

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
AUGUST 3, 2019

The Board of Governors for Truman State University met on Saturday, August 3, 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 Vice Chair of the Board of Governors, Jennifer Kopp Dameron.

Participating in the meeting were five voting members: Sarah Burkemper, Cheryl J. Cozette, Jennifer Kopp Dameron, Nancy Gingrich and K. Brooks Miller, Jr. Board members Laura A. Crandall and Jim O'Donnell were unable to participate and their absences were recorded as excused.

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. Governor Bonner participated in the meeting via conference call.

On June 3, 2019, Missouri Governor Michael L. Parson reappointed Sarah Burkemper to the Truman State University Board of Governors for a term ending January 1, 2023. The reappointment of Governor Burkemper was confirmed by the Missouri Senate on September 13, 2019.

On June 3, 2019, Missouri Governor Michael L. Parson appointed Nancy Gingrich to replace Mike LaBeth as a member of the Truman State University Board of Governors for a term ending January 1, 2025. The appointment of Governor Gingrich was confirmed by the Missouri Senate on September 13, 2019.

Call to Order

Governor Dameron, Vice 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 June 15, 2019

Governor Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on June 15, 2019, be approved.

The motion was seconded by Governor Gingrich and carried by a unanimous vote of 5 to 0. Governor Dameron 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. Two new staff members were introduced: Dr. Tyana Lange, Vice President for Enrollment Management and Marketing, and Dr. Lance Ratcliff, Dean of the School of Health Sciences and Education. The recent donation from The Sunderland Foundation of Kansas City to support the Greenwood Center renovation project with a total donation of \$1.1 million over two years was highlighted, and a selected engagements report was shared detailing the President's activities since her last report to the Board. As follow-up to the Board's discussion in June, Dr. Thomas reviewed proposed fundamental metrics related to the University's next strategic plan and noted that the next step in the process is to involve the University community. New students arrive on campus on August

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14, and activities taking place at that time were highlighted including the Opening Convocation Ceremony. President Thomas ended her report noting that SME Branding, the firm selected to assist the University with marketing, will be on campus in mid-August to meet with focus groups regarding proposals for the new University brand.

Annual Athletics Report

Jerry Wollmering, Director of Athletics, provided the annual report on Athletics.

Finance and Auditing Committee Report

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

Financial Report

Governor Burkemper provided a review as of June 30, 2019, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of June 30, 2019, of the Truman State University Foundation revenues and expenditures.

Academic and Student Affairs Committee Report

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

Naming Opportunity

Governor Miller moved the adoption of the following resolution:

BE IT RESOLVED that the former Fair Apartments lot be renamed Fair Grounds in recognition of the Student Government Green Space Naming Proposal, a request which meets the requirements for naming opportunities per Board of Governors 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 interest of the University.

The motion was seconded by Governor Burkemper and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted.

Honorary Degree Consideration

Governor Cozette, Chair of the Honorary Degree Committee provided a report on the work of the committee in reviewing the nomination of W. Jack Magruder for an Honorary Degree from Truman State University. Following discussion, Governor Burkemper moved to table the nomination pending a review of the current Honorary Degrees Policy. The motion was seconded by Governor Cozette and carried by a vote of 3 to 2 with Governors Burkemper, Cozette and Dameron voting aye and Governors Gingrich and Miller voting nay. Governor Dameron declared the motion to be duly adopted.

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Budget and Capital Projects Committee Report

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

Construction Projects Report

Governor Miller provided an update on construction projects which had been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases

Governor Miller noted that no construction projects totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

Operating Budgets for Fiscal Year 2020 (revised)

Governor Miller moved the adoption of the following resolution:

BE IT RESOLVED that the “Operating Budgets for Fiscal Year 2020” previously approved on June 15, 2019, be revised to reflect additional state appropriations for the Education and General Budget; and

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

BE IT FURTHER RESOLVED that a copy of the document entitled “Operating Budgets for Fiscal Year 2020 - Revised” be attached to the minutes as an exhibit.

The motion was seconded by Governor Burkemper and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Local Capital Budgets for Fiscal Year 2020

Governor Miller moved the adoption of the following resolution:

BE IT RESOLVED that the “Local State Funds Capital Budget – FY 2020” of \$1,338,000 and the proposed “Auxiliary Funds Capital Budget – FY 2020” of \$3,132,776 be approved and that copies of the budgets be attached to the minutes as exhibits.

The motion was seconded by Governor Cozette and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted, and the Secretary designated a copies of the documents as Exhibit B.

State Appropriation Request for Fiscal Year 2021

Governor Miller moved the adoption of the following resolution:

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BE IT RESOLVED that the State Appropriation Request for Fiscal Year 2021 totaling \$47,555,132 be approved and ratified; and

BE IT FURTHER RESOLVED that a copy of the State Appropriation Request for Fiscal Year 2021, be attached to the minutes as an exhibit and that the President of the University be authorized to modify this request based upon input from the staff of the Coordinating Board for Higher Education, Office of Administration, and the Legislature as appropriate.

The motion was seconded by Governor Burkemper and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit C.

Engineering Services – Greenwood Site Development Project

Governor Miller moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Anderson Engineering to provide engineering services for the Greenwood Site Development Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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

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

The motion was seconded by Governor Cozette and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit D.

Agenda Items for Future Meetings

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

Dates for Future Meetings

Governor Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Friday, October 18, 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

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

Saturday, December 7, 2019;
Saturday, February 8, 2020;
Saturday, April 4, 2020;
Saturday, June 13, 2020; and
Saturday, August 1, 2020.

The motion was seconded by Governor Miller and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted.

Agenda Items for Future Meetings

Governor Burkemper moved the adoption of the following resolution:


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

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

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

The motion was seconded by Governor Miller and carried by a unanimous vote of 5 to 0. Governor Dameron declared the motion to be duly adopted.

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


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

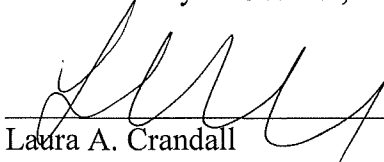
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I hereby certify that the foregoing minutes
were approved by the Board of Governors
on the 18th day of October, 2019.



Laura A. Crandall
Chair of the Board of Governors

Handwritten signature



**OPERATING BUDGETS
FOR
FISCAL YEAR 2020**

Revised

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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 and the appropriation passed by the General Assembly added core funds to the institutions. The FY 2020 budget has been developed with the state appropriations as approved 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

