

Lincoln University Board of Curators

JUNE 8, 2017

OPEN SESSION – Part I

1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Marvin O. Teer, Jr. at 8:30 a.m., on Thursday, June 8, 2017, in the Board Room, 201 Young Hall on the Lincoln University campus, Jefferson City, Missouri.

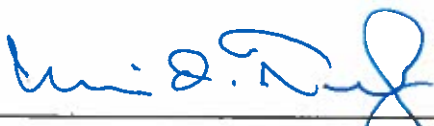
1. A. Roll Call: Curators present were: Don Cook, Dana Cutler, Greg Gaffke, Herbert Hardwick, Frank Logan, Winston Rutledge, and Marvin Teer. Rose Ann Ortmeyer recorded the minutes.

2. Motion for Closed Session:

Curator President Teer asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (2) "Leasing, purchase or sale of real estate by a public governmental body;" (3) "Relating to the hiring, firing, disciplining, or promotion of an employee of a public governmental body;" (12) "Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;" (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment;" (14) "Records which are protected from disclosure by law;" and other matters for which a closed meeting is authorized pursuant to Section 610.021 RSMo.

Curator Gaffke so moved. Curator Cutler seconded the motion. Motion carried as follows:

Curator Cook	Yes	Curator Cutler	Yes
Curator Gaffke	Yes	Curator Hardwick	Yes
Curator Logan	Yes	Curator Rutledge	Yes



Marvin O. Teer, Jr., President



Greg S. Gaffke, Secretary

Lincoln University Board of Curators

June 8, 2017

OPEN SESSION

1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Marvin O. Teer, Jr., at 10:35 a.m., on Thursday, June 8, 2017, in the Board Room, 201 Young Hall on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Don Cook, Dana Cutler, Greg Gaffke, Herbert Hardwick, Frank Logan, Winston Rutledge, and Marvin Teer. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda (Action - Enclosure 1):

Curator Rutledge moved for approval of the Revised Open Session Agenda as distributed. Curator Cutler seconded the motion. Motion carried.

3. Approval of the April 20, 2017 Open Session Minutes and the May 18, 2017 Open Session Conference Call Minutes (Action - Enclosure 2):

Curator Logan moved for approval of the April 20, 2017 Open Session Minutes and the May 18, 2017 Open Session Conference Call Minutes. Curator Cutler seconded the motion. Motion carried.

4. Report from the Board President - Curator Marvin O. Teer, Jr.:

Curator President Teer thanked Dr. Kevin Rome for his service as the 19th President of Lincoln University. Curator Teer introduced Professor Michael Middleton who will serve as the Interim President. Curator Teer announced that the Board of Curators took action during the closed session on the promotion and tenure recommendations submitted earlier this year which had been tabled.

5. Reports from the Office of the President - Dr. Kevin D. Rome, President (Enclosure 3):

President Kevin D. Rome gave a brief report on activities which have occurred since the last meeting of the Board of Curators.

President Rome thanked the Board of Curators and the Lincoln University Family for their support during his presidency. Professor Middleton stated that he is grateful for the opportunity to serve as the Interim President of Lincoln University.

The report was for the Board's information only and required no action.

Action Item:

Curator Rutledge moved that the new wellness and multi-purpose facility be named the Dr. James Frank Center at "The Linc." Curator Logan seconded the motion. Motion carried.

5. Presentation from the Lincoln University National Alumni Association: Mr. Alfred L. Harris, Interim National President:

Mr. Alfred L. Harris, Sr., Interim National President of the Lincoln University Alumni Association, shared the attached statement with the Lincoln University Board of Curators.

5. A. Progress Report from the Faculty Senate (Enclosure 4):

The report was for the Board's information only and required no action.

5. B. Progress Report from the Staff Council - Mr. Cole Abbott, Chair:

Mr. Cole Abbott gave a brief report on activities of the Staff Council since the last meeting. This report was for the Board's information only and required no action.

6. Action Items:

Academic/Student Affairs Committee

6. A. Non-Academic Holiday Schedule FY 2017-2018 (Enclosure 5):

Dr. Debra Greene, Interim Provost and Vice President for Academic Affairs, reviewed the attached Non-Academic Holiday schedule for Fiscal Year 2017-2018. Curator Cutler moved for approval of the Holiday Schedule. Curator Rutledge seconded the motion. Motion carried.

