

Lincoln University Board of Curators

September 10, 2020

OPEN SESSION Conference Call

1. Call To Order:

The Lincoln University Board of Curators Open Session Conference Call was officially called to order by Board President Frank J. Logan, Sr. at 10:30 a.m., on Thursday, September 10, 2020, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri. Due to the COVID-19 pandemic, the Board meeting was held via conference call.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Everidge Cade, Don W. Cook, Sr., 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 Open Session Agenda as distributed. Curator Cook seconded the motion. Motion carried as follows:

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

3. Approval of the June 11, 2020, Open Session Minutes and the June 22, 2020, July 21, 2020, and August 6, 2020 Open Session Conference Call Minutes (Action - Enclosure 2):

Curator Pasley moved for approval of the June 11, 2020 Open Session Minutes and the June 22, 2020, July 21, 2020, and August 6, 2020 Open Session Conference Call Minutes. Curator Bracy seconded the motion. Motion carried as follows:

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

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

Board President Logan had no report.

5. Report from the Office of the President - Dr. Jerald Jones Woolfolk, President (Enclosure 4):

President Jerald Jones Woolfolk gave a brief report on activities which have occurred 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. Darius Watson, Chair: 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 - Mr. James Smith, Chair: There was no report from the Staff Council.

Academic/Student Affairs Committee

Budget and Finance Committee

6. A. Fiscal Year 2021 Revised General Operating Budget (Enclosure 4):

Sandy Koetting, Vice President for Administration and Finance, reviewed the Revision to the Fiscal Year 2021 General Operating Budget. The total General Operating fund budget request is \$34,069,933. The revision is prompted by the change in estimated core and match State Appropriation revenue. Curator Teer moved for approval of the FY 21 revised general operating budget. Curator Cook seconded the motion. Motion carried as follows:

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

Buildings and Grounds Committee

6. B. Coronavirus Relief Grant Fund Projects (Enclosure 5):

Sandy Koetting and Jeff Turner, Director of Facilities and Planning, reviewed the Coronavirus Relief Grant Funds Projects for the Lincoln University campus.

HVAC Control Systems - Contractor SHI - \$339,344.25

Install Building Access Controls - SHI - \$831,332.25

Curator Teer moved for approval of the Coronavirus Relief Grant Funds Projects. Curator Rutledge seconded the motion. Motion carried as follows:

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

7. INFORMATION ITEMS:

Enclosures 6-12 were for the Board's information. 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;" (3) "Relating to the hiring, firing, disciplining, or promotion of an employee of a public governmental body;" (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 Popp so moved. Curator Cade seconded the motion. Motion carried as follows:

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

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The Open Session of the Lincoln University Board of Curators
adjourned at 12:00 p.m.



Frank J. Logan, Sr., President



Don W. Cook, Sr., Secretary



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 24, 2020

SUBJECT: FY21 Revised General Operating Budget

Please find attached the revised FY21 General Operating Budget request for your review and approval. The total General Operating fund budget request is \$34,069,933. The revision is prompted by the change in estimated core and match State Appropriation revenue.

Your approval is requested.

**REVISED FISCAL YEAR 2021
GENERAL FUND BUDGET**

Functional Category	FY 20 Budget	%	FY 20 Actuals as of 4/30/20	%	FY21 Budget Request	Revised FY21 Budget Request	%	DIFF in Revised FY21 budget
Instruction	\$ 11,350,816	30%	\$ 8,801,184	31%	\$ 9,026,862	\$ 9,222,504	27%	\$ 195,642
Research	\$ 1,825,671	5%	\$ 1,171,066	4%	\$ 1,430,919	\$ 1,823,769	5%	\$ 392,850
Public Service	\$ 1,922,946	5%	\$ 1,445,534	5%	\$ 1,514,296	\$ 1,878,652	6%	\$ 364,356
Academic Support	\$ 1,992,488	5%	\$ 1,500,327	5%	\$ 2,158,288	\$ 2,198,995	6%	\$ 40,707
Student Services	\$ 5,187,211	14%	\$ 4,077,369	14%	\$ 4,355,123	\$ 4,428,539	13%	\$ 73,416
Institutional Support	\$ 8,244,877	22%	\$ 5,952,930	21%	\$ 7,543,445	\$ 8,482,132	25%	\$ 938,687
Operations/Maintenance	\$ 3,289,108	9%	\$ 2,406,650	8%	\$ 2,751,397	\$ 2,755,848	8%	\$ 4,451
Scholarships/Waivers	\$ 2,734,507	7%	\$ 2,228,075	8%	\$ 2,697,507	\$ 2,697,507	8%	\$ -
Transfers ⁴	\$ 749,055	2%	\$ 771,629	3%	\$ 581,987	\$ 581,987	2%	\$ -
Subtotal	\$ 37,296,679	100%	\$ 28,354,764	100%	\$ 32,059,824	\$ 34,069,933	100%	\$ 2,010,109
GASB 68/75	\$ -	0%	\$ -	0%	\$ -	\$ -	0%	\$ -
Grand total	\$ 37,296,679	100%	\$ 28,354,764	100%	\$ 32,059,824	\$ 34,069,933	100%	\$ 2,010,109