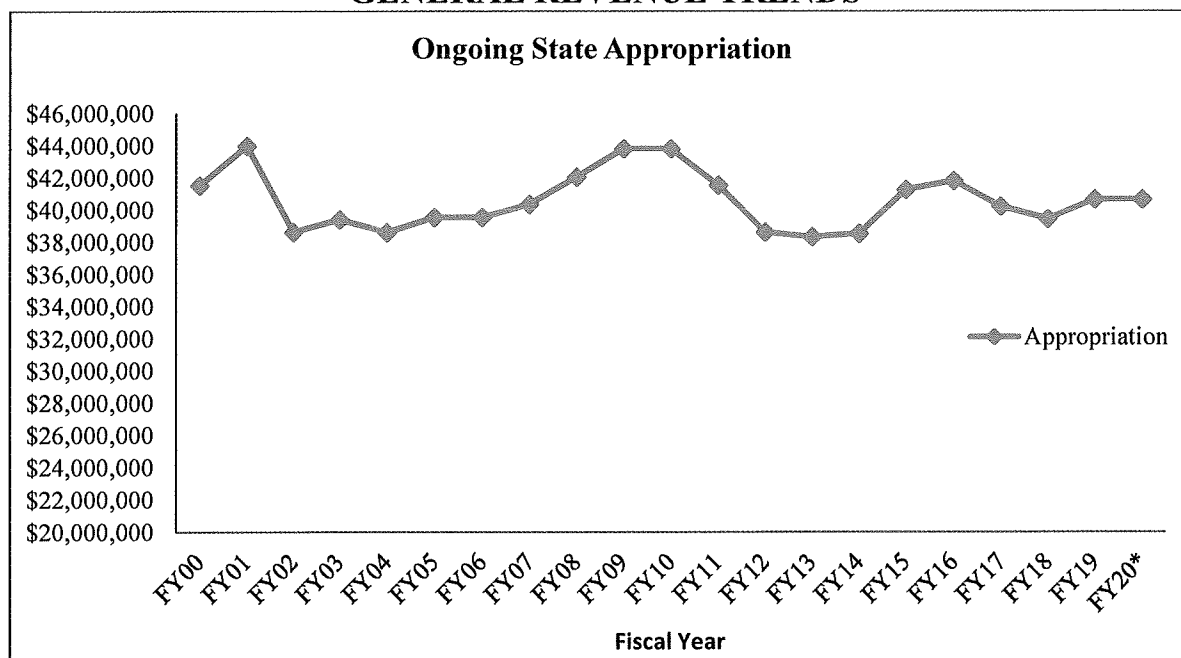
The base general revenue appropriation for Truman from the State of Missouri and approved by the General Assembly included \$1 million more than the amount appropriated for FY 2019. Total funds approved by the Governor from general revenue and lottery proceeds for FY 2020 are \$41,660,322. Historically, the Governor withholds at least three percent of these funds as a contingency. For Fiscal Year 2020 this requires a reserve of \$1,249,800 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	\$39,440,512	0.0%
FY20*	\$40,410,512	+2.5%

*Projected

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

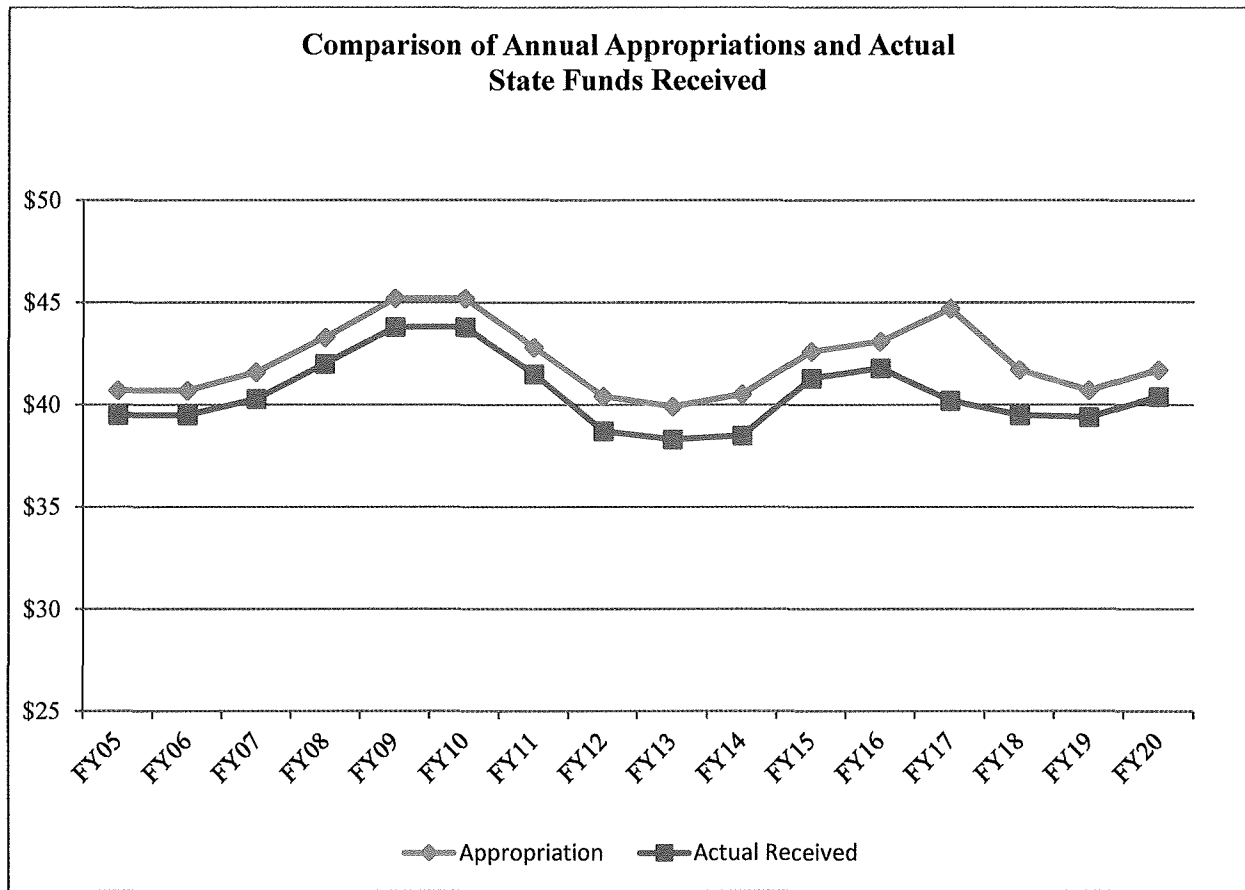
For FY10, one-time federal funds of \$756,339 are excluded.

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 3% standard 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	41.7
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	40.4

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 appropriation minus standard 3% withholding.

Planned Expenditures

General

In order to balance the FY 2020 Education and General budget, planned expenditures were reduced by approximately \$800,000, from \$95.2 million to \$94.4 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.