6. B. Policy for Academic Dishonesty for the School of Graduate Studies (Enclosure 5):

Dr. Greene reviewed the attached proposed policy for academic dishonesty for the School of Graduate Studies. Curator Cutler moved for approval of the recommendation as presented. Curator Cook seconded the motion. Motion carried.

6. C. University Values (Enclosure 7):

This item was tabled for review by Interim President Michael Middleton.

6. D. Revision to the Rules & Regulations - Section 3.26 - Probationary Service for Tenure:

Dr. Greene reviewed the recommendation to ass the following at the end of section 3.26 of the Lincoln University Rules and Regulations - Probationary Service for Tenure - "For a tenure-track appointment, maximum length of probation shall be seven years. The contract for the seventh year shall be a one-year terminal contract unless the decision to award tenure has been made or postponed by act of the Board of Curators." Curator Rutledge moved for approval of the recommended addition. Curator Cook seconded the motion. Motion carried.

Budget and Finance Committee

6. E. Fiscal Year 2018 General and Auxiliary Budgets (Enclosure 8):

Ms. Sandy Koetting, Chief Financial Officer, reviewed the Fiscal Year 2018 General Operating Budget totaling \$33,519,100 and the Auxiliary Budget totaling \$6,891,698. Curator Cutler moved for approval of the FY 2018 Budgets as presented. Curator Rutledge seconded the motion. Motion carried.

6. F. Use of Fund Balance to Support Information Technology Project (Enclosure 9):

Mr. Joseph Watkins, Chief of Staff, and Mr. John Bax, Chief Information Officer, reviewed the recommendation to use an estimated \$1,100,000 of the fund balance to cover the cost of phase two of the data and wireless network improvement project. Curator Cutler moved for approval of the recommendation pending investigating alternative options for financing the project. Curator Gaffke seconded the motion. Motion carried.

Buildings and Grounds Committee

6. G. Capital Improvement Budget Request FY 2019 (Enclosure 10):

Ms. Sheila Gassner, Executive Director of Facilities and Planning, reviewed the attached Capital Improvement Budget Request for Fiscal Years 2019. Curator Logan moved for approval of the recommendation. Curator Cook seconded the motion. Motion carried.

7. INFORMATION ITEMS:

Enclosures 11-17 were for the Board's Information only.

8. Other Business:

There was no Other Business for discussion in Open Session.

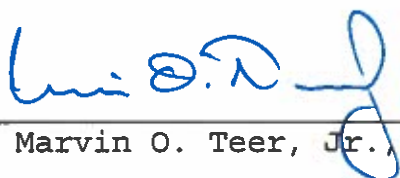
9. Motion for Closed Session:

Curator President Teer asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (2) "Leasing, purchase or sale of real estate by a public governmental body;" (3) "Relating to the hiring, firing, disciplining, or promotion of an employee of a public governmental body;" (12) "Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;" (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment;" (14) "Records which are protected from disclosure by law;" and other matters for which a closed meeting is authorized pursuant to Section 610.021 RSMo.

Curator Cutler so moved. Curator Rutledge seconded the motion. Motion carried as follows:

Curator Cook	Yes	Curator Cutler	Yes
Curator Gaffke	Yes	Curator Hardwick	Yes
Curator Logan	Yes	Curator Rutledge	Yes

The Open Session of the Lincoln University Board of Curators adjourned at 11:35 a.m.



Marvin O. Teer, Jr., President



Greg S. Gaffke, Secretary

STATEMENT BEFORE THE BOARD OF CURATORS, LINCOLN UNIVERSITY OF MISSOURI

STATEMENT BY: Alfred L. Harris, Sr., Interim National President, LU Alumni Association
PRESENTED ON: June 8, 2017 on the campus of Lincoln University at Jefferson City, MO

Good morning! My name is Alfred Harris, and I am here to represent the concerns and interests of the Lincoln University Alumni Association. I have chosen to read a prepared statement to economize time and to provide a detailed record of my statement for our respective secretaries:

Honorable Judge Teer, thank you for this opportunity to speak before this august body. Distinguished Curators, it is my privilege and pleasure to address you in person as the representative of the Alumni Association. Dr. Rome, I hope you will also find value in what I have to say. I pledge to be brief:

A MR. MIDDLETON

My statement addresses four items: Inevitability of Change; Expanded responsibility of LUAA; Critical Nature of More Formalized Relationships; and a Request for Expedited Action.

