs and update the technological infrastructure as well as the HVAC systems in the building. This structure houses the School of Business as well as the Department of Education and the Departments of Mathematics, Statistics, and Computer Science. By 2022 it will be 27 years since the building was last renovated.

9. Barnett Hall Project, FY 2023

Renovation of Barnett Hall will be due based on a 20-year cycle. This will include updates to meet instructional needs, technology infrastructure, and HVAC systems. This structure houses five academic departments and serves a large number of students.

10. Maintenance/Central Receiving Facility, FY 2024

New maintenance shops, garages for vehicles and a central receiving facility would be considered the tenth project on the priority list. Existing facilities to be replaced include a former implement dealer site which is nearly 50 years old. Currently, Truman has no central receiving facility.

11. Ophelia Parrish Fine Arts Center, FY 2025

Renovation of the Fine Arts Center will be needed to update HVAC, technology, and life safety features. This facility was renovated and expanded in 2000. Improvements will be needed to meet changing instructional patterns.

**FY 2021 State Capital Improvement and Maintenance Request**

<u>Project/Facility</u>	<u>Category</u>	<u>Priority</u>	<u>Request</u>	<u>Fiscal Year</u>
Pershing Phase 2	RR	1	\$ 16,138,000	2021
Greenwood Autism Center*	RR	2	\$ 5,604,000	2021
Kirk Building Project	RR	7	\$ 14,740,000	2021
Emergency Electrical Backup System	N	3	\$ 4,835,000	2021
McClain Hall Project	RR	4	\$ 28,230,000	2022
Power Systems Infrastructure	RR	5	\$ 19,653,000	2022
Pickler Memorial Library	RR	6	\$ 9,723,000	2022
Violette Hall Project	RR	8	\$ 8,409,000	2023
Barnett Hall Project	RR	9	\$ 8,385,000	2023
Maintenance/Central Receiving Facility	N	10	\$ 8,243,000	2024
Ophelia Parrish Fine Arts Center	RR	11	\$ 13,574,000	2025
		<b>TOTAL</b>	<b>\$137,534,000</b>	

RR = Repair and Renovation

N = New Construction

\*The General Assembly appropriated \$1,150,000 for the Greenwood Autism Center in FY 2020. If the Governor signs the bill, the request for FY 2021 will be adjusted to reflect the funding.

NOTE: The Office of Administration has not provided construction inflation rates for FY 2021 requests at this date. Projects have been increased by 4% from FY 2020 estimates, but may be adjusted if guidance is received from the Office of Administration.

**RECOMMENDED ACTION**

BE IT RESOLVED that the FY 2021 State Capital Improvement and Maintenance Request, to be submitted to the Coordinating Board for Higher Education and the Office of Administration, be approved and ratified; and

BE IT FURTHER RESOLVED that a copy of the document, which lists total requests of \$137,534,000 for FY 2021 thru FY 2025, be attached to the minutes as an exhibit; and

BE IT FURTHER RESOLVED that the President of the University is authorized to revise costs estimated based on additional input from the Office of Administration and to negotiate the priorities list and requested amount with the legislature, Governor and MDHE staff as appropriate.

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

**ITEM F.6**  
**Operating Budgets FY 2020**

**DESCRIPTION AND BACKGROUND**

Operating budgets for the upcoming new fiscal year are traditionally presented to the Board of Governors for their review and approval at the June meeting after the legislative budget process has concluded and fall enrollment trends are available. The proposed FY 2020 budget was developed using level funding recommended by the Governor in the Executive Budget. The appropriation approved by the General Assembly added core funds to the institutions. If the Governor signs the higher education appropriation bill without restrictions, or restricts a portion of the funds restored by the legislature, a revised budget for FY 2020 will be submitted to the Board.

**RECOMMENDED ACTION**

BE IT RESOLVED that the “Operating Budgets for Fiscal Year 2020” be approved and adopted for the 2019-2020 Fiscal Year; and

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

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

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

**ATTACHMENT**

Operating Budgets for Fiscal Year 2020



**OPERATING BUDGETS  
FOR  
FISCAL YEAR 2020**

## **FY 2020 BUDGET DOCUMENTS**

A. The FY 2020 Education and General Budget	Page
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4. Planned Expenditures	5
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## **FISCAL YEAR 2020 EDUCATION AND GENERAL BUDGET NARRATIVE**

### **Executive Summary**

The Education and General (E&G) Budget is the operating budget which supports the primary functions of the University including instruction, research, public service, and the various support areas. It is funded by state appropriations, student fees, and other miscellaneous sources. The Governor recommended level funding for FY 2020 state appropriations for higher education. However, the appropriation passed by the General Assembly added core funds to the institutions. The Governor has until June 30 to sign the budget. He could possibly restrict or veto the budget back to the original recommendation in state appropriations. The FY 2020 budget has been developed with level state appropriations as recommended by the Governor. Tuition and fee income for FY 2020 is projected based on lower enrollment and an average increase of five percent in tuition rates.

### **General Budget Priorities**

The FY 2020 budget was developed using the following guiding principles:

1. Protect core instructional/academic functions as much as possible.
2. Sustain key student support functions.
3. Continue to develop administrative efficiencies and reduce administrative costs whenever possible.
4. Provide funds for academic innovation and new program development.
5. Target funds to improve recruitment and retention of students.
6. Review every vacant position to justify continuation, reconfiguration or elimination.
7. No across the board cuts were utilized. Allocations within broad areas – instruction, student services, athletics, and institutional support – are based on priorities set within those functional areas.

### **Revenue Assumptions**

#### **General Revenue**

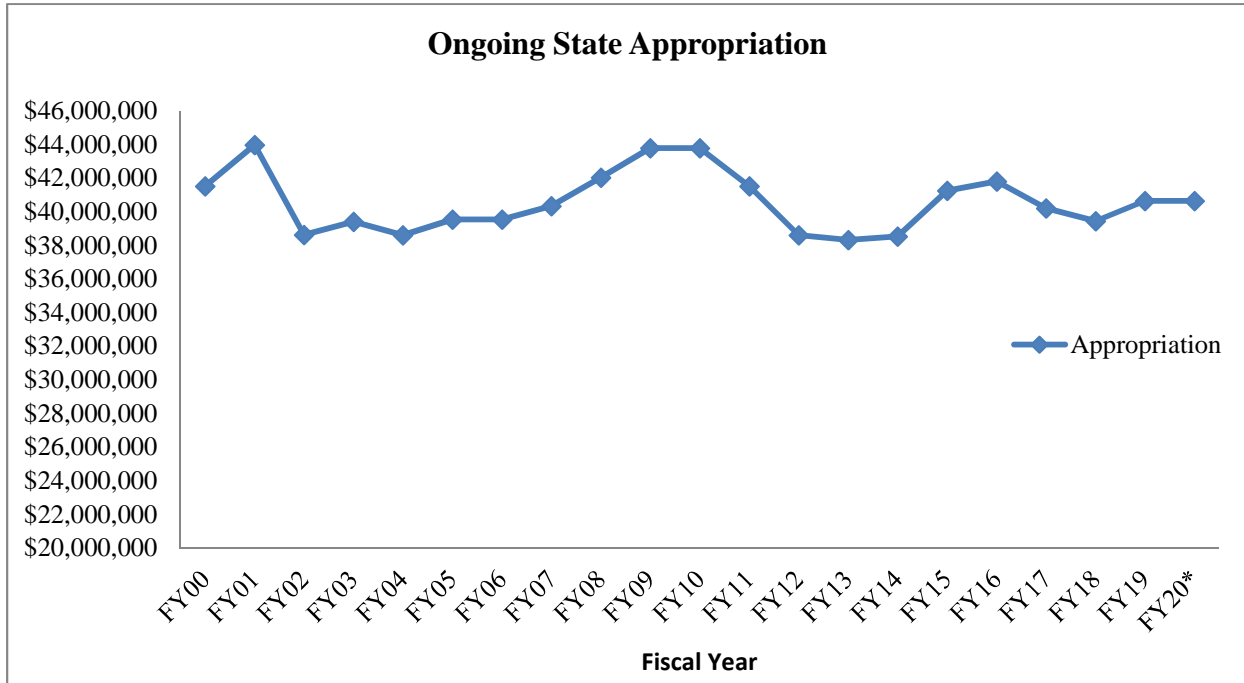
The base general revenue appropriation for Truman from the State of Missouri and approved by the General Assembly includes \$1 million more than the amount appropriated for FY 2019. However multiple Governors have withheld funds to match the proposed Executive

Budget and a similar withhold is possible in FY 2020. Total funds recommended by the Governor from general revenue and lottery proceeds for FY 2020 are \$40,660,322. Historically, the Governor withholds at least three percent of these funds as a contingency. For Fiscal Year 2020 this requires a reserve of \$1,219,800 for the standard withholding. Table 1 provides a snapshot of total state revenue trends for FY 2000 through FY 2020 and reflects the actual funds received after all state withholding actions, including those beyond the 3% level. A comparison of initial appropriations and state funds received after withholding for FY05-FY20 is found on Table 2.

### Enrollment Fees and Other Income

The Fall 2019 enrollment is projected for budget purposes at approximately 4,800 full-time equivalent students. Spring 2020 enrollment is projected at the historical average of 93 percent of the fall semester total. Recommended tuition and required fees for 2019-2020 call for an increase for Missouri resident as well as for non-resident undergraduate students, and graduate students. The operating budget is based on this proposed tuition increase. Sources of income in addition to enrollment fees include special fees, fines, charges for services, and interest income. Due to modest increases in interest rates on invested funds, the interest income available in FY 2020 is projected to be above FY 2019.

**Table 1  
GENERAL REVENUE TRENDS**



Ongoing State Appropriations Actually Received

Fiscal Year	Appropriation	% Change
FY00	\$41,522,860	6.2%
FY01	\$43,987,383	5.6%
FY02	\$38,640,023	-12.2%
FY03	\$39,427,733	2.0%
FY04	\$38,619,423	-2.1%
FY05	\$39,545,109	2.4%
FY06	\$39,545,109	0.0%
FY07	\$40,346,396	2.0%
FY08	\$42,040,945	4.2%
FY09	\$43,806,665	4.2%
FY10	\$43,806,665	0.0%
FY11	\$41,526,613	-5.2%
FY12	\$38,619,750	-7.0%
FY13	\$38,325,596	-0.8%
FY14	\$38,542,604	0.6%
FY15	\$41,262,248	7.1%
FY16	\$41,816,820	1.3%
FY17	\$40,226,391	-3.8%
FY18	\$39,450,989	-1.9%
FY19	\$40,660,322	+3.0%
FY20*	\$40,660,322	0.0%

\*Projected

Note: This table excludes funds appropriated but withheld and one-time funds.