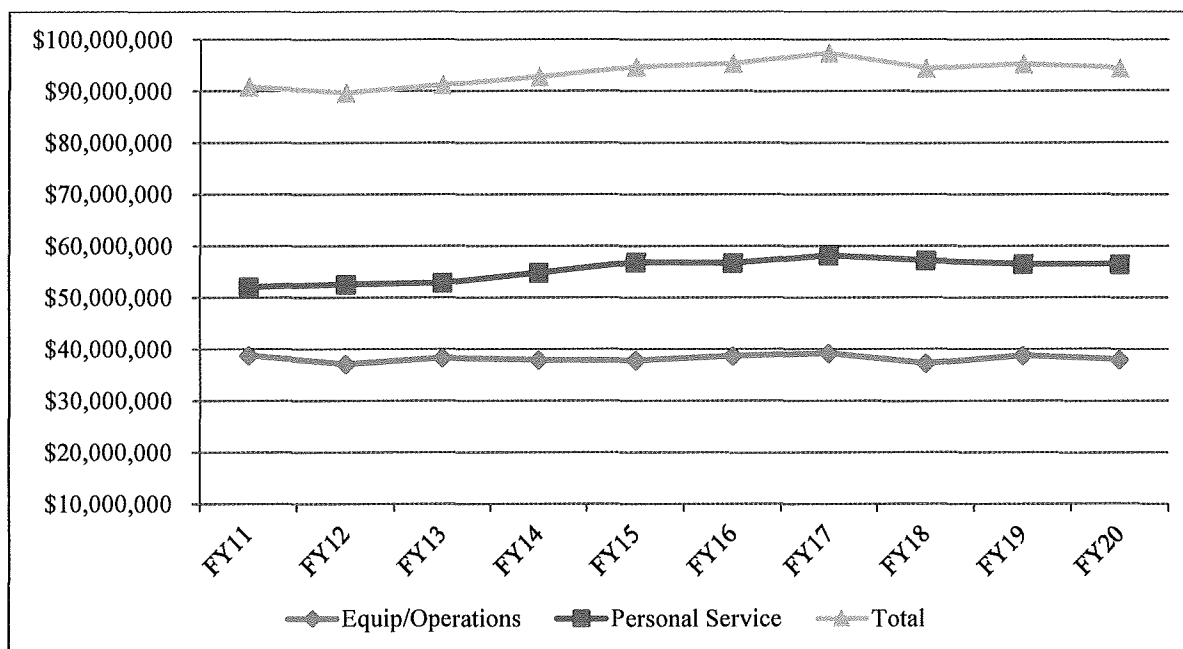
1. Academic Affairs. Operations funds have been allocated to meet needs in instruction, research and public service areas. A total of over \$4.5 million dollars in operations is budgeted in core areas including the academic departments. Equipment for

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. Nearly \$2.8 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.

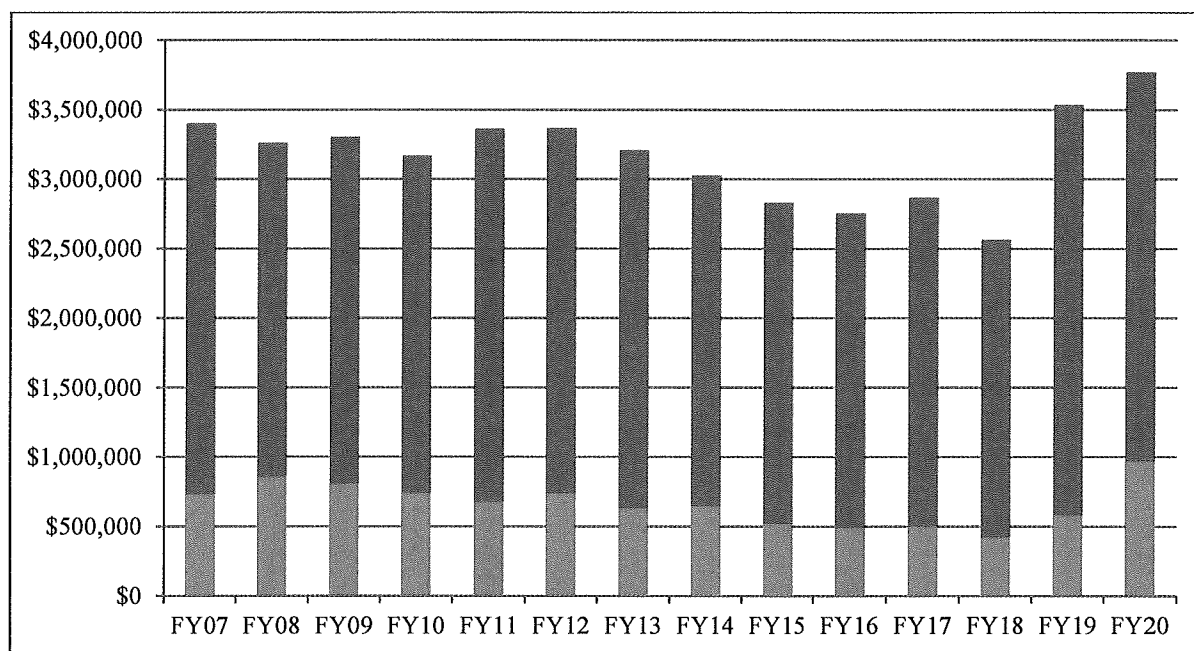
5. Utilities. Due to increases in utility costs and increased demand, utility budgets have historically increased each year. However, as a result of continued energy efficiency efforts for 2019-20 utility costs are projected to be stable. Total funds budgeted for utilities, including operation of the 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 over \$1.9 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	94,468,218
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	37,987,516

Table 4
Academic & Research Equipment Budgets

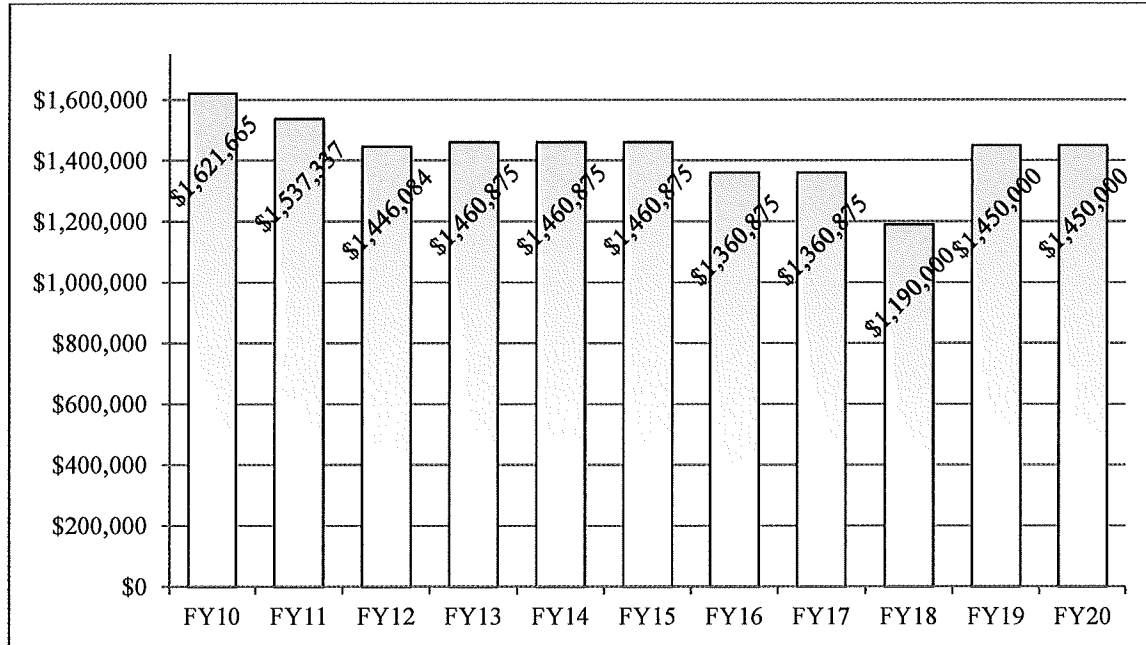


(000's omitted)

	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	2,798
Actual \$ Available	737	862	814	744	679	744	640	649	525	498	504	429	585	973

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



	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
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 44.1% 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 31.6% 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 44.1% of budgeted Education and General revenues.