1. **CHANGE:** Within the Alumni Association, we recognize that Lincoln University is not a stagnant organization. We also recognize that with or without us, the change is inevitable. Our options are to be observers of change or catalysts for it. We choose to be involved, and that is the concern that brings us here today.
2. **RESPONSIBILITY:** We present today, ready to take on a more direct level of responsibility and to participate in larger numbers than ever before. Even as we undergo our own metamorphosis, we are here seeking to align ourselves with the leadership and authority that will mold the future of Lincoln University into the next century. Again, we are not changing the five tenants of our association's purpose; instead, we are seeking to enhance the way we serve and support the institution.
3. **COMMUNICATION:** Clearly defined lines of communication are less likely to blur. For that reason, we believe it is ~~so~~ important to formalize certain lines of communication between the curators and alumni. We presume, for example, that the Alumni President will always be a member of the Search Committee that vets candidates for the Office of the President of Lincoln University. Formalizing that role is reasonable and appropriate; in fact, such a policy might exist already without the benefit of formality between our organizations. Likewise, affording the Alumni Association President an ex officio seat on the Board of Curators would also strengthen that line of communication. In certain situations, the Curators might seek to have time-sensitive in-put and feedback from multiple alumni in much the same way that we have a desire to provide it. We believe that this is a good time to open discussions about how our organizations might mutually benefit each other by improving relations via formalized communication.
4. **REQUEST TO EXPEDITE:** Finally, we ask that you give these ideas and requests your immediate attention, since there is no apparent need for in-depth research and hopefully, no significant impact on the current budget. We ask that you adopt the simplest and most straightforward of these ideas immediately. We ask further, that you undertake a discussion regarding the remaining, as well as new, ideas to strengthen the line of communication and working relationship between the Board of Curators and the Alumni Association of Lincoln University of Missouri.

This concludes my statement. Thank you for your time, attention and consideration.
RESPECTFULLY SUBMITTED BY: Alfred L. Harris, Sr., Interim National President, LUAA

Non-Academic Holiday Schedule Fiscal Year 2017-2018

Holiday	Date	Day
1. Independence Day	July 4, 2017	Tuesday
2. Labor Day	September 4, 2017	Monday
3. Thanksgiving Holiday	November 23 & 24, 2017	Thursday & Friday
4. Christmas Holiday	December 25 & 26, 2017	Monday & Tuesday
5. New Year's Holiday	January 1 & 2, 2018	Monday & Tuesday
6. Martin Luther King's Birthday (Observed)	January 15, 2018	Monday
7. Lincoln's Birthday (Observed)	February 9, 2018	Friday
8. Spring Recess*	March 12-16, 2018	Monday-Friday
9. Free Day	March 30, 2018	Friday
10. Memorial Day	May 28, 2018	Monday

Essential services (KJLU, Physical Plant, Campus Police, and Library) are to post separate schedules so the operations are not disrupted. Copies of these schedules are to be forwarded to the Office of Human Resources Services, 101 Young Hall.

As a cost saving measure, the University will be closed from end of business Friday, December 22, 2017 through Tuesday, January 2, 2018; it will open again for regular business on Wednesday, January 3, 2018. Unit heads (cabinet level administrators) will determine what personnel in their units will be needed to perform essential services during Christmas/New Year's period.

*All offices will remain open during the Spring Recess with reduced staffing. Each employee is to be allotted two (2) days off during this week.



OFFICE OF ACADEMIC AFFAIRS AND PROVOST

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ACTION ITEM

To: Lincoln University Board of Curators
Through: Dr. Kevin Rome, President 
From: Dr. Debra F. Green , Interim Provost/VPAA
Date: May 16, 2017
Re: Recommendation to Create a Policy for Academic Dishonesty for the School of Graduate Studies

The School of Graduate Studies does not have an Academic Dishonesty Policy. I recommend the policy written by Dr. Rolundus Rice and approved by the Graduate Council. If approved, this policy will appear in the new 2017-2019 Graduate School Bulletin.