Income Category	FY 20 Budget	%	FY 20 Actuals as of 4/30/20	%	FY21 Budget Request	Revised FY21 Budget Request	%	DIFF in Revised FY21 budget
State Appropriations - Core	\$ 17,052,476	46%	\$ 13,107,788	42%	\$ 13,641,982	\$ 14,897,369	44%	\$ 1,255,387
State Appropriations - Match	\$ 3,773,610	10%	\$ 3,773,610	12%	\$ 3,018,888	\$ 3,773,610	11%	\$ 754,722
Tuition, Incidental & Mandatory Fees ²	\$ 15,147,258	41%	\$ 12,841,294	42%	\$ 10,714,994	\$ 10,714,994	31%	\$ -
Interest Income	\$ 150,000	0%	\$ 542,805	2%	\$ 225,000	\$ 225,000	1%	\$ -
Indirect Costs	\$ 315,000	1%	\$ 275,877	1%	\$ 316,000	\$ 316,000	1%	\$ -
Sales and Services	\$ 21,000	0%	\$ 22,704	0%	\$ 16,300	\$ 16,300	0%	\$ -
Other Sources	\$ 237,335	1%	\$ 251,067	1%	\$ 234,845	\$ 234,845	1%	\$ -
Transfer Revenue - CARES Act	\$ -	0%	\$ -	0%	\$ 3,383,040	\$ 3,383,040	10%	\$ -
Transfer Revenues	\$ 100,000	0%	\$ 100,000	0%	\$ -	\$ -	0%	\$ -
Fund Balance	\$ 500,000	1%	\$ -	0%	\$ 508,775	\$ 508,775	1%	\$ -
Totals	\$ 37,296,679	100%	\$ 30,915,145	100%	\$ 32,059,824	\$ 34,069,933	100%	\$ 2,010,109

Expenditure Category	FY 20 Budget	%	FY 20 Actuals as of 4/30/20	%	FY21 Budget Request	Revised FY21 Budget Request	%	DIFF in Revised FY21 budget
Salaries/Wages	\$ 18,041,714	48%	\$ 13,902,083	49%	\$ 15,087,771	\$ 15,937,874	47%	\$ 850,103
Fringe Benefits ³	\$ 7,067,078	19%	\$ 5,036,820	18%	\$ 6,007,141	\$ 6,338,683	19%	\$ 331,542
Student Labor	\$ 134,068	0%	\$ 75,560	0%	\$ 79,719	\$ 79,719	0%	\$ -
Subtotal Personnel	\$ 25,242,860	68%	\$ 19,014,463	67%	\$ 21,174,631	\$ 22,356,276	66%	\$ 1,181,645
Equipment Purchase	\$ 625,484	2%	\$ 753,659	3%	\$ 78,339	\$ 78,339	0%	\$ -
Contractual Services	\$ 4,072,756	11%	\$ 3,325,812	12%	\$ 3,937,579	\$ 3,937,579	12%	\$ -
Travel	\$ 739,605	2%	\$ 334,817	1%	\$ 487,266	\$ 487,266	1%	\$ -
Consumable Supplies	\$ 412,024	1%	\$ 369,318	1%	\$ 391,470	\$ 391,470	1%	\$ -
Other Costs	\$ 1,794,310	5%	\$ 1,014,277	4%	\$ 1,786,798	\$ 2,615,262	8%	\$ 828,464
Utilities/Communications	\$ 926,078	2%	\$ 562,433	2%	\$ 924,247	\$ 924,247	3%	\$ -
Scholarships/Waivers	\$ 2,734,507	7%	\$ 2,208,356	8%	\$ 2,697,507	\$ 2,697,507	8%	\$ -
Lease Purchase Payments	\$ -	0%	\$ -	0%	\$ -	\$ -	0%	\$ -
Transfer Out ⁴	\$ 749,055	2%	\$ 771,629	3%	\$ 581,987	\$ 581,987	2%	\$ -
Subtotal Operations	\$ 32,053,819	86%	\$ 24,340,301	86%	\$ 28,885,193	\$ 29,713,657	86%	\$ 828,464
GASB 68/75	\$ -	0%	\$ -	0%	\$ -	\$ -	0%	\$ -
Grand total	\$ 37,296,679	100%	\$ 28,354,764	100%	\$ 32,059,824	\$ 34,069,933	100%	\$ 2,010,109