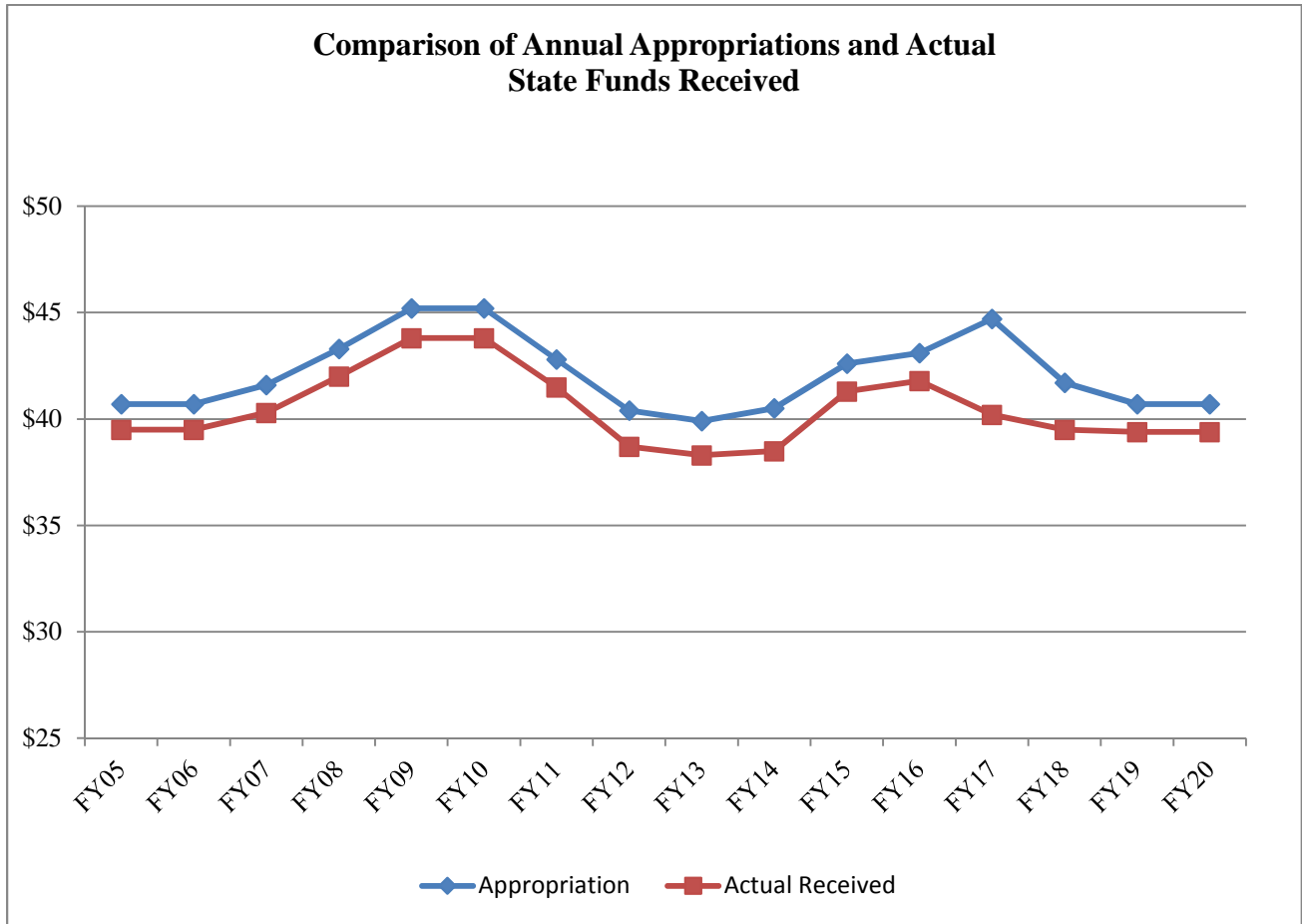
For FY10, one-time federal funds of \$756,339 are excluded.

For FY17, a one-time Autism Clinic fund excluded, and reflects extra midyear withholding.

For FY18, an additional withholding was imposed by the Governor.

For FY20, the governor's budget plus standard 3% withholding is assumed.

**Table 2**



	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Appropriation	40.7	40.7	41.6	43.3	45.2	45.2	42.8	40.4	39.9	40.5	42.6	43.1	44.7	41.7	40.7	40.7
Actual Received	39.5	39.5	40.3	42.0	43.8	43.8	41.5	38.7	38.3	38.5	41.3	41.8	40.2	39.5	39.4	39.4

FY10 excludes one-time federal fund designated for Caring for Missourians.

FY17 excludes one-time Autism Clinic funds and reflects extra withholding.

FY20 is projected based on the proposed Executive Budget plus standard 3% withholding.

## Planned Expenditures

### General

In order to balance the FY 2020 Education and General budget, planned expenditures were reduced by approximately \$1.8 million, from \$95.2 million to \$93.4 million. Included in the budget are funds to cover the increase in the required MOSERS retirement system contribution which impacted fringe benefit costs. The contribution rate for FY 2020 increased by 1.56% to 21.77%. Table 3 outlines expenditure trends by Personal Service (salaries and benefits), Equipment/Operations, and Total for the last 10 years.

### Personal Services

A major portion of the operating budget is utilized for salaries and fringe benefits. For FY 2020, Truman is budgeting \$56.4 million in this category, or 60% of the total Education and General budget. This includes funds for faculty and staff salaries, student employment, and fringe benefits such as retirement, medical insurance, and social security. The breakdown for Personal Services is as follows.

Salaries	\$37,125,575
Fringe Benefits	\$15,277,435
Student Employment	\$ 4,077,692
Total	\$56,480,702

Within the FY 2020 budget, several positions were eliminated through attrition or retirements and others were reconfigured to meet current needs. Positions eliminated include office and physical plant support staff as well as faculty positions.

### Operations and Equipment

The following provides a brief summary of operations and equipment trends by major segments of the campus.

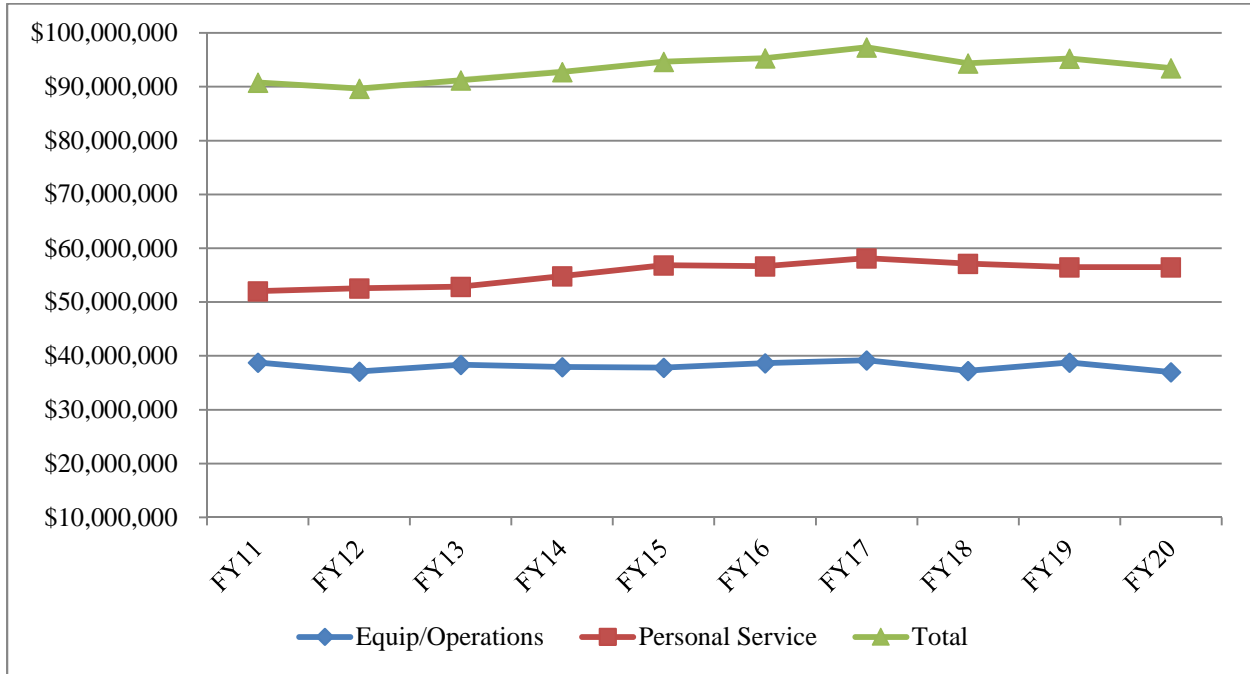
1. Academic Affairs. Operations funds have been allocated to meet needs in instruction, research and public service areas. A total of over \$4.1 million dollars in operations is budgeted in core areas including the academic departments. Equipment for

instructional use will be budgeted approximately the same as the FY 2019 level. This academic equipment is in addition to the campus technology funds. Table 4 outlines academic and research equipment budgets for FY 2007-FY 2020 and shows the asset renewal rate for these areas. Research funding totals are nearly \$500,000 for FY 2019, with most of the funds in the operations and equipment categories.

2. Student Services. Operating and equipment budgets in the Student Services category have been allocated to meet priorities in various areas. The offices and functions in this category within the Education and General budget include Admission, Athletics, Counseling, Financial Aid, Health Clinic, International Students, Testing Services, and Registrar. Just over \$2.7 million is budgeted for equipment and operations in the student services category. This includes the funds generated by the student athletic fee. Additional Student Services areas including Residential Living, the Student Union, and Recreation Center are funded in the Auxiliary Budget and are not included here.
3. Computing and Technology. The FY 2020 operating budget includes significant allocations for computing and technology. A total of \$3.5 million is budgeted for technology services which include staff, operations, equipment and maintenance of existing systems and networks with over 2,000 laptop and desktop workstations on campus, and a network with 8,800 ports. In FY 2019 funding was increased for classroom technology that was budgeted based on revenue from the new instructional technology fee. Continued technology investment is necessary to remain competitive. For 2019-2020, technology areas are budgeted at 3.9 percent of the institutional total.
4. Maintenance and Repair Fund. In the mid 1990's the General Assembly provided designated appropriations from General Revenue to handle campus maintenance and repair. These funds were added to the base appropriation for each campus with the intention to meet needs such as renovations, roof replacements and upgrades to heating and air conditioning systems. For FY 2020, a total of \$1,450,000 is budgeted for maintenance and repair. Table 5 outlines trends in the Maintenance & Repair budget for FY 2010-FY 2020.

