

# Lincoln University Board of Curators

September 12, 2019

## OPEN SESSION

### 1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Frank J. Logan, Sr. at 8:35 a.m., on Thursday, September 12, 2019, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Don W. Cook, Sr., Greg S. Gaffke, Frank J. Logan, Sr., Victor B. Pasley, Richard R. Popp, Winston J. Rutledge, and Marvin O. Teer, Jr. 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 Teer seconded the motion. Motion carried.

3. Approval of the June 13, 2019 and July 24, 2019 Open Session Minutes (Action - Enclosure 2): Curator Teer moved for approval of the June 13, 2019 and July 24, 2019 Open Session Minutes. Curator Rutledge seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Frank J. Logan, Sr.:

Board President Logan welcomed the University Family back for the new academic year.

5. Report from the Office of the President - Dr. Jerald Jones Woolfolk, President (Enclosure 3):

President Jerald Jones Woolfolk gave a brief report on activities occurring since the last meeting of the Board of Curators. The report was for the Board's information only and required no action.

5. A. Progress Report from the Faculty Senate - Dr. Bryan Salmons, Chair (Enclosure 3): Dr. Bryan Salmons, Chair of the Faculty Senate, gave a brief report on behalf of the Faculty Senate. The report from the Faculty Senate was for the Board's information only and required no action.

5. B. Progress Report from the Staff Council - Jenn Vaughan, Chair: Jenn Vaughan, Chair of the Staff Council, gave a brief report from the Staff Council. The report from the Staff Council was for the Board's information only and required no action.

Academic/Student Affairs Committee

6. A. Posthumous Degree Policy (Enclosure 4):

Dr. Alphonso Sanders, Provost and Vice President for Academic Affairs, reviewed the attached Posthumous Degree Policy. Curator Rutledge moved for approval of the proposed policy. Curator Popp seconded the motion. Motion carried.

Budget and Finance Committee

6. B. Fiscal Year 2020 Revised General Operating Budget (Enclosure 5):

Sandy Koetting, Vice President for Administration and Finance, reviewed the attached revised Lincoln University FY20 General Operating Budget. The budget presented in June 2019 was \$36,148,158. The attached revised budget includes the additional \$1 million in gross state appropriations allocated after the FY20 budget was presented in June 2019. The new budget total is \$37,118,157. Curator Gaffke moved for approval of Fiscal Year 2020 revised general operating budget totaling \$37,118,157. Curator Cook seconded the motion. Motion carried.

6. C. Purchase of Six (6) non-CDL Buses - Cooperative Research and Extension (handout):

Sandy Koetting reviewed the recommendation to purchase six (6) non-CDL buses for Cooperative Research and Extension. The purchase is supported by USDA/NIFA Capacity Land Grant funding. Curator Teer moved for approval of the recommendation. Curator Pasley seconded the motion. Motion carried.

Buildings and Grounds Committee

6. D. Dickinson Research Center - New Construction Contract: (Enclosure 6):

Jeff Turner, Director of Facilities and Planning, and Dr. Majed El-Dweik, Dean of the College of Agriculture, Environmental and Human Sciences, reviewed the recommendation to award a contract to Curtis-Manes-Schulte, Inc. Construction for construction of the Dickinson Research Center (DRC) totaling \$4,535,223. Curator Pasley moved for approval of the recommendation. Curator Teer seconded the motion. Motion carried.

6. E. New Extension Office in Sikeston, Mo - Construction Contract (Enclosure 7):

Jeff Turner, Director of Facilities and Planning, and Dr. Majed El-Dweik, Dean of the College of Agriculture, Environmental and Human Sciences, reviewed the recommendation to award a contract to Boulder Construction, LLC for construction of the new Extension Office in Sikeston, Missouri (LUCE) totaling \$2,149,000. Curator Gaffke moved for approval of the recommendation. Curator Pasley seconded the motion. Motion carried.

The Board of Curators recessed at 10:50 a.m. to attend Opening Convocation. The Board reconvened at 12:25 p.m.

7. INFORMATION ITEMS:

Enclosures 8-14 were for the Board's information. Staff from each of the areas gave a brief verbal report. The reports were for information only and required no action.

8. Other Business:

There was no Other Business for discussion in the Open Session.

