

**Lincoln University Board of Curators
June 14, 2018**

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 8:35 a.m., on Thursday, June 14, 2018, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

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

2. Other Business:

There was no Other Business for discussion in Open Session.

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

Curator Cook	Yes	Curator Gaffke	Yes
Curator Logan	Yes	Curator Rutledge	Yes
Curator Teer	Yes		



Marvin O. Teer, Jr., President



Greg S. Gaffke, Secretary

Lincoln University Board of Curators
June 14, 2018

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 11:47 a.m., on Thursday, June 14, 2018, in the Board Room, 201 Young Hall on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Don Cook, Greg Gaffke, Frank Logan, Winston Rutledge and Marvin Teer. Curators Dana Cutler and Herbert Hardwick were absent. 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 presented. Curator Cook seconded the motion. Motion carried.

3. Approval of the April 12, 2018 Open Session Minutes and the May 17, 2018 Open Session Conference Call Minutes (Action - Enclosure 2):
Curator Gaffke moved for approval of the April 12, 2018 Open Session Minutes and the May 17, 2018 Open Session Conference Call Minutes. Curator Rutledge seconded the motion. Motion carried.

4. Report from the Board President - Curator Marvin O. Teer, Jr.:
Curator President Marvin Teer welcomed President Jerald Jones Woolfolk as the 20th President of Lincoln University.

5. Reports from the Office of the President and Athletics - Dr. Jerald Jones Woolfolk, President (Enclosure 3):
President Jerald Jones Woolfolk gave a brief report on activities which have occurred since June 1. These reports were for the Board's information only and required no action.

5. A. Progress Report from the Faculty Senate - Stephanie Clark, Chair (Enclosure 3):
Stephanie Clark gave a brief report from the Faculty Senate. 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:
There was no report from the Staff Council.

6. Action Items:

Academic/Student Affairs Committee

6. A. Non-Academic Holiday Schedule FY 2018-2019 (Enclosure 4):

Dean Jennifer Benne reviewed the proposed Non-Academic Holiday Schedule for FY 2018-2019. Curator Rutledge moved for approval of the attached Non-Academic Holiday Schedule for Fiscal Year 2018-2019. Curator Gaffke seconded the motion. Motion carried.

6. B. Registration for Course Work (Enclosure 5):

Dean Benne reviewed the Change in Policy for Registration for Course Work - Advanced Registration: "Several weeks before the close of each semester, a period will be set aside for students to register for the next semester. Students eligible to participate in Advanced Registration must have no outstanding balance with the University." Curator Rutledge moved for approval of the recommendation as presented. Curator Cook seconded the motion. Motion carried.

6. C. Policy Change to