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

<u>General Revenue</u>	<u>\$41,660,322</u>
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This represents the entire amount recommended by the Governor in the budget. A contingency budget of \$1,420,000 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.

<u>Student Tuition and Enrollment Fees</u>	<u>\$50,720,000</u>
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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.

<u>Other Local Income and Transfers</u>	<u>\$ 2,087,896</u>
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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.

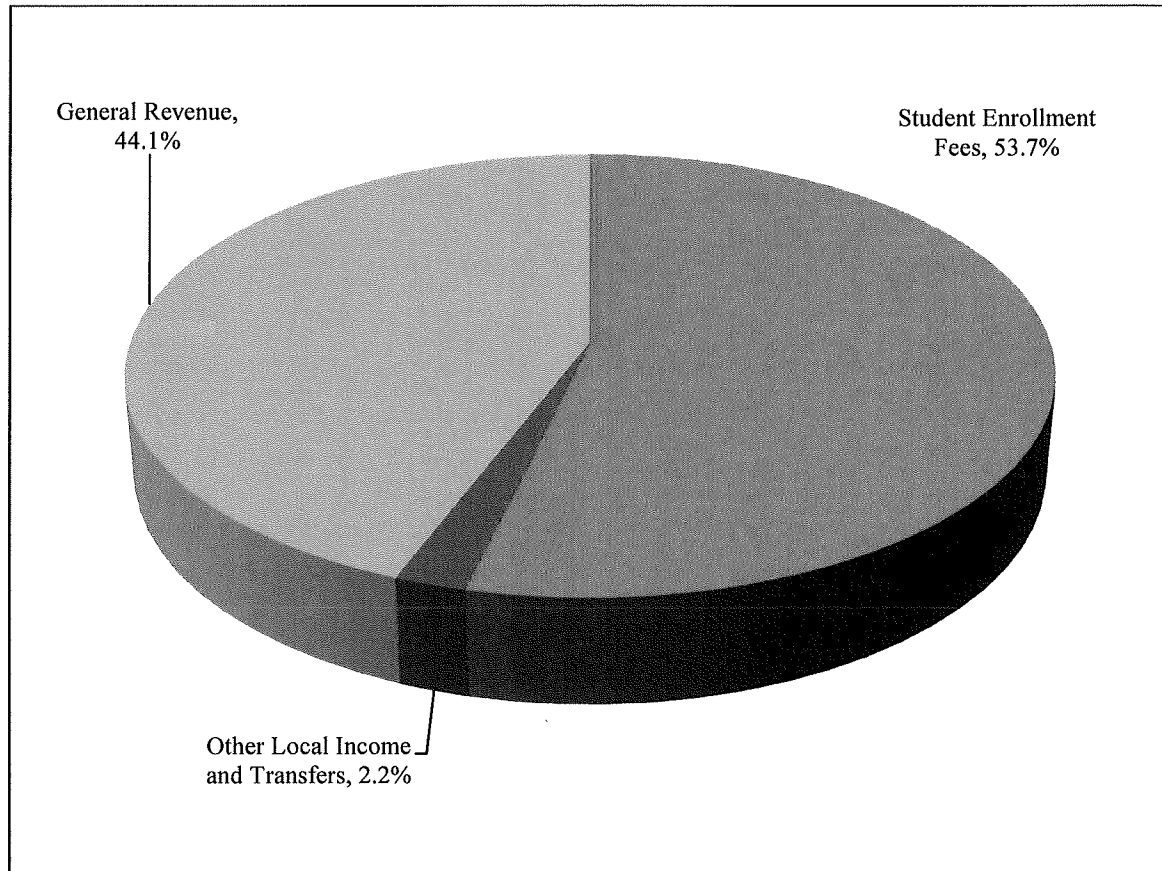
GRAND TOTAL ALL SOURCES	\$94,468,218
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SEGREGATION OF ON-CAMPUS FEE INCOME FOR FY 2020 IS AS FOLLOWS:

	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
NET UNRESTRICTED TUITION & FEES		23,507,500
1. Total Education and General Budget		94,468,218
2. Less Academic Scholarships, Experienceships and Athletic Grants in Aid		-20,143,000
ADJUSTED E&G TOTAL		74,325,218
NET UNRESTRICTED TUITION AS A PERCENTAGE OF ADJUSTED E&G		31.6%

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

\$42,047,484

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

\$ 4,747,306

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

Student Services

\$ 9,234,745

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

Institutional Support

\$ 7,262,018

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

Physical Plant

\$ 9,014,590

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

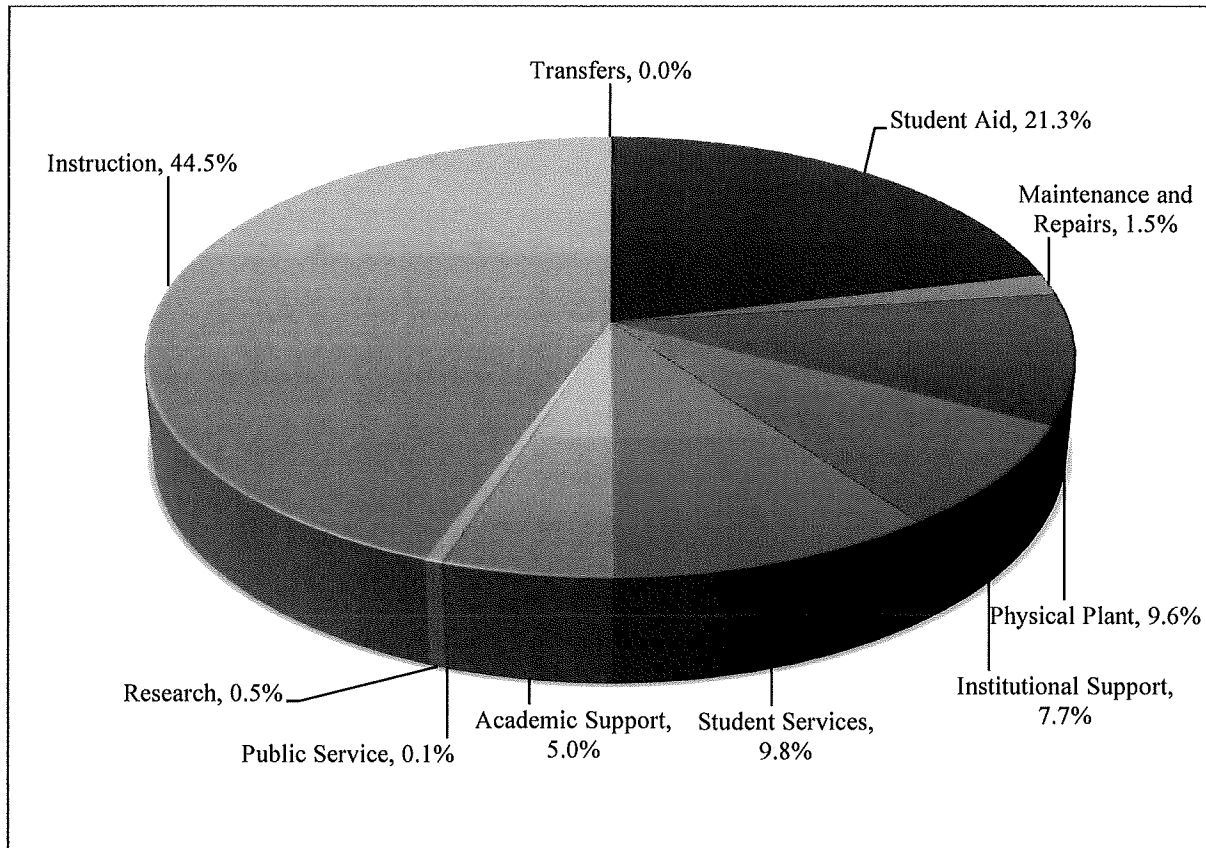
Mandatory transfers for federal aid programs (Perkins and SEOG) comprise this budget.