9. Motion for Closed Session:

Curator President Logan 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 Cook seconded the motion.  
Motion carried as follows:

Curator Bracy	Yes	Curator Cook	Yes
Curator Gaffke	Yes	Curator Pasley	Yes
Curator Popp	Yes	Curator Rutledge	Yes
Curator Teer	Yes		



The Open Session of the Lincoln University Board of Curators  
adjourned at 1:30 p.m.

  
Frank J. Logan, Sr., President

  
Greg S. Gaffke, Secretary



**ACTION ITEM**

To: Lincoln University Board of Curators  
Through: Jerald Jones Woolfolk, President   
From: Alphonso Sanders, Provost/VPAA   
Date: August 26, 2019  
Re: Proposal for Posthumous Degree Policy

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**Definition:**

A deceased student may be considered a candidate for a posthumous degree when nominated by the Dean of the College/School in which the student was enrolled at, or prior to, his or her death. Posthumous degrees may be awarded at any career level (Undergraduate or Graduate).

**Requirements for Nomination:**

1. A student must have been in good academic standing with the institution at the time of death. Good standing is defined as not being academically deficient for their classification (academic probation, continued probation, suspension or expulsion.)
2. The student must have been enrolled at the time of death (summer excluded), or his/her enrollment was interrupted by an injury, illness, deployment, etc.

3. An undergraduate student must have been within 20 semester hours of degree requirements completed to be considered for a posthumous degree.
4. A graduate student must have been within 9 hours of degree requirements completed to be considered for a posthumous degree. This determination shall be the responsibility of Graduate Studies in consultation with the Administrative Officers and the Dean of the College/School of the degree program in which the student had been enrolled.

**Nomination/Approval Process:**

1. Anyone may identify a candidate for a posthumous degree but such a suggestion must be made by the Dean of the appropriate College /School for consideration to begin the formal process. The Dean of the College/School in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the Provost and Vice President of Academic Affairs. The request must include the name and ID number of the student, the degree to be awarded, and the recommended semester for degree conferral.
2. If supported by the Provost/Vice President for Academic Affairs, he/she will submit the recommendation to the President of Lincoln University.
3. If supported by the President:
  - a. The President will notify the Registrar's office to begin the process for degree awarding.
  - b. The Registrar's office will notify the Provost for Commencement arrangements.
  - c. The Provost will inform the family of the University's decision and desire to recognize their student with this honor. If the family desires to represent the student and receive the diploma at the commencement, the Provost/President will make the award.
  - d. The statement "awarded posthumously" will be printed on the student's academic record, but not on the diploma.



OFFICE OF ADMINISTRATION AND FINANCE

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**TO:** Members, Lincoln University Board of Curators

**THROUGH:** Jerald Jones Woolfolk, Ph.D., President

**FROM:** Sandy Koetting, VP Administration and Finance

**DATE:** August 25, 2019

**SUBJECT:** FY20 Revised General Operating Budget

Please find attached the revised Lincoln University FY20 General Operating Budget request for your review and approval. The budget presented in June 2019 was \$36,148,158. The attached revised budget includes the additional \$1 million in gross state appropriations allocated after the FY20 budget was presented in June 2019. The new budget total is \$37,118,157.

Your approval is requested.