5. Utilities. Due to increases in utility costs and increased demand, utility budgets have historically increased each year. However, as a result of continued energy efficiency efforts for 2019-20 utility costs are projected to be stable. Total funds budgeted for utilities, including operation of the central steam plant, are \$2.9 million. The Auxiliary Budget includes additional funds to cover utilities in those facilities.
6. Institutional Support. This area includes many administrative functions such as Alumni/Advancement, Business Office, President's Office, Public Relations, and other support areas. The combined operations and equipment total for this category is \$1.8 million, which includes funds transferred from the Foundation to support advancement and fundraising efforts.
7. Scholarships. For FY 2020, funds for scholarships have been reduced to cover projected expenditures for institutionally funded academic and athletic grants.
8. Student Employment. Student employment budgets are targeted to assist students and supplement staff in multiple areas. Funds allocated for student employment in the Education and General budget total over \$4.0 million.

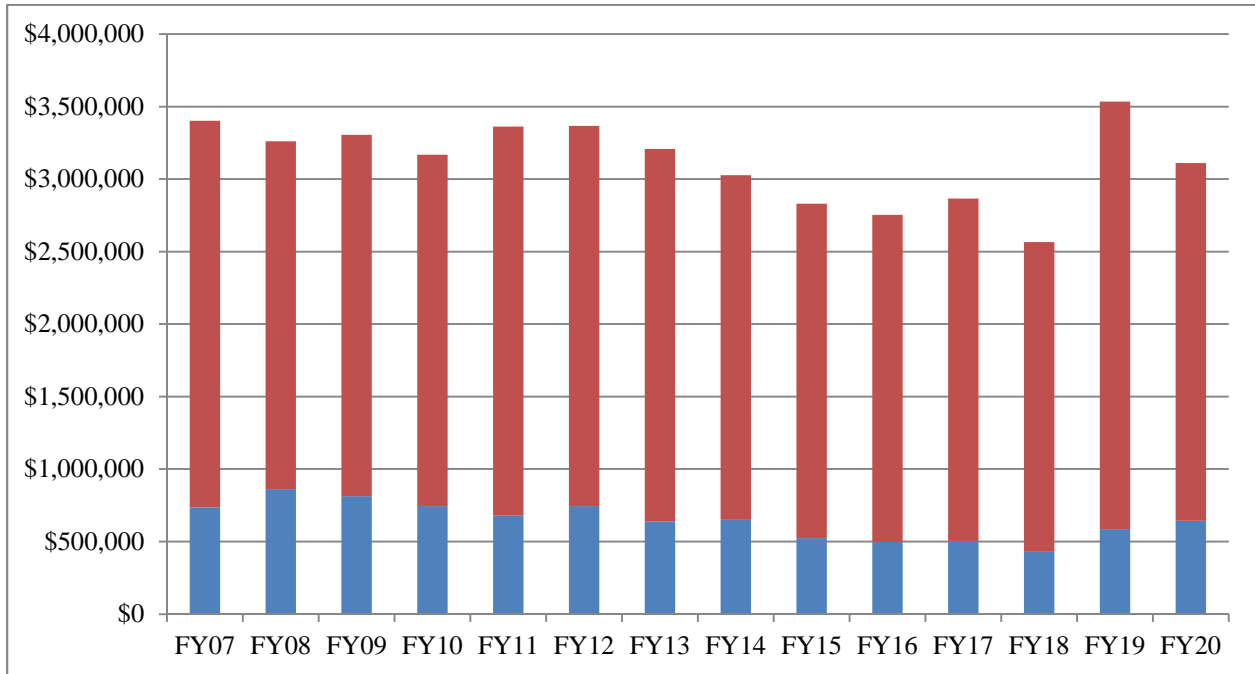
**Table 3**  
**Education and General Budget by Category**  
**FY 2008 – FY 2019**



	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
TOTAL	90,799,907	89,683,895	91,213,610	92,770,780	94,658,000	95,302,000	97,317,725	94,368,295	95,243,322	93,468,218
Personal Service	52,039,986	52,548,445	52,886,984	54,834,643	56,866,257	56,643,753	58,132,124	57,129,494	56,461,886	56,480,702
Equipment/ Operations	38,759,921	37,135,450	38,326,626	37,936,137	37,791,743	38,658,247	39,185,601	37,238,801	38,781,436	36,987,516



**Table 4  
Academic & Research Equipment Budgets**

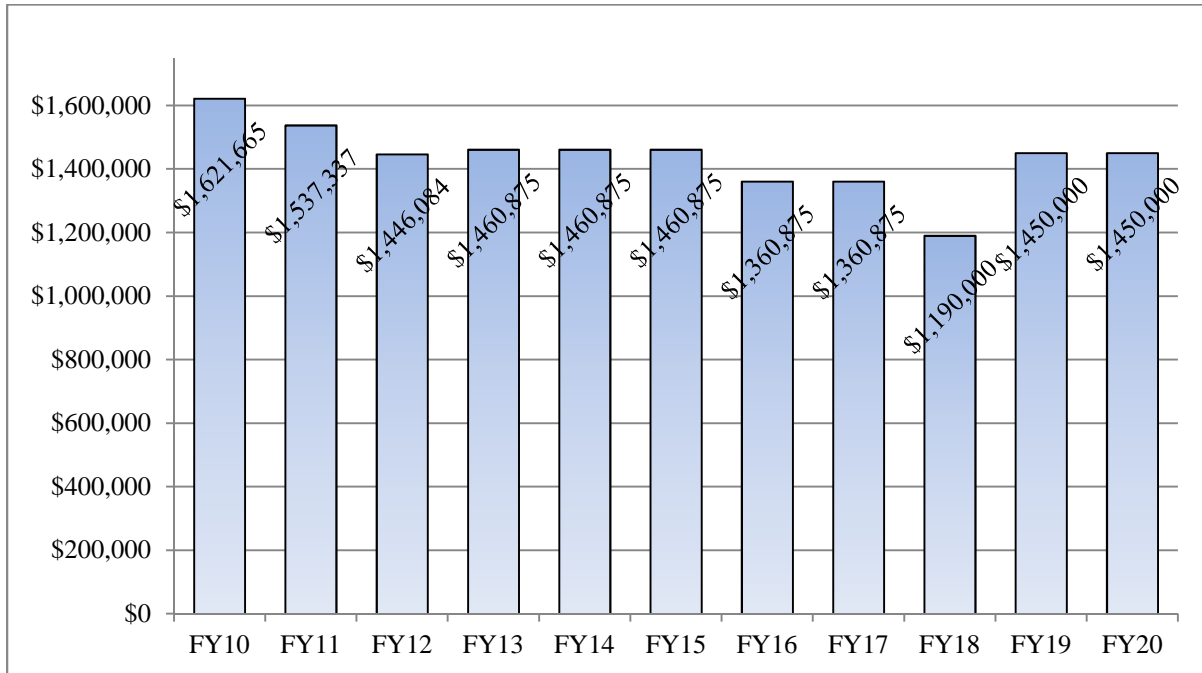


(000's omitted)

	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Equipment Budget	2,665	2,400	2,491	2,423	2,682	2,622	2,568	2,378	2,305	2,255	2,360	2,138	2,949	2,468
Actual \$ Available	737	862	814	744	679	744	640	649	525	498	504	429	585	643

Note: Equipment budgets include significant amounts designated to cover the 3% withholding in state funds and contingency amounts including the 5% reserve. The plan is to focus these funds on academic purchases should they be released during the fiscal year. This chart shows the portion of annual equipment budgets actually available for academic and research purchases. It should be noted that changes in definitions or the threshold price for equipment have reduced this budget significantly in recent years.

**Table 5  
Maintenance & Repair Budget**



	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Operating M&R	1,621,665	1,537,337	1,446,084	1,460,875	1,460,875	1,460,875	1,360,875	1,360,875	1,190,000	1,450,000	1,450,000

## **FY 2020 EDUCATION AND GENERAL REVENUE BY CATEGORY**

The page that follows provides a summary of projected revenue for FY 2020 in several major categories. General Revenue, or state funds, provides 43.5% of the proposed budget.

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

Page 13 of this section provides the detail for the calculation to determine adherence to the policy for FY 2020. The portion of the adjusted budget supported by student tuition is 32.1% and, therefore, is within the policy.

Table 6 illustrates budgeted sources of funds for FY 2020. Trends in recent years include reductions in state funding, increases in student fees, and more revenues from other miscellaneous sources. As a result, state support now accounts for approximately 43.5% of budgeted Education and General revenues.

**EDUCATION AND GENERAL  
FY 2020 REVENUE BY CATEGORY**

General Revenue \$40,660,322

This represents the entire amount recommended by the Governor in the budget. A contingency budget of \$1,125,500 has been established for the traditional 3% standard withholding by the Governor. In recent decades only a small portion of the 3% withholding has been released, and no funds are expected to be released in FY 2020.

Student Tuition and Enrollment Fees \$50,720,000

FY 2020 enrollment income for budget purposes is based upon a 300 FTE decline in student enrollment. Spring semester enrollment is based on a 93% retention rate. Missouri students are assumed to make up 69% of the total enrollment; graduate enrollment is expected to be stable; and summer enrollment is projected at the 2019 summer level. This category also includes fees for off-campus courses, the athletic fee, the student activity fee, study abroad programs, and other special enrollment fees.

Other Local Income and Transfers \$ 2,087,896

This includes various revenue sources: investments, athletic gate receipts, sales and services of educational activities (such as summer camps), rollover from FY 2019, indirect costs from grants and other miscellaneous sources. Transfers from Auxiliary sources and the Foundation are also included here.