TOTAL

\$94,468,218

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

	Personal Service	Equipment	Operations	Total
Instruction	35,159,460	2,547,636	4,340,388	42,047,484
Research	84,000	250,000	156,230	490,230
Public Service	21,658	0	27,187	48,845
SUBTOTAL	35,265,118	2,797,636	4,523,805	42,586,559
Academic Support	3,182,912	50,000	1,514,394	4,747,306
Student Services	6,378,438	61,000	2,795,307	9,234,745
Institutional Support	5,285,120	62,100	1,914,798	7,262,018
Physical Plant	4,019,114	183,000	4,812,476	9,014,590
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
TOTALS	56,480,702	3,153,736	34,833,780	94,468,218

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	3,153,736
Operations	35,252,011	35,155,492	35,155,788	36,087,944	36,525,732	34,956,232	35,832,086	34,833,780
TOTAL	91,213,610	92,770,780	94,658,000	95,302,000	97,317,725	94,368,295	95,243,322	94,468,218

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.

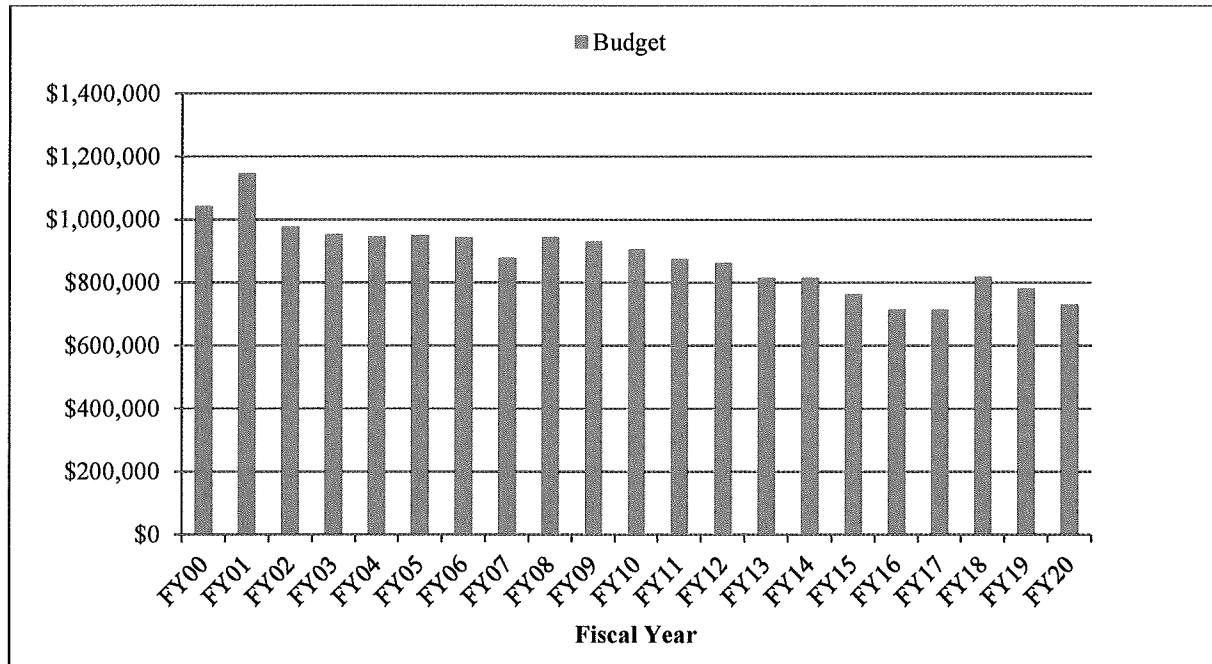
Operating funds for Residential Living include utilities, repairs and renovations, and food service contracts. Funds are included for furniture replacements, food service equipment, and general repairs to the facilities. Food service costs will increase to cover increased costs as agreed to in the food 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**

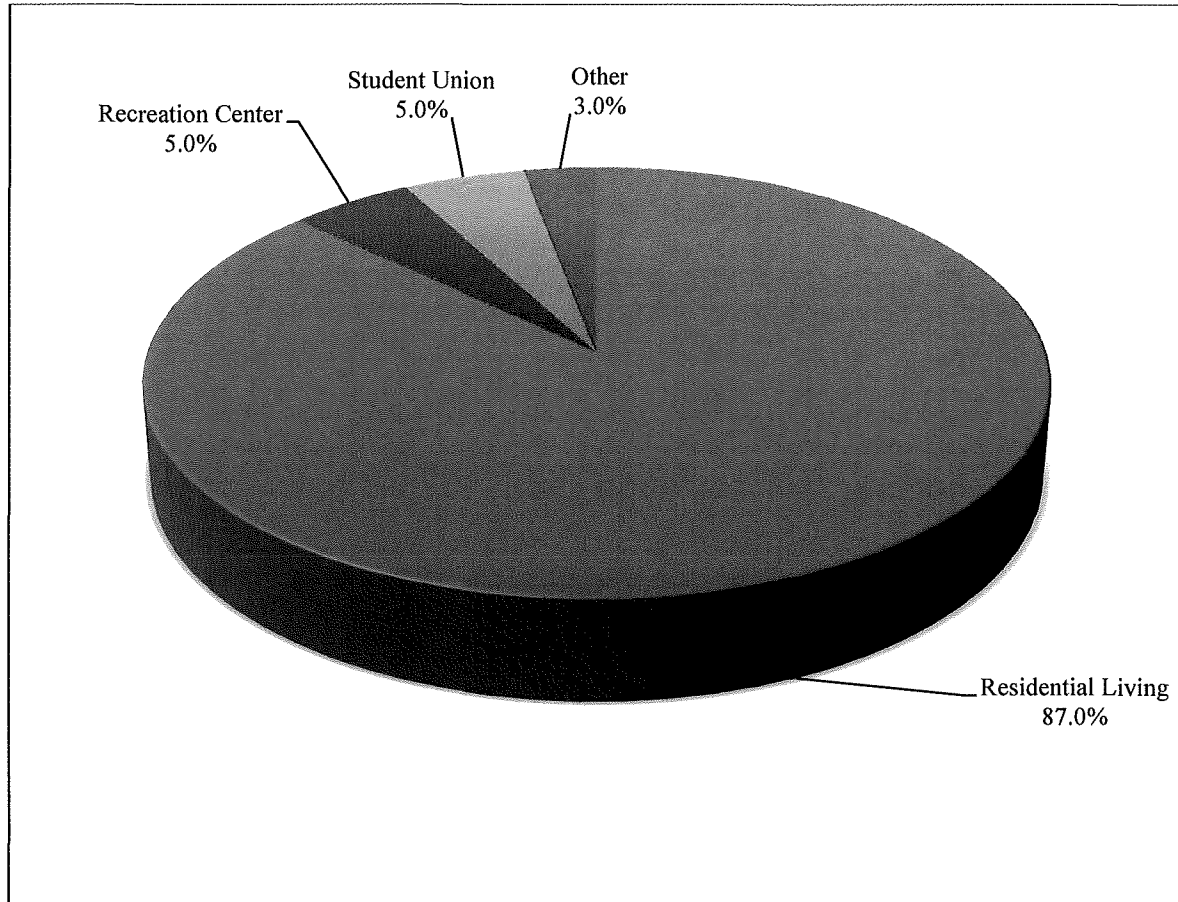
Certain service departments are operated as auxiliary enterprises. Currently this includes Campus Printing Services. Revenue is projected to be down slightly for FY20.