Academic Dishonesty Policy

Academic Dishonesty/Cheating

Academic dishonesty is a serious matter for graduate students committed to intellectual pursuits, and will be adjudicated in accordance with procedures approved by the Graduate Council. The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids, information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another person's work as one's own by failing to give credit to the original source of ideas or words. Graduate students who are found to be guilty of academic dishonesty are subject to the policies and procedures as outlined below.

Reporting of Alleged Dishonesty

Any case of alleged academic dishonesty involving a student in the School of Graduate Studies should be reported by the instructor to the Dean of the School of Graduate Studies. The report must be made in writing, including email, no later than the ten working days after the discovery of the alleged act of academic dishonesty. It is recommended that the instructor confer with the student prior to making a written report if doing so would alleviate the possibility of misunderstanding regarding the alleged academic dishonesty.

Students charged with academic dishonesty may not change their registration status in a course in which a charge is pending, or in which a finding of academic dishonesty has been alleged. An incomplete grade, noted as an "I" on the official academic record, should be issued to the extent possible for any course in which there has been an allegation of academic dishonesty while the case is pending.

Case Review

The Dean of the School of Graduate Studies will review the alleged act of academic dishonesty to determine if sufficient evidence exists to warrant a hearing. The Dean may request additional information from any of the parties involved.

Notice of Alleged Academic Dishonesty

Once the Dean has determined through the case review that sufficient evidence exists to warrant a hearing, the School of Graduate Studies will notify the student in writing and by email. The written notification will include the following:

- The charges made;
- The date of the incident;
- The faculty member reporting the charge; and
- The nature of the alleged violation and supporting evidence.

The student will have five working days from the date of the notification letter to respond to the Dean to discuss the case and present any relevant materials or statements. If the student neglects to schedule a meeting within the specified time period or does not desire to meet, the Dean may make a determination on the basis of the available evidence. The Dean may grant reasonable requests for an extension of this time at his/her sole discretion.

Hearing with the Dean of the School of Graduate Studies and Members of the Graduate Council

The Dean of the School of Graduate Studies, as well as two members from the Graduate Council, will review the charges and the supporting evidence with the student. Under no circumstance will the faculty member who presented the charge of alleged academic dishonesty be asked to decide the outcome of the hearing. Rare circumstance may require the Dean to teach a course. If the Dean alleges that a student engaged in an act of academic dishonesty while serving as the student's instructor of record, the Chair of the Graduate Council will replace the Dean as the adjudicator for the School of Graduate Studies to ensure impartial deliberation.

The Dean of the School of Graduate Studies and two members from the Graduate Council will make a decision based on all of the available evidence as to whether an act of academic dishonesty occurred. After the hearing, the Dean will notify the student in writing within ten working days of the decision and corresponding sanction, if any, to be imposed.

Possible Sanctions

- A letter of warning
- A reduced or failing grade for an assignment or the course
- A defined period of suspension from the School of Graduate Studies
- Expulsion from the University

**The severity of the sanction will be determined by the nature of the offense.

Appeals

- If the resolution of the Dean is not accepted, the student may appeal the decision to the Graduate Council within fifteen working days.
- If the resolution of the Graduate Council is not accepted, the student may appeal to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs has fifteen working days to respond to the student. The resolution of the Provost/Vice President for Academic Affairs is final.

**Any student who begins the appeals process when there is less than thirty days remaining in a sixteen-week term will be automatically assigned an "I" for the

course at the end of the semester unless the appeals process is exhausted before the end of the term. Any student who begins the appeals process after the fourth week of an eight-week term will be assigned an "I" for the course unless the appeals process is exhausted before the end of the term. In either scenario, the student may register for the next term while the appeal is pending. The final grade will replace the "I" after the student has exhausted the appeals process. If a decision is made after the beginning of the following term as a result of the act of academic dishonesty, and suspension or expulsion is deemed the appropriate consequence, the student, if registered, will be administratively withdrawn and entitled to a full refund of monies paid toward tuition and fees.