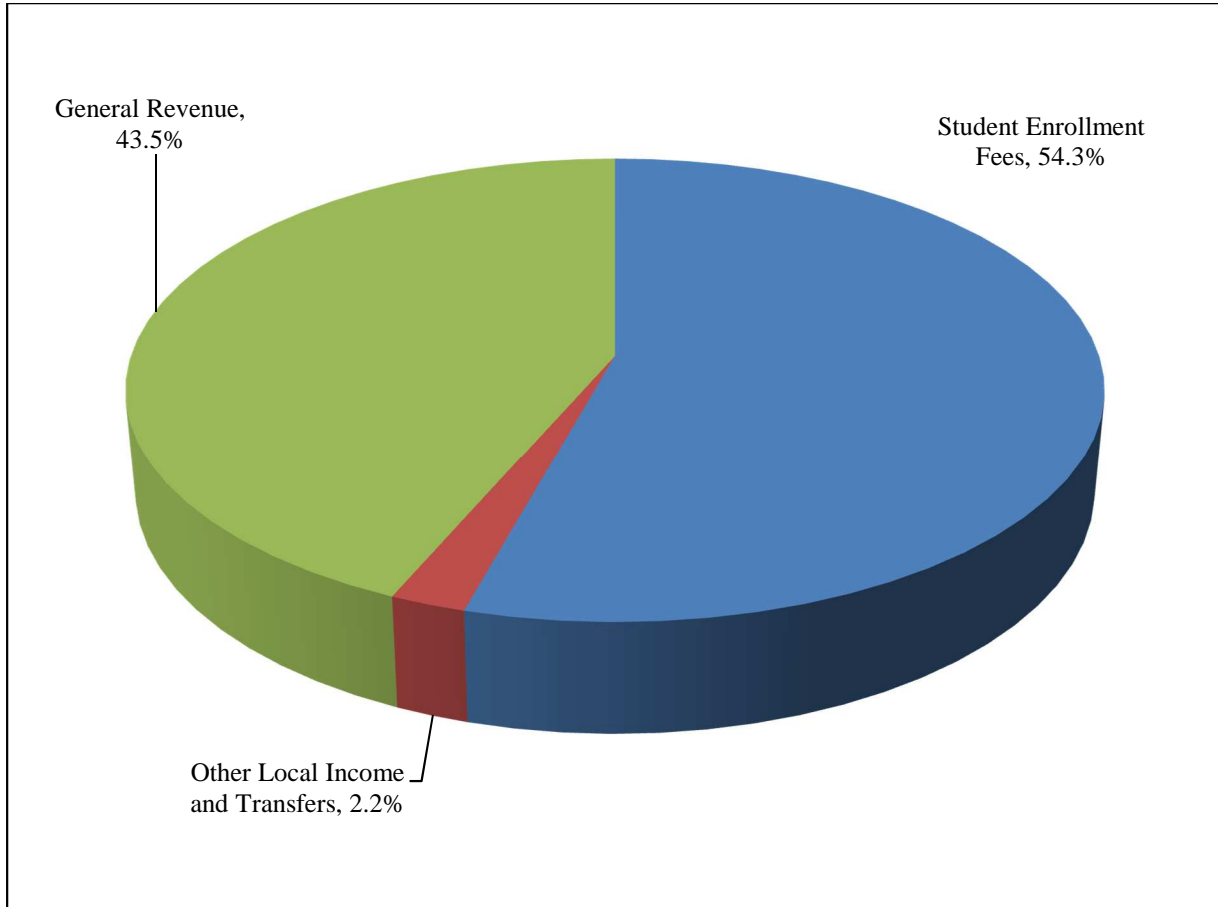
GRAND TOTAL ALL SOURCES \$93,468,218

SEGREGATION OF ON-CAMPUS FEE INCOME FOR FY 2020 IS AS FOLLOWS:

	Total Fee Income	Undesignated & Unrestricted
Enrollment Fees		48,463,000
Less Restricted/Designated		
Student Union	-960,000	
“out-of-state” Missouri taxpayer discount	-65,000	
Recreation Center	-1,035,000	
Orientation Week Fee	-350,000	
Joseph Baldwin Academy	-445,000	
Student Health Center Fee	-345,000	
Student Activity Fee	-382,000	
Athletic Fee	-527,000	
Technology Fee	-158,000	
Student Sustainability Fee	-45,500	
Classroom Technology Fee	-500,000	
Total designated/restricted funds	-4,812,500	
Total unrestricted funds		43,650,500
The percentage calculation is shown as follows:		
1. Undesignated and unrestricted fees (above)		43,650,500
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-20,143,000
<b>NET UNRESTRICTED TUITION &amp; FEES</b>		<b>23,507,500</b>
1. Total Education and General Budget		93,468,218
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-20,143,000
<b>ADJUSTED E&amp;G TOTAL</b>		<b>73,325,218</b>
<b>NET UNRESTRICTED TUITION AS A PERCENTAGE OF ADJUSTED E&amp;G</b>		<b>32.1%</b>

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

**Table 6**  
**FY 2020 BUDGETED E&G REVENUE**



## FY 2020 PLANNED E&G EXPENDITURES BY CATEGORY

The Missouri Coordinating Board for Higher Education and Office of Administration have developed a budget reporting structure which follows federal financial reporting standards for higher education. The broad budget categories and totals for FY 2020 are as follows:

Instruction \$41,417,484

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

Research \$ 490,230

Activity organized to produce research outcomes is included in this category. Internal research grants, research equipment, and undergraduate research stipends are in this budget.

Public Service \$ 48,845

Non-instructional services beneficial to external groups are included in public services. Matching funds for the Upward Bound program are budgeted here.

Academic Support \$ 4,697,306

The Library and academic administration are in this category. Expenses for operation of the library represent over one-half of this budget.

Student Services \$ 9,134,745

This includes areas such as student services administration, counseling services, admissions and records, intercollegiate athletics, health services, and testing services.

Institutional Support \$ 7,162,018

Support areas including fiscal operations, alumni and public relations, and general administration are in this category.

Physical Plant \$ 8,894,590

General physical plant operations, including maintenance, grounds and custodial, and public safety are in this category. Funds for fuel and utilities are also included here.

Maintenance and Repairs \$ 1,450,000

Funds designated for campus building repairs and preventive maintenance are in this category.

Student Aid \$ 20,143,000

Student scholarships, experienceships and athletic aid are included here.

Transfers \$ 30,000

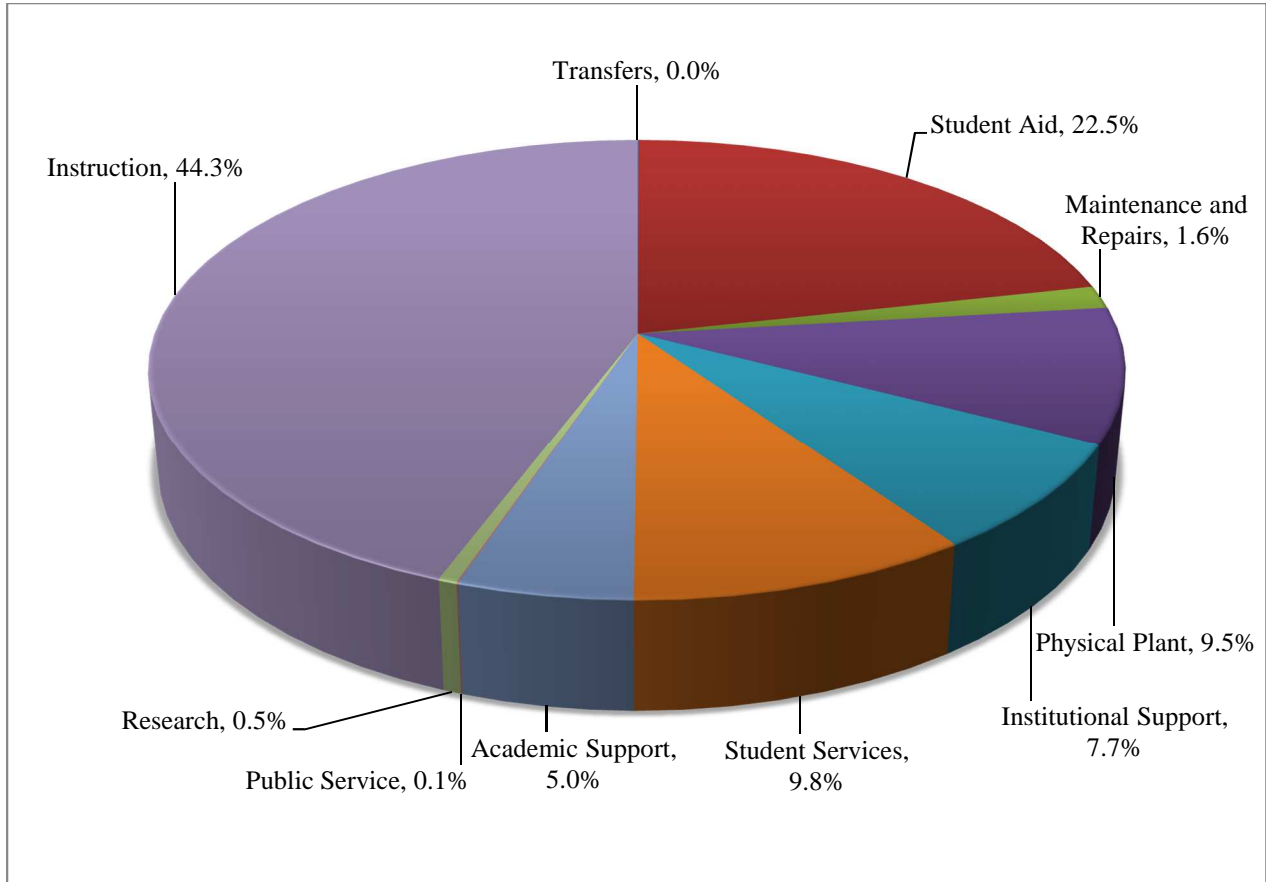
Mandatory transfers for federal aid programs (Perkins and SEOG) comprise this budget.

TOTAL \$93,468,218

*Note: Several significant changes in categories have been made to match the Uniform Financial Reporting Manual developed by the Missouri Department of Higher Education as well as the most recent National Association of College and University Business Officers guidance regarding classification of various functional areas.*



**Table 7**  
**FY 2020 PLANNED E&G EXPENDITURES**



**FY 2020 EDUCATION AND GENERAL EXPENDITURES BY CATEGORY**

	<b>Personal Service</b>	<b>Equipment</b>	<b>Operations</b>	<b>Total</b>
Instruction	35,159,460	2,217,636	4,040,388	41,417,484
Research	84,000	250,000	156,230	490,230
Public Service	21,658	0	27,187	48,845
<b>SUBTOTAL</b>	<b>35,265,118</b>	<b>2,467,636</b>	<b>4,223,805</b>	<b>41,956,559</b>
Academic Support	3,182,912	50,000	1,464,394	4,697,306
Student Services	6,378,438	11,000	2,745,307	9,134,745
Institutional Support	5,285,120	12,100	1,864,798	7,162,018
Physical Plant	4,019,114	113,000	4,762,476	8,894,590
Maintenance & Repairs	0	0	1,450,000	1,450,000
Student Aid	2,350,000	0	17,793,000	20,143,000
Transfers	0	0	30,000	30,000
<b>TOTALS</b>	<b>56,480,702</b>	<b>2,653,736</b>	<b>34,333,780</b>	<b>93,468,218</b>

*Note: Categories match the Uniform Financial Reporting Manual developed by the Missouri Department of Higher Education as well as the most recent National Association of College and University Business Officers guidance regarding classification of various functional areas.*

**COMPARISON OF EDUCATION AND GENERAL BUDGET BY CATEGORY  
FY 2013 – FY 2020**

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Personal Services	52,886,984	54,834,643	56,866,257	56,643,753	58,132,124	57,129,494	56,461,882	56,480,702
Equipment	3,074,615	2,844,715	2,635,965	2,570,303	2,659,869	2,282,569	2,949,354	2,653,736
Operations	35,252,011	35,155,492	35,155,788	36,087,944	36,525,732	34,956,232	35,832,086	34,333,780
<b>TOTAL</b>	<b>91,213,610</b>	<b>92,770,780</b>	<b>94,658,000</b>	<b>95,302,000</b>	<b>97,317,725</b>	<b>94,368,295</b>	<b>95,243,322</b>	<b>93,468,218</b>

Notes: Equipment category includes funds to cover 3% state withholding and other major contingency accounts. Due to reclassification of equipment under GASB year-to-year comparisons may not be valid.