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

FY 2020 AUXILIARY EXPENDITURES BY AREA

	Personal Services	Equipment	Operations	Total
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
TOTAL	4,688,855	730,793	19,723,510	25,143,158

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.

MoExels Program

\$ 271,191

This program provides funds for the MoExels workforce initiative to support the graduate level Data Science program and the Mental Health Counseling program.

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

\$9,176,156

**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
MoExels Program	\$ 271,191
Other	\$ 323,700
TOTAL	\$9,176,156

COMBINED OPERATING BUDGET SUMMARY

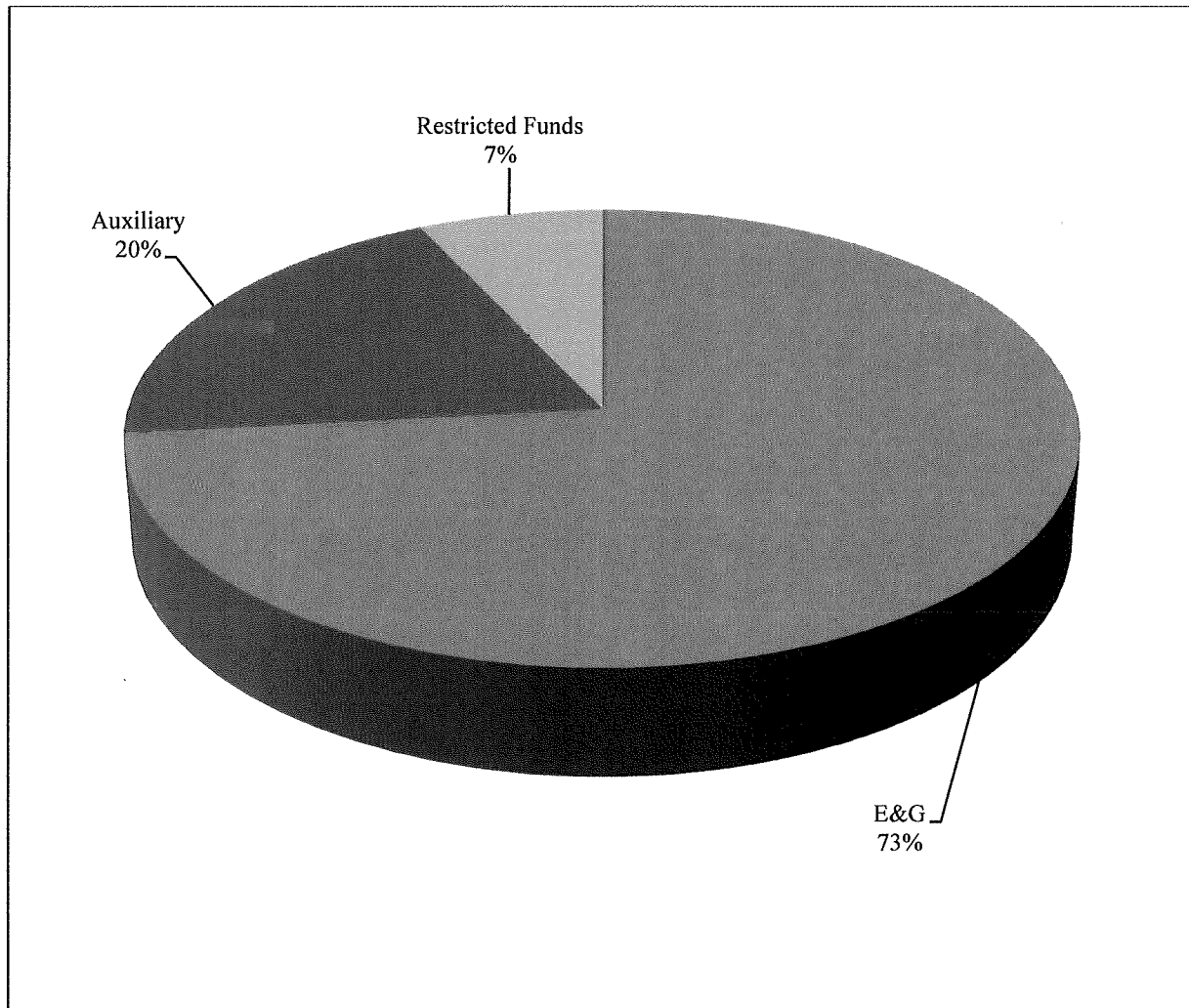
The combined operating budget for Fiscal Year 2020 totals \$128,787,532.

Education and General	\$ 94,468,218
Auxiliary	\$ 25,143,158
Restricted Funds	<u>\$ 9,176,156</u>
Total	\$128,787,532

Table 10 illustrates the combined operating budget distributed by type, and the Education and General budget represent 73% of the total.