## FISCAL YEAR 2020 GENERAL FUND BUDGET

Functional Category	FY 19 Budget Request	FY 19 Actuals as of 4/30/19	FY 20 Budget Request	Revised FY20 Budget Request	%	DIFF in Revised FY20 budget
Instruction	\$ 11,332,540	\$ 8,389,552	\$ 11,350,816	\$ 11,350,816	31%	\$ -
Research	\$ 1,791,378	\$ 1,047,010	\$ 1,825,671	\$ 1,825,671	5%	\$ -
Public Service	\$ 1,922,484	\$ 1,233,621	\$ 1,922,946	\$ 1,922,946	5%	\$ -
Academic Support	\$ 1,788,840	\$ 1,586,356	\$ 1,992,488	\$ 1,992,488	5%	\$ -
Student Services	\$ 5,425,065	\$ 4,170,523	\$ 5,187,211	\$ 5,187,211	14%	\$ -
Institutional Support	\$ 7,408,138	\$ 5,184,241	\$ 7,629,312	\$ 8,066,355	22%	\$ 437,043
Operations/Maintenance	\$ 2,691,503	\$ 2,022,078	\$ 2,756,152	\$ 3,289,108	9%	\$ 532,956
Scholarships/Waivers	\$ 2,694,507	\$ 2,399,314	\$ 2,734,507	\$ 2,734,507	7%	\$ -
Transfers <sup>4</sup>	\$ 1,110,459	\$ 868,085	\$ 749,055	\$ 749,055	2%	\$ -
<b>Totals</b>	<b>\$ 36,164,914</b>	<b>\$ 26,900,779</b>	<b>\$ 36,148,158</b>	<b>\$ 37,118,157</b>	<b>100%</b>	<b>\$ 969,999</b>
<b>Income Category</b>						
State Appropriations <sup>1</sup>	\$ 19,856,087	\$ 16,546,740	\$ 19,856,087	\$ 20,826,086	56%	\$ 969,999
Tuition, Incidental & Mandatory Fees <sup>2</sup>	\$ 15,005,863	\$ 14,167,083	\$ 14,968,736	\$ 14,968,736	40%	\$ -
Interest Income	\$ 68,000	\$ 390,632	\$ 150,000	\$ 150,000	0%	\$ -
Indirect Costs	\$ 420,000	\$ 227,324	\$ 315,000	\$ 315,000	1%	\$ -
Sales and Services	\$ 31,000	\$ 29,401	\$ 21,000	\$ 21,000	0%	\$ -
Other Sources	\$ 283,964	\$ 257,893	\$ 237,335	\$ 237,335	1%	\$ -
Transfer Revenues	\$ -	\$ -	\$ 100,000	\$ 100,000	0%	\$ -
Fund Balance	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	1%	\$ -
<b>Totals</b>	<b>\$ 36,164,914</b>	<b>\$ 31,619,073</b>	<b>\$ 36,148,158</b>	<b>\$ 37,118,157</b>	<b>100%</b>	<b>\$ 969,999</b>
<b>Expenditure Category</b>						
Salaries/Wages	\$ 17,813,517	\$ 13,649,067	\$ 18,041,714	\$ 18,041,714	49%	\$ -
Fringe Benefits <sup>3</sup>	\$ 6,359,830	\$ 4,633,941	\$ 6,888,556	\$ 6,888,556	19%	\$ -
Student Labor	\$ 184,188	\$ 99,717	\$ 134,068	\$ 134,068	0%	\$ -
<b>Subtotal Personnel</b>	<b>\$ 24,357,535</b>	<b>\$ 18,382,725</b>	<b>\$ 25,064,338</b>	<b>\$ 25,064,338</b>	<b>68%</b>	<b>\$ -</b>
Equipment Purchase	\$ 104,163	\$ 127,266	\$ 92,528	\$ 625,484	2%	\$ 532,956
Contractual Services	\$ 3,700,637	\$ 2,870,833	\$ 3,635,713	\$ 4,072,756	11%	\$ 437,043
Travel	\$ 724,138	\$ 450,485	\$ 739,605	\$ 739,605	2%	\$ -
Consumable Supplies	\$ 428,583	\$ 363,927	\$ 412,024	\$ 412,024	1%	\$ -
Other Costs	\$ 2,039,107	\$ 862,728	\$ 1,794,310	\$ 1,794,310	5%	\$ -
Utilities/Communications	\$ 940,965	\$ 585,898	\$ 926,078	\$ 926,078	2%	\$ -
Scholarships/Waivers	\$ 2,759,327	\$ 2,388,833	\$ 2,734,507	\$ 2,734,507	7%	\$ -
Transfer Out <sup>4</sup>	\$ 1,110,459	\$ 868,085	\$ 749,055	\$ 749,055	2%	\$ -
<b>Subtotal Operations</b>	<b>\$ 11,807,379</b>	<b>\$ 8,518,054</b>	<b>\$ 11,083,820</b>	<b>\$ 12,053,819</b>	<b>32%</b>	<b>\$ 969,999</b>
<b>GRAND TOTALS</b>	<b>\$ 36,164,914</b>	<b>\$ 26,900,779</b>	<b>\$ 36,148,158</b>	<b>\$ 37,118,157</b>	<b>100%</b>	<b>\$ 969,999</b>

Notes:

<sup>1</sup> State Appropriations is based on FY20 approved state budget (adjusted by the standard 3% Governor's Reserve).

<sup>2</sup> Tuition and Incidental fees are based on 57,712 credit hours.

<sup>3</sup> Fringe benefits are calculated at 37.5% of salaries (across all funds).

<sup>4</sup> Transfer out reflects \$300,000 to ORM for base amount, \$205,120 to Plant for DNR Loan repayment and \$243,935 to Restricted for IDC.