## **FISCAL YEAR 2020 AUXILIARY BUDGET NARRATIVE**

### **Executive Summary**

Revenue from combined auxiliary operations is projected to decrease in FY 2020. This estimate is based on the number housed in the residence halls as well as budgets which are tied to student enrollment such as the Student Union and Recreation Center. Occupancy levels in the residence halls are budgeted based on a decrease from the actual number this past academic year. The rates charged to students for residence halls including room and board were increased by an average of 2.6% for the 2019-20 academic year.

Several changes in operating and equipment budgets have been recommended for 2019-2020. For FY 2020, one residence hall, Dobson Hall, has been closed to reduce operating costs. The major changes in the Auxiliary Budget for FY 2020 include allocating funds to cover projected food costs as well as MOSERS contributions. Savings realized with the refinancing of bonds and the energy conservation project continues to be reflected in the operating budgets for FY 2020.

### **General Budget Priorities**

This budget was prepared to meet priorities such as improving services to students, and activities which will provide more efficient operations. Asset renewal is also important in the auxiliary area, particularly in the residence halls and Student Union Building. The budget for auxiliary operations must be balanced and also meet bond payment requirements.

### **Revenue Assumptions**

1. **Residence Halls.** Room and board rates were raised by an average of 2.6% for FY 2020. A student living in a typical two-person room will pay \$9,012 for the 2019-2020 academic year. Based upon the projected occupancy rate of 2,150 for the fall semester and 93 percent returning for the spring semester, revenue from residence halls and apartments is projected at \$19,950,000.

2. Other Residence Hall Income. Income from off-campus students who dine in the halls and from rentals, commissions, and miscellaneous sources is projected at \$2,038,158 for FY 2020. Additional revenue sources include interest income and miscellaneous fees which should generate approximately \$200,000.
3. Student Union. The Student Union is primarily funded by a transfer from enrollment income to this budget at a rate of \$100 per full-time equivalent student per semester, an increase from the previous \$90 per semester. This fee was established to build, maintain, and cover debt service for the Student Union. The Student Activity Fee helps fund the Center for Student Involvement, which is housed in the Student Union. Additional income sources include room rentals, bookstore, and food service commission. Total revenue for the Student Union Building for FY 2020 is projected at \$1,260,000.
4. Recreation Center. Major expenses for the Recreation Center include personnel, operations and debt service. A designated fee of \$111 per semester per full-time equivalent student is included in enrollment fees. Debt on the Recreation Center has been retired so funds are being budgeted to help finance future renovations. Total revenue for FY 2020 is projected at \$1,245,000 for the Recreation Center.
5. Service Departments. Revenue from auxiliary service departments such as Printing Services is projected at \$450,000 for FY 2020.

### **Planned Expenditures**

A significant portion of the Auxiliary Budget is utilized to operate the residence halls. Staff includes the Residential Living Office, hall directors, housekeepers, and physical plant employees assigned to these non-academic areas. Table 8 outlines Auxiliary Budget equipment trends for FY 2000-FY 2020 and illustrates the emphasis on asset renewal in these areas.

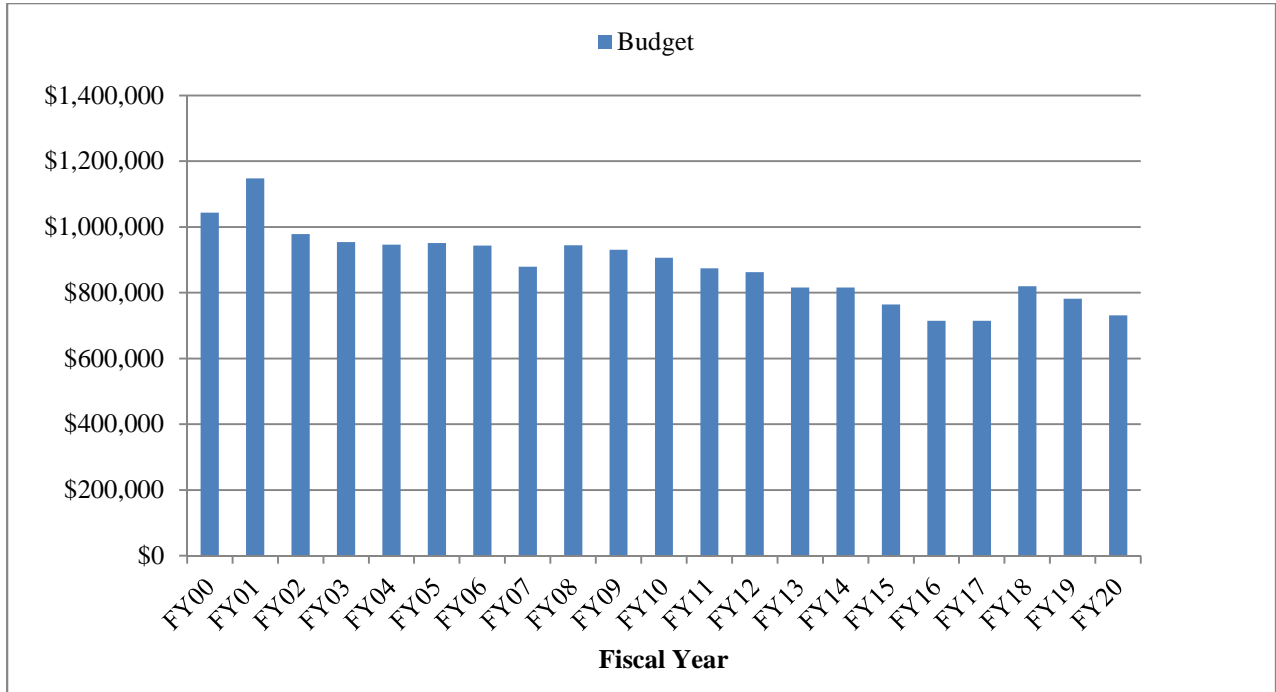
Operating funds for Residential Living include utilities, repairs and renovations, and food service contracts. Funds are included for furniture replacements, food service equipment, and general repairs to the facilities. Food service costs will increase to cover increased costs as agreed to in the food service contract, which is the largest single component of this budget.

Utility costs are projected to be stable in 2019-2020 from the current year actual expenditures and the budget reflects this. A major portion of the Residential Living operating budget is the \$3,347,000 set aside for bond repayments.

On a smaller scale, the Student Union Building budget also covers personnel, operating costs such as utilities, and funds for replacement and repair of the equipment. Funds are also included to cover general maintenance of this building and funds have been increased for student employment. This budget includes \$314,810 for bond repayments.

The Recreation Center budget is continued at a level slightly above to the previous year since student employment has been increased. This will provide for continued staffing and operations funds to meet the usage of this facility. Utility costs are a major component in the operating budget for this area, and the student employment costs have been increased due to minimum wage increases. An equipment budget is also provided to replace and update items as needed. Funds are also budgeted for future equipment and renovation to this facility.

**Table 8**  
**Auxiliary Equipment Budget Trends**  
**FY00-FY20**



<u>Fiscal Year</u>	<u>Equipment Budget</u>	<u>% change</u>
FY00	\$ 1,043,858	3.3%
FY01	\$ 1,147,858	9.9%
FY02	\$ 978,464	-14.7%
FY03	\$ 954,166	-2.5%
FY04	\$ 945,906	-0.9%
FY05	\$ 950,796	0.5%
FY06	\$ 942,796	-0.8%
FY07	\$ 878,780	-6.8%
FY08	\$ 944,488	7.4%
FY09	\$ 930,488	-1.5%
FY10	\$ 906,247	-2.6%
FY11	\$ 874,233	-3.5%
FY12	\$ 862,633	-1.3%
FY13	\$ 815,883	-5.4%
FY14	\$ 815,883	0.0%
FY15	\$ 763,883	-6.4%
FY16	\$ 714,583	-6.5%
FY17	\$ 714,583	0.0%
FY18	\$ 820,060	+14.7%
FY19	\$ 781,203	-4.7%
FY20	\$ 730,793	-6.4%

Note: Includes equipment funds for residence halls, food service, Student Union, etc.

**FY 2020 AUXILIARY REVENUE BY CATEGORY**

**RESIDENCE HALLS**

Room and Board \$19,950,000

This projection is based on an occupancy rate of 2,150 for residence halls and apartments. Spring occupancy is historically 93 percent of the fall semester.

Investment Income \$ 200,000

Income from investment is projected to be higher than the previous year's total.

Off-Campus Student Meal Sales \$ 1,158,000

This source represents income from purchase of residence hall meal cards by students who live off-campus. The projection is based on FY 2018 levels of sales and the increase in dining rates.

Other Income \$ 880,158

Revenue from deposits, processing fees, rentals, parking registrations, commissions, and similar sources is projected to be down slightly from FY 2019.

**TOTAL RESIDENCE HALL INCOME** **\$22,188,158**



**STUDENT UNION**\$ 1,260,000

This revenue source includes the transfer of enrollment fees based on full-time equivalent (FTE) students. Total revenues are projected based on FY20 enrollment and additional income sources include rentals, bookstore, and food service commission.

**RECREATION CENTER**\$ 1,245,000

Funds for operation of the Recreation Center and repayment of construction bonds come primarily from the transfer of enrollment fees based on FTE students. Other sources of income include rental of the facility to outside groups and faculty/staff membership fees.