Notes

¹ State Appropriations are based on state approved budget (adjusted by the standard 3% Governor's Reserve).

² Tuition and Incidental fees are based on 41,435 credit hours for FY21 compared to the FY20 budget of 57,712 credit hours.

³ Fringe benefits are calculated at 39% of salaries.

⁴ FY21 Transfer out reflects \$300,000 to ORM for base amount, \$205,120 to Plant for DNR Loan repayment and \$76,867 to Restricted for Utilities for the LINC.



OFFICE OF FACILITIES AND PLANNING

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TO: Members, Lincoln University Board of Curators

THROUGH: Dr. Jerald Jones Woolfolk, Ph.D., President *J. Woolfolk*
Sandy Koetting, Vice President of Administration and Finance *S. Koetting*

FROM: Jeff Turner *JT*
Director, Facilities and Planning

DATE: September 2, 2020

SUBJECT: Summary for CRF Projects on LU Campus

In mid July, the University was notified of Coronavirus Relief Grant Fund opportunities for higher education institutions through the Department of Higher Education and Workforce Development (DHEWD). The grant program is a reimbursement program, so all funds must be paid to vendors prior to the established deadline. The initial deadline to spend funds was December 4, 2020. In mid August, universities were notified that the deadline had been moved up to November 10, 2020. The deadline change has necessitated an expedited recommendation to ensure that the university is able to fully complete the projects prior to the cutoff date of November 10, 2020.

Pending Board of Curators approval and pending approval of DHEWD and Office of Administration (OA), this work will commence immediately.

Listed below are unplanned projects for Lincoln University as a result the COVID19 pandemic. These projects were not planned expenses in fiscal year 2020 or 2021. Due to significant budget shortfalls over the last 10 years, Lincoln University's repair and maintenance budget has been cut by 60% leaving a small budget primarily reserved for emergency repairs only. Because many of the university facilities are not resourced to accommodate the current needs and recommendations as dictated by CDC guidelines, the university is recommending several projects to manage those needs more adequately. With the onset of COVID19, the university has had to utilize spaces for classrooms that generally have not been used as classroom space and rethink how the University does business.

The identified projects listed below will be completed during the timeframe of March 1, 2020 and November 10, 2020.

Project – HVAC Control Systems

Our larger facilities are lacking a functional BMS (Building Management System) to control air circulation and provide adequate fresh air (make up air) for the larger central systems. The upgrade would replace outdated control systems to include improved damper control while increasing the circulation of outside air. *The CDC in their May 2020 COVID-19 release under Maintaining Healthy Environments, bullet point Ventilation states to "ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible".*

Contractor – SHI (Statewide contract holder and MWBE)
Contract Amount - \$339,344.25

Project – Install Building Access Controls

Install access control system on campus buildings to manage access in spaces that should be limited to a reduced number of people. The system will allow the University to utilize a managed process for controlling buildings and spaces that should only be accessed by the teams that use those spaces. This will reduce the amount of custodial load of cleaning touch points and reduce the contact spread of COVID. The system will include cameras and automatic door controls while providing the ability to conduct contact tracing in certain situations. *The CDC Guidelines recommends reducing the number of occupants accessing a building to promote social distancing while providing touchless methods of entry when possible.*

Contractor – SHI (Statewide contract holder and MWBE)
Contract Amount - \$831,352.25