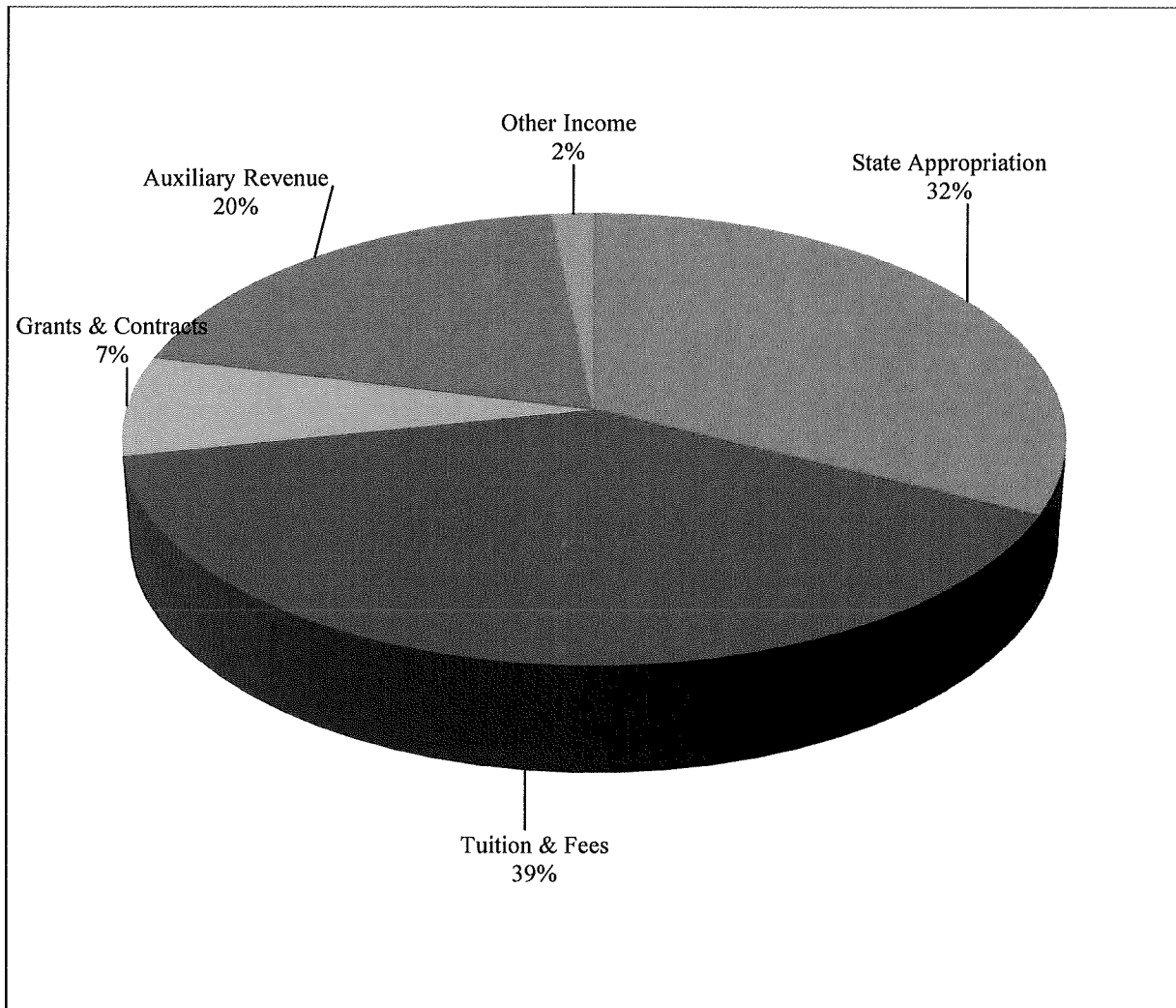
Projected revenues are equal to the various operating budgets, and Table 11 illustrates the sources of revenue which are combined to produce the funds needed. Major sources, in descending order, are Student Tuition and Fees, State Appropriations, Auxiliary Revenue, Grants and Contracts, and Other Income.

Table 10
FY 2020 OPERATING BUDGETS



Operating Budget	\$ Amount
E&G	\$94,468,218
Auxiliary	\$25,143,158
Restricted Funds	\$ 9,176,156

Table 11
FY 2020 Revenue Sources



Revenue Sources	\$ Amount
State Appropriation	\$41,660,322
Tuition & Fees	\$50,720,000
Grants & Contracts	\$ 9,176,156
Auxiliary Revenue	\$25,143,158
Other Income	\$ 2,087,896

LOCAL CAPITAL BUDGETS FOR FISCAL YEAR 2020*Handwritten signature*Local State Funds Capital Budget – FY 2020

The estimated FY 2019 carry-over funds from Education and General totaled \$1,338,000. These funds will be used for University needs and priorities that cannot be funded by Maintenance and Repair Funds. Included among these are utility and infrastructure improvements such as masonry and roofing repairs, storm drainage improvements, utility and infrastructure improvement, as well as HVAC system replacements.

Auxiliary Funds Capital Budget – FY 2020

For FY 2020 the primary funding source for the Auxiliary Funds Capital Budget is the FY 2019 operating carry-over from the auxiliary enterprises. The operating carry-over, and auxiliary interest income, total was \$3,132,776.

Funds from the Student Union Building (\$99,711) and Student Recreation Center (\$529,971) will be set aside for use in these facilities. Funds received through Sodexo for reinvestment (\$1,224,736) will be set aside for future dining and kitchen projects. Surplus funds from the Residence Hall System totaling \$1,277,201 will be available for projects within the housing system.

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

TABLE 1



Fiscal Year 2021 State Appropriation Request for Operating Funds

Appropriation Base (Truly Agreed and Finally Passed) for FY 2020

\$41,660,322

New Requests for FY 2021

Funding for Improved Outcomes (3%)

\$ 1,249,810

MoExcel Proposals

\$ 350,000

Additional Maintenance and Repair Funds

\$ 3,250,000

Nursing Program Expansion

\$ 770,000

Cooperative Community College Program Investments

\$ 275,000

Total New Requests

\$ 5,894,810

TOTAL FY 2021 FUNDING REQUEST (FY 2020 appropriation + new)

\$47,555,132

TABLE 2

The state appropriations request for FY 2021 includes two components: the Core Operating request based on FY 2020 actual appropriations and the new requests for FY 2021. Requests beyond the core are typically referred to as Decision Items or New Investments.

1. Funding for Core Operations: State Request \$41,660,322
The funding priority is to maintain the existing base. These funds provide 43% of the Education and General budget for FY 2020, and they are crucial to meeting the institution's mission.
2. New Requests for FY 2021 \$ 5,894,810
 - A. Funding for Improved Outcomes \$ 1,249,810
The funding for Improved Outcomes (Performance Funding) was developed in 2012 by the CBHE Performance Funding Task Force and modified in 2017. It is designed to demonstrate success, and reward outcomes, with increased appropriations. For FY 2021 requests, COPHE institutions are recommending the three performance funding measures:

Student Success and Progress
 1. Completions per full-time equivalent student (FTE)
 2. Percent of students meeting, or exceeding, the established performance threshold on the following assessment:
 - a. Improvements in assessments in the major field
Graduate Outcomes
 3. Institutions administer the First Destination Survey developed by the National Association of Colleges and Employers (NACE). Students are deemed successful if employed full time, participating in a volunteer or service program, serving in the military, or enrolled in continuing education within six months following graduation.
Success on each measure is defined as improvement over the previous year's performance (both measured with three-year rolling averages), year-over-year improvement or, where applicable, sustained performance relative to an external benchmark. If all three measures are met, a three percent increase in base funding would result. The increase requested in this category (\$1,249,810) represents 3% of the FY 2020 core appropriation.
 - B. MoExcels \$ 350,000
Both Missouri, and the Midwest region, have a significant and continuing need for qualified mental health professionals. This funding request would support two new programs designed to make Truman students ready for employment in the behavioral health labor sector.
 1. The Applied Behavioral Analyst Program would be comprised of a 6 to 8 course sequence culminating in a Board Certified Behavior Analyst (BCBA) certification.
 2. The Addiction Studies curriculum is an undergraduate program that would prepare students to function as Substance Abuse and Addiction Counselors.