**SERVICE DEPARTMENTS**\$ 450,000

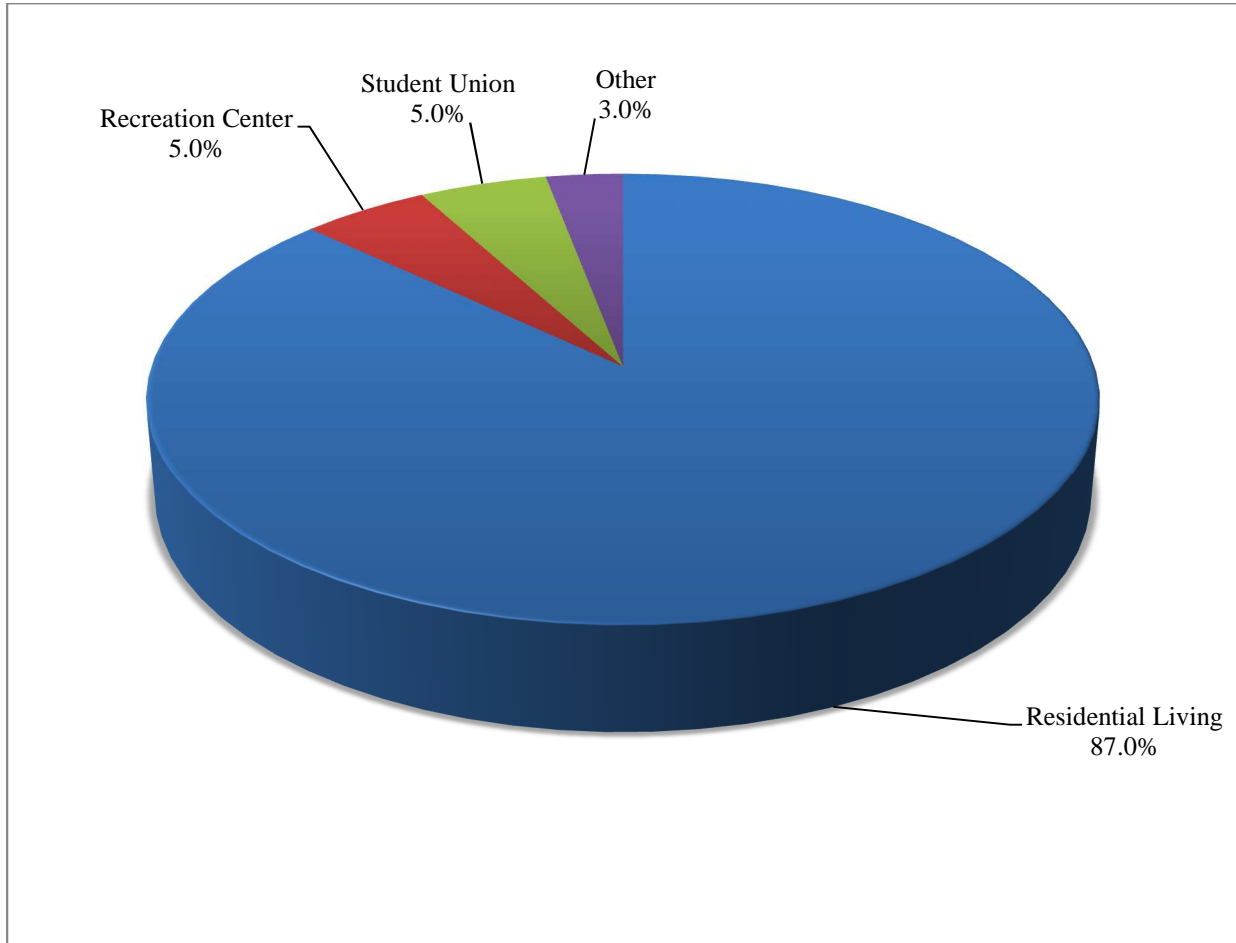
Certain service departments are operated as auxiliary enterprises. Currently this includes Campus Printing Services. Revenue is projected to be down slightly for FY20.

**GRAND TOTAL AUXILIARY REVENUE****\$25,143,158**

**FY 2020 AUXILIARY EXPENDITURES BY AREA**

	<b>Personal Services</b>	<b>Equipment</b>	<b>Operations</b>	<b>Total</b>
Residential Living	3,366,988	629,250	14,532,546	18,528,784
Residential Living Bond Payments	0	0	3,347,434	3,347,434
Student Union	459,145	66,543	418,121	943,809
Student Union Bond Payment	0	0	314,810	314,810
Printing Services	198,213	5,000	249,870	453,083
Auxiliary Administration	97,268	0	15,000	112,268
Other Auxiliary	0	0	20,000	20,000
Recreation Center	567,241	30,000	197,374	794,615
Recreation Center Reserve	0	0	450,000	450,000
Transfer/Surplus	0	0	178,355	178,355
<b>TOTAL</b>	<b>4,688,855</b>	<b>730,793</b>	<b>19,723,510</b>	<b>25,143,158</b>

**Table 9**  
**FY 2020 AUXILIARY EXPENSES**  
**BY MAJOR AREA**



## FISCAL YEAR 2020 RESTRICTED FUND BUDGET

### Executive Summary

This budget includes funds from outside grants and other sources (state and federal) which are restricted in nature. Examples include federal programs such as McNair and Upward Bound and state-funded activities such as the Regional Professional Development Center. Due to the nature of these programs and the fact that the federal fiscal year does not match Truman's fiscal year, all revenues in this budget are estimated.

### Projected Restricted Revenues and Expenditures

Major activities supported through restricted funds include the following:

Upward Bound \$ 465,810

This program is part of the federal TRIO program funded by the Department of Education. It is designed to assist high school students in building the skills and motivation necessary for college success.

McNair \$ 280,658

Truman has received McNair funding since 1992. The program is designed to provide disadvantaged college students with preparation for graduate programs.

Regional Professional Development Center \$ 1,147,800

The Regional Professional Development Center is operated in conjunction with Truman's School of Health Sciences and Education. The center is funded by the Missouri Department of Elementary and Secondary Education and provides training and support to public schools in the northeast region. Any fee income generated by Regional Professional Development Center activities is restricted and must be returned to the state if not used for the program.

NSF-(S-STEM) A Scaffolded Learning Community to Increase Self-Efficacy and Persistence in STEM \$ 185,790

This grant will support students pursuing majors in the agriculture science, biology, chemistry, and physics departments.

NSF-Robert Noyce Scholars Program for Secondary Mathematics & Physics Teaching \$ 700,000

This project will strive to impact physics and mathematics teacher shortages in Missouri and nationwide by creating a dual mathematics/physics secondary teacher preparation tract. The program will recruit and support students following this new contract.

NSF-Network Upgrades to Improve Engagement in Science Discovery & Education \$399,105

This project will upgrade networking equipment in two buildings to support a ten-fold increase in data access rates.

Pell \$4,950,000

Pell Grants are provided from federal funds to eligible students based on need. This amount is a projection as awards are contingent on the number of qualifying students enrolled.

SEOG \$ 101,284

Supplemental Educational Opportunities Grants are provided from federal funds to eligible students.

Work Study \$ 310,818

The College Work-Study Program includes federal funds to support part-time student workers.

Federal TEACH Grant

\$ 40,000

This grant provides up to \$4,000 to eligible undergraduate and graduate students who agree to teach specified high-need subjects at schools serving primarily disadvantaged populations for four years within eight years of graduation. This amount is a projection as awards are contingent on the number of qualifying students enrolled.

Other

\$ 323,700

There are numerous smaller grants and contracts from foundations and governmental sources designed for instruction, research and public service activities. This includes programs supported by NSF, U.S. Small Business Administration, and NASA.

TOTAL ESTIMATED FY 2020 RESTRICTED

\$8,904,965

**FISCAL YEAR 2020**  
**ESTIMATED RESTRICTED REVENUE AND EXPENDITURES**

<u>Area or Program</u>	<u>FY 2020 Estimate</u>
Upward Bound	\$ 465,810
McNair	\$ 280,658
Regional Professional Development Center	\$ 1,147,800
NSF S-STEM	\$ 185,790
NSF Robert Noyce Scholars Program	\$ 700,000
NSF Network Upgrades	\$ 399,105
Pell	\$4,950,000
SEOG	\$ 101,284
Work-Study	\$ 310,818
Federal TEACH Grant	\$ 40,000
Other	\$ 323,700
<b>TOTAL</b>	<b>\$8,904,965</b>

## COMBINED OPERATING BUDGET SUMMARY

The combined operating budget for Fiscal Year 2020 totals \$127,291,445.

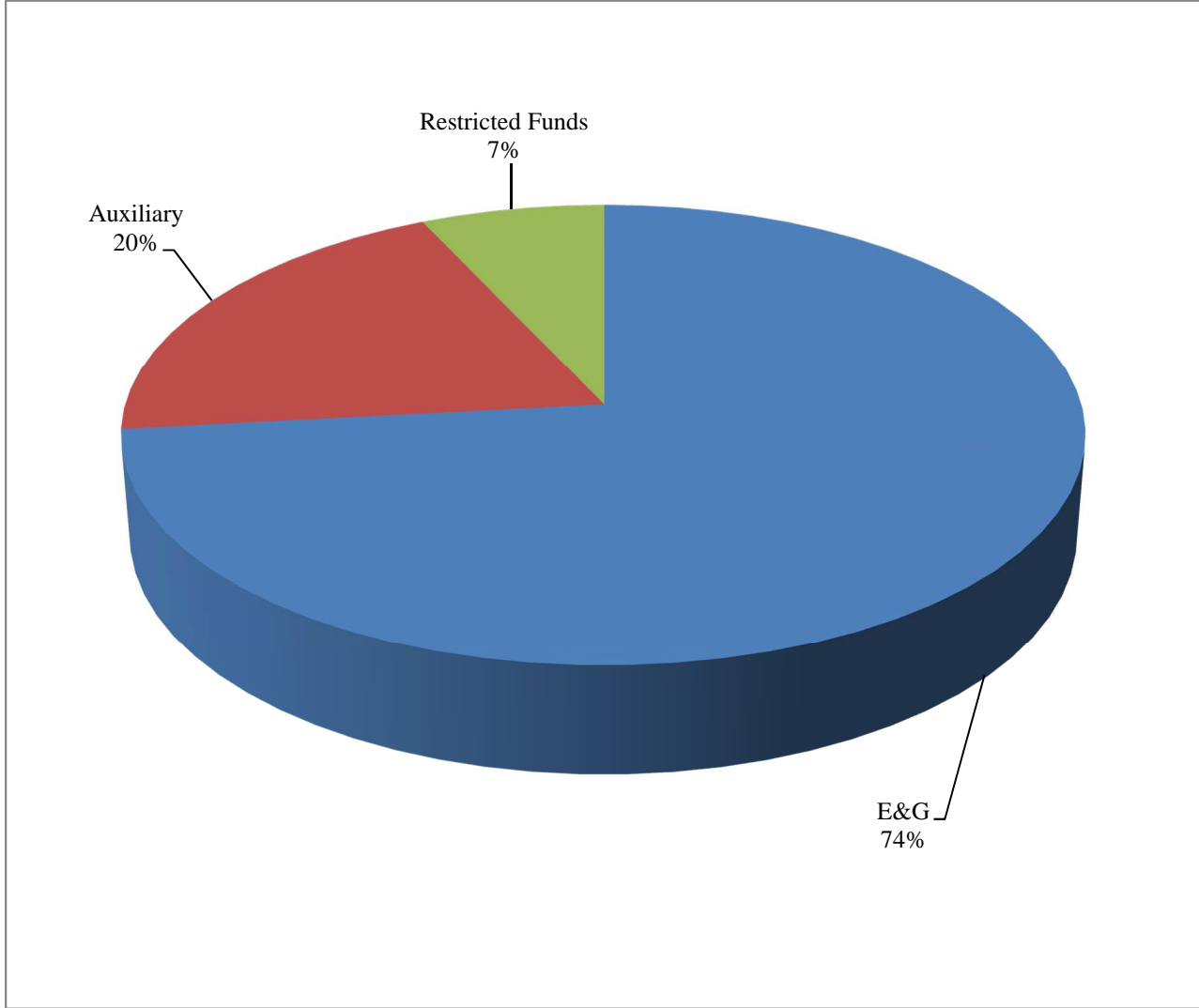
Education and General	\$ 93,468,218
Auxiliary	\$ 25,143,158
Restricted Funds	<u>\$ 8,904,965</u>
Total	\$127,516,341

Table 10 illustrates the combined operating budget distributed by type, and the Education and General budget represent 74% of the total.