- C. Maintenance and Repair: Protecting Investments \$ 3,250,000
Truman has over 1 million square feet of state-funded buildings, and additional funds are needed to maintain campus facilities. Based on projected FY 2019 building replacement costs of \$235 million, and the generally accepted standard of 2% of replacement costs, Truman needs \$4.7 million annually for maintenance and repair. Combined with its current maintenance and repair budget (\$1.45 million), additional state funding would allow Truman to make significant progress towards improving its current campus (including repurposing existing space to accommodate growth in specific academic programs).
- D. Nursing Program Expansion \$ 770,000
Each year Truman is forced to deny hundreds of qualified applicants entry into its Nursing Program due to limited program capacity. Truman is requesting funding to expand this important, and popular program. Included in this request are funds for additional faculty and associated operating expenses.
- E. Cooperative Community College Program Investments \$ 275,000
Truman currently has a cooperative program with Moberly Area Community College (TruMACC) designed to make the transfer process more seamless for transfer students. This request would extend the program to additional community colleges, and it includes adding staff at these campuses to facilitate student success.



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EXHIBIT D
AndersonEngineeringInc.com
4240 Philips Farm Road
Suite 101
Columbia, MO 65201
573.397.5476

Revised July 17, 2019

Handwritten signature/initials

Truman State University – Campus Planning

Mr. Mark Schultz, AIA, CSI
McClain Hall 100
100 East Normal Avenue
Kirksville, MO 63501-4221

Re: Greenwood Building Site Improvements
Kirksville, MO

Via: e-mail – mschultz@truman.edu

Dear Mark

Anderson Engineering, Inc. (**AE**) is pleased to provide our *revised* proposal to Truman State University for professional services related to the site improvements at the Greenwood Center in Kirksville, Missouri. **AE** will provide civil and structural engineering services and retain The McClure Corporation of St. Louis for MEP services. We appreciate this opportunity to serve you.

PROJECT DESCRIPTION: The project includes site development around the Greenwood Center at the northwest corner of East Normal Street and South Halliburton Street in Kirksville, Missouri. Development generally conforms to the schematic design drawings prepared by Mackey Mitchell dated May 2017. The Project includes the following components.

- A. Structural – remove west lower level door and below ground open well, repair concrete portion of wall, temporary closure above concrete, and water-proofing the foundation wall. The covered well with air handling vent and gas service remains.
- B. Site Development – remove and fill well at back of building, site grading, install parking lot, construct south building entrance for accessibility, repair sections of existing walk, install north drive / dumpster pad, storm drainage system; replace sanitary service, new water service to inside of building, and yard restoration
 - 1. Project may include bid alternates such as the ornamental fencing, sodding, etc. as determined by project budget
- C. MEP – install new weather head and conduit to transformer pad and into building, determine location for new water service entrance, determine maintenance of existing electric service entrances, and parking lot lighting system.

Truman State University (Client) and Anderson Engineering, Inc. (**AE**) agree as follows:

THE BEST PLACE TO WORK WITH AND THE BEST PLACE TO WORK FOR

CIVIL ENGINEERING · GEOTECHNICAL ENGINEERING · LAND SURVEYING
GEOGRAPHIC INFORMATION SYSTEMS (GIS) · CONSTRUCTION MATERIALS TESTING · COMMERCIAL DRONE SERVICES



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SCOPE OF SERVICES: *AE* will provide the Client professional services as follows:

- A. Services will conform to the standards of Truman State University and the City of Kirksville where appropriate.
- B. Structural Engineering design services:
 - 1. One site visit to evaluate the foundation and obtain information for waterproofing and closing section of subsurface wall
 - 2. Design structural improvements to close the door opening, remove part of the well, and waterproof the foundation wall
- C. Civil Engineering design services:
 - 1. Attendance at a pre-development meeting and two (2) progress / review meetings during Design.
 - 2. Preparation of Construction Drawings and Bid Documents for the improvements. Receivables will generally include the following:
 - a. Standard Note & Legend Drawing
 - b. Demolition Plan
 - c. Erosion Control Plan, Land Disturbance Application, and SWPPP
 - d. Layout Plan and Grading Plan of improvements
 - e. Stormwater management plan and plan-profiles of storm sewers
 - f. Site Utility Plan and plan profiles of sanitary sewers and waterlines – sanitary reconnection occurs outside the building footprint; water service will extend through the foundation wall.
 - g. Detail Sheets
 - h. Project Manual with Technical Specifications
- D. MEP Engineering design services:
 - 1. Attendance at a site review meeting and one (1) progress / review meetings during Design.
 - 2. Preparation of Construction Drawings and Bid Documents for the MEP improvements. Receivables include the following:
 - a. Lighting Layout Plan
 - b. Lighting Photometric Plan
 - c. Electrical drop (weather head), conduit to transformer pad, and conduit into the building
 - d. Determine location of new water service into mechanical room
 - e. Determine if existing electrical service can be decommissioned and re-fed from the south or method to maintain service entrances and filling



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- f. Replace gas service to building
 - g. Technical specifications
 - h. Detail Sheets
 - 3. Preparation of an Opinion of Probable Bid Price
- E. Bid and Construction Phase Services:
 - 1. Bid Phase Services:
 - a. Attendance at a pre-bid meeting
 - b. Preparation of addenda if required
 - c. Evaluation / bid recommendation
 - 2. Construction Phase Services include:
 - a. Attendance at a Pre-Construction Meeting, 2 civil site visits, 1 MEP site visit, and 1 structural site visit
 - b. Submittal review
 - c. RFI responses (ESIs)
 - d. Preparation of Record Drawings

CLIENT RESPONSIBILITIES: It will be your responsibility to provide the following:

- A. Release to utilize prior contract documents for base design drawings
- B. Access to the site for review and evaluation(s)
- C. Bidding, contracting, and construction contract administration
- D. Coordination with the City for any right of use agreements
- E. Permit Fees
- F. Timely Review of submittals

SCHEDULE: We will begin services upon your verbal acceptance of this proposal. General Schedule follows:

- | | |
|---|--------------------|
| A. Verbal Contract approval | July 26, 2019 |
| B. TSU Board Contract Approval | August 6, 2019 |
| C. Formal Agreement / DD Review Meeting | August 9, 2019 |
| D. CD Review Meeting | August 29, 2019 |
| E. Bid Call | September 2, 2019 |
| F. Bid Opening | September 26, 2019 |



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G. Board Contract Approval	October 18, 2019
H. Notice to Proceed	October 21, 2019
I. Complete Construction	June 30, 2020

COMPENSATION: We will provide the professional services described in the Scope for a Lump Sum fee of \$56,300.00 plus reimbursable expenses (mileage, meals). The Cost breaks down as follows:

A. Design Phase Services	\$ 42,425.00
B. Bid and Construction Phases	\$ 13,875.00

The terms of this proposal are valid for 60 days from the date of this proposal.

ADDITIONAL SERVICES:

- A. Additional design phase meetings or construction site visits.
- B. Alternate service includes a structural evaluation of the second floor over the mechanical room for installation of equipment. This can be a two-step process.
 - 1. Base service obtains load information of the mechanical equipment, site review and using profometer or ground penetrating radar to determine steel reinforcement location and visual condition, and calculating original design capacity to compare to proposed loading. This provides a report with findings. The cost of the base service is \$3,250.00
 - 2. If proposed load exceeds capacity or if testing is preferred, perform load test in conformance with ACI 318 and 437. We are working on obtaining the cost of this, but the test is believed to be approximately \$5,000.00.

EXHIBITS:

- A. Work Plans

Thank you for the opportunity to provide this proposal. Please contact us if you have any questions.

OFFER BY: ***Anderson Engineering, Inc.***

John V. Huss, P.E., CDT
Vice President