Projected revenues are equal to the various operating budgets, and Table 11 illustrates the sources of revenue which are combined to produce the funds needed. Major sources, in descending order, are Student Tuition and Fees, State Appropriations, Auxiliary Revenue, Grants and Contracts, and Other Income.

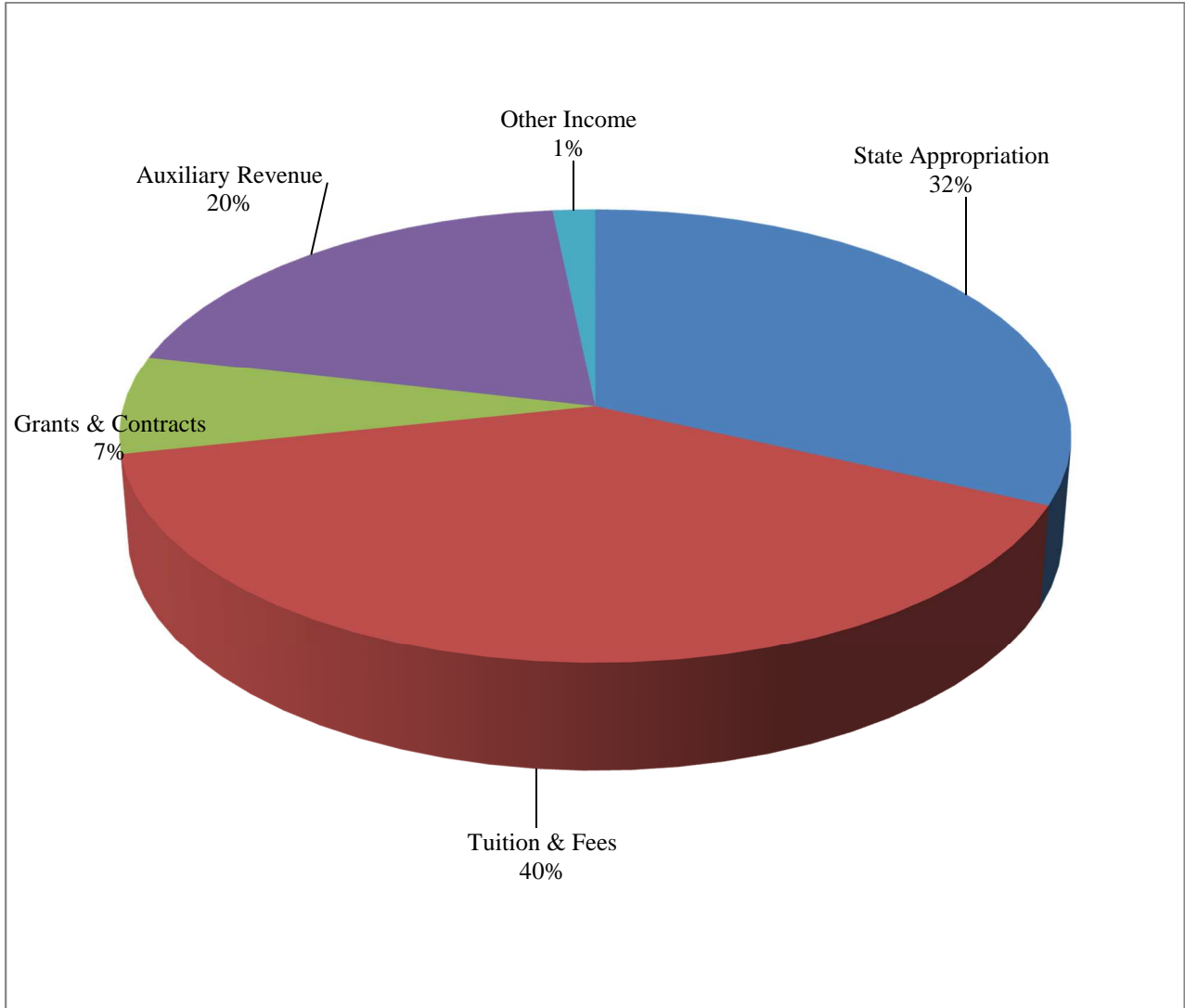


**Table 10  
FY 2020 OPERATING BUDGETS**



<b>Operating Budget</b>	<b>\$ Amount</b>
E&G	\$93,468,218
Auxiliary	\$25,143,158
Restricted Funds	\$ 8,904,965

**Table 11  
FY 2020 Revenue Sources**



<b>Revenue Sources</b>	<b>\$ Amount</b>
State Appropriation	\$40,660,322
Tuition & Fees	\$50,720,000
Grants & Contracts	\$ 8,904,965
Auxiliary Revenue	\$25,143,158
Other Income	\$ 2,087,896

**ITEM F.7**  
**Salary Policies FY 2020**

**DESCRIPTION AND BACKGROUND**

Salary policies are generally established by the Board of Governors at the meeting preceding the start of the new fiscal year. The recommended actions cover faculty and staff for 2019-2020. Because state support for FY 2020 has not been finalized and enrollment for Fall 2019 is still underway, no across the board wage increase is recommended. This action item is consistent with previous fiscal years with no wage increase, and documents the salary policies.

**RECOMMENDED ACTION**

BE IT RESOLVED that the following salary and wage policies for the 2019-2020 Fiscal Year be approved:

- 1) 2019-2020 Policy for Faculty and Exempt Staff Salaries;
- 2) 2019-2020 Policy for Hourly Personnel Wage Rates;
- 3) 2019-2020 Policy for Unit I Wage Rates; and
- 4) 2019-2020 Policy for Off-Campus and Workshop Faculty Salaries; and

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

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

**ATTACHMENTS**

- 2019-2020 Policy for Faculty and Exempt Staff Salaries
- 2019-2020 Policy for Hourly Personnel Wage Rates
- 2019-2020 Policy for Unit I Wage Rates
- 2019-2020 Policy for Off-Campus and Workshop Faculty Salaries

## 2019-2020 Policy for Faculty and Exempt Staff Salaries

Full-time and part-time faculty salaries for the 2019-2020 academic year will be maintained at the 2018-2019 academic year rates.

Full-time and part-time staff salaries for the 2019-2020 fiscal year will be maintained at the 2018-2019 fiscal year rates.

### Equity Adjustments:

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

### Promotion Adjustments:

Faculty members who are promoted in rank for the 2019-2020 academic year (excluding those whose salaries for the 2019-2020 academic year have been established by separate agreement) are to be given the following increases in their salaries for the 2019-2020 academic year:

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

**2019-2020 Policy for Hourly Personnel Wage Rates**

The standard starting wage for employees in clerical, secretarial and similar office positions is to be as follows during the 2019-2020 fiscal year.

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

**2019-2020 Policy for Unit I Wage Rates**

The hourly wage rates for employees in Unit I are to be the following amounts during the 2019-2020 fiscal year.

WAGE RATES FOR UNIT I

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

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

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

Probationary = Starting Pay  
Step 1 = After 90 days Probationary Period  
Step 2 = 1<sup>st</sup> year anniversary  
Step 3 = 2<sup>nd</sup> year anniversary

Individuals on Step Schedule receive applicable increases on anniversary date.

**2019-2020 Policy for Off-Campus and Workshop Faculty Salaries**

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2019-2020 Fiscal Year.

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

The 2019-2020 rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

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

**ITEM F.8**  
**Enrollment Fees**

**DESCRIPTION AND BACKGROUND**

The Higher Education Student Funding Act (HESFA) calculation allows a statutory maximum increase that is primarily based on Consumer Price Index (CPI) and it applies to Missouri resident undergraduate full-time students. This state statute was recently revised to compensate for reductions in state appropriations for operating support. Because Truman’s support decreased from FY 2017 to FY 2018, an increase beyond the CPI (1.9%) is included in the calculation. This calculation is based on the reduction in state appropriations divided by the most recent fall semester FTE enrollment for Missouri resident undergraduates. This product is then increased to account for the institutional FY 2018 discount rate so that net tuition increased will equal the decrease in state operating support.

Because non-resident and graduate tuition rates have been increased at or below CPI in recent years, it is recommended that all categories of tuition be increased at the same rate for 2019-20. Truman’s HESFA base is \$7,560 and the adjusted base for FY 2020 is \$8,088, an increase of 6.9%. It is recommended that the base tuition and fees (which includes the Student Union and Recreation Center) be increased by 6.9%. It is further recommended that 1.9% be waived for 2019-20 resulting in a 5.0% increase.

The Student Union portion of tuition has not been adjusted since FY 2012-13. Due to increased operational costs, a \$10 per academic year increase is recommended. No change in designated fees such as the Athletic Fee and the Student Activity Fee are proposed. During the annual student government election in April a proposal to change the allocations within the Student Activity Fee was approved. However, the result is no change in the overall fee.

**RECOMMENDED ACTION**

WHEREAS, Truman State University’s permitted increase for Missouri resident undergraduate full time students for the 2019-20 academic year is 6.9% under the terms of the Higher Education Student Funding Act; and

WHEREAS, it is advisable to book this increase at this time; and

NOW, THEREFORE, BE IT RESOLVED that Truman State University will waive collecting 1.9% of the 6.9% increase which will result in an increase of 5% for students for the 2019-20 academic year under the terms of the Higher Education Student Funding Act.

BE IT FURTHER RESOLVED that the following enrollment fees for full-time students be approved, effective with the 2019 Fall Semester:

- 1) Undergraduate students who are enrolled in 12 or more, but less than 18, hours of academic credit for each semester:  
  
Missouri Students.....\$8,024 per academic year  
Out-of-State Students.....\$15,427 per academic year



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

Missouri Students.....\$9,428 per academic year  
Out-of-State Students.....\$16,326 per academic year

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

BE IT FURTHER RESOLVED that the designated fee for the Student Union included above be increased by \$10 to \$200 for each full-time equivalent student per academic year; and

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

- 1) A student activity fee of \$90 per academic year (\$45 per semester); and
- 2) A student health fee of \$74 per academic year (\$37 per semester); and
- 3) An athletic fee of \$116 per academic year (\$58 per semester); and
- 4) An information/technology (itech) fee of \$34 per academic year (\$17 per semester);  
and
- 5) A sustainability fee of \$10 per academic year (\$5 per semester)

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

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

BE IT FURTHER RESOLVED that the enrollment fees for part-time students, interim sessions, study abroad, professional development, on-line classes and the other enrollment fees, and miscellaneous charges not listed in this resolution, be established by the President of the University, based on the above fees and charges, in accordance with Section 11.010 and 11.020 of the Code of Policies.

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

**ATTACHMENT**

Background Information and Rationale for FY 2020 Enrollment Fee Proposal

***Background Information and Rationale  
For  
FY 2020 Enrollment Fee Proposal***

For several years public institutions in Missouri have held tuition increases at or below the Consumer Price Index (CPI). This is due to the tuition cap statute as well as multiple agreements with the Executive and Legislative branches of government to cap tuition increases at a minimum. Tuition increases have been at or below 1% five times in the past decade. During that same period (FY10 – FY19) Truman’s state appropriation declined by 9.9%. Actual state support for FY 2019 is roughly equal to FY 1999. Because modifications in the HESFA statute (tuition cap) were made in 2018, the cap calculated by the Department of Higher Education reflects the impact of appropriation cuts from FY17 to FY18. All of the four-year campuses have approved or plan to approve increases in tuition up to the amount allowed by this calculation.

Increases already approved for base tuition include the University of Missouri (+5%), Northwest Missouri State (+6.7%), Southeast Missouri State (+5.15%), and University of Central Missouri (+5.4%). In some cases institutions are rolling back a portion of the increase or waiting for state appropriations to be final before doing a rollback. Comparisons of total costs including mandatory fees are not available at this time, however Table 1 outlines typical tuition and fees by campus for 2018-19. Truman has maintained its relative position in this list for several years.

Table 2 and 3 outline tuition and fees at Truman including the proposed “booked tuition” for 2019-20. As recommended in the agenda item, the subtotal for tuition, Student Union, and Recreation Center would be rolled back to 5%, putting Truman’s increase in line with other institutions.

Table 4 provides a comparison of total costs based on the full 6.9% increase. With the 2019-20 increase rolled back to 5%, the additional amount cost for tuition would be \$375 for a Missouri undergraduate with a total increase for on-campus students of \$607.

TABLE 1

**2018-19 Comprehensive Fees  
Missouri State-Supported Four-Year Institutions  
Tuition and Fees for a Typical Full-Time Undergraduate Missouri Resident**

	Academic Year <u>Costs</u>	<u>Index</u>
Harris-Stowe	\$ 6,138	79
Missouri Southern	\$ 6,667	86
Missouri Western	\$ 6,910	89
Missouri State	\$ 7,376	95
Southeast	\$ 7,418	96
Central	\$ 7,593	98
Lincoln	\$ 7,632	98
<b>Truman</b>	<b>\$ 7,749</b>	<b>100</b>
Northwest	\$ 9,804	127
UMKC	\$ 9,877	128
UM-Columbia	\$ 9,879	129
MoS&T	\$ 9,944	128
UMSL	\$10,377	134

Chart is indexed with Truman at 100 to illustrate relative costs by campus.

Source: Department of Higher Education FY 2019 Comprehensive Fee Schedule

This reflects tuition costs and all required fees for a typical full-time student carrying 15 hours each semester and excludes any course or lab fees.

**TABLE 2**

**Academic Year Tuition and Fees for Undergraduates**

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	18-19 to 19-20 <u>% change</u>
Missouri Resident					
Unrestricted Tuition	\$6,790	\$6,940	\$7,094	\$7,602	7.16%
Student Union Building Fee	190	190	190	200	5.26%
Student Recreation Center Fee	222	222	222	222	0.00%
Subtotal	\$7,202	\$7,352	\$7,506	\$8,024	6.90%
Student Activity Fee*	90	90	90	90	0.00%
Student Health Fee**	54	54	74	74	0.00%
Athletic Fee*	116	116	116	116	0.00%
Information/Technology Fee*	34	34	34	34	0.00%
Sustainability Fee*	10	10	10	10	0.00%
Base Subtotal	304	304	324	324	0.00%
TOTAL	\$7,506	\$7,656	\$7,830	\$8,348	6.62%
Non-Missouri Residents					
Unrestricted Tuition	\$13,274	\$13,724	\$14,020	\$15,005	7.03%
Student Union Building Fee	190	190	190	200	5.26%
Student Recreation Center Fee	222	222	222	222	0.00%
Base Subtotal	\$13,686	\$14,136	\$14,432	\$15,427	6.90%
Student Activity Fee*	90	90	90	90	0.00%
Student Health Fee**	54	54	74	74	0.00%
Athletic Fee*	116	116	116	116	0.00%
Information/Technology Fee*	34	34	34	34	0.00%
Sustainability Fee*	10	10	10	10	0.00%
Subtotal	304	304	324	324	0.00%
TOTAL	\$13,990	\$14,440	\$14,756	\$15,751	6.74%

\*Student Initiated Fee

\*\*Students voted a \$20 per academic year increase beginning 2018-19

**TABLE 3**

**Academic Year Tuition and Fees for Graduate Students**

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	18-19 to 19-20 <u>% change</u>
Missouri Resident					
Unrestricted Tuition	\$8,048	\$8,226	\$8,407	\$9,006	7.12%
Student Union Building Fee	190	190	190	200	5.26%
Student Recreation Center Fee	222	222	222	222	0.00%
Base Subtotal	\$8,460	\$8,638	\$8,819	\$9,428	6.90%
Student Activity Fee*	90	90	90	90	0.00%
Student Health Fee**	54	54	74	74	0.00%
Athletic Fee*	116	116	116	116	0.00%
Information/Technology Fee*	34	34	34	34	0.00%
Sustainability Fee*	10	10	10	10	0.00%
Subtotal	304	304	324	324	0.00%
TOTAL	\$8,764	\$8,942	\$9,143	\$9,752	6.66%
Non-Missouri Residents					
Unrestricted Tuition	\$14,067	\$14,546	\$14,860	\$15,904	7.03%
Student Union Building Fee	190	190	190	200	5.26%
Student Recreation Center Fee	222	222	222	222	0.00%
Base Subtotal	\$14,479	\$14,958	\$15,272	\$16,326	6.90%
Student Activity Fee*	90	90	90	90	0.00%
Student Health Fee**	54	54	74	74	0.00%
Athletic Fee*	116	116	116	116	0.00%
Information/Technology Fee*	34	34	34	34	0.00%
Sustainability Fee*	10	10	10	10	0.00%
Subtotal	304	304	324	324	0.00%
TOTAL	\$14,783	\$15,262	\$15,596	\$16,650	6.76%

\*Student Initiated Fee

\*\*Students voted a \$20 per academic year increase beginning 2018-19

**TABLE 4**

**Proposed Tuition, Required Fees and Residence Hall Charges**

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>\$ increase</u>	<u>18-19 to 19-20 % change</u>
<b>Undergraduate MO Resident</b>						
Tuition	\$7,202	\$7,352	\$7,506	\$8,024	\$518	+6.90%
Designated Fees	304	304	324	324	0	+0.00%
Residence Hall	8,558	8,630	8,780	9,012	232	+2.64%
<b>TOTAL</b>	<b>\$16,064</b>	<b>\$16,286</b>	<b>\$16,610</b>	<b>\$17,360</b>	<b>\$750</b>	<b>+4.52%</b>
<b>Undergraduate Non-MO Resident</b>						
Tuition	\$13,686	\$14,136	\$14,432	\$15,427	\$995	+6.90%
Designated Fees	304	304	324	324	0	+0.00%
Residence Hall	8,558	8,630	8,780	9,012	232	+2.64%
<b>TOTAL</b>	<b>\$22,548</b>	<b>\$23,070</b>	<b>\$23,536</b>	<b>\$24,763</b>	<b>+\$1,227</b>	<b>+5.21%</b>

Tuition for 2019-20 includes the Student Union Building (\$200), and Student Recreation Center (\$222) as required fees. Designated fees include Student Activity (\$90), Student Health (\$74), Athletic Fee (\$116), Information/Technology (\$34), and Sustainability (\$10).

Residence Hall cost is based on an average double room rate and standard meal plan. Rates were approved at the December 2018 Board of Governors meeting.

**ITEM G**

**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 August 2019 Meeting

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

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**

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

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**  
**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  
Depositary bank for next two fiscal years (as contracts expire)

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

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

June 2020 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  
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

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 H**  
**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 Chair 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, August 3, 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:

Friday, October 18, 2019;  
Saturday, December 7, 2019;  
Saturday, February 8, 2020;  
Saturday, April 4, 2020; and  
Saturday, June 13, 2020.

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

**ATTACHMENT**

Calendar of Events June 2019 – June 2020

CALENDAR OF EVENTS  
June 2019 - June 2020

2019

June	15	<b>BOARD OF GOVERNORS MEETING/RETREAT</b>
July	4	Independence Day
August	3 14	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b> Fall Semester Begins with Truman Week
September	2 14 21 21	Labor Day Home Football - Wayne State Family Day Home Football - Valparaiso
October	5 10-11 14-19 18 19	Home Football - Southwest Baptist Mid-Term Break Homecoming Week <b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b> Home Football - Missouri S&T
November	2 22	Home Football - McKendree Thanksgiving Day
December	7 14 25	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b> Fall Commencement, 11:00 a.m. Christmas Day

2020

January	1 13 20 25	New Year's Day Spring Classes Begin Martin Luther King, Jr. Day Admission Showcase Event
February	8	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b>
March	9-13 28	Spring Break Admission Showcase Event
April	4 4 13 16 25	<b>BOARD OF GOVERNORS MEETING (TENTATIVE DATE)</b> Foundation Board Meeting and Banquet Term Break Student Research Conference Admission Showcase Event
May	9 25 26	Spring Commencement, 2:00 p.m. Memorial Day Summer School Begins
June	13	<b>BOARD OF GOVERNORS MEETING/RETREAT (TENTATIVE DATE)</b>

**ITEM I**  
**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 \_\_\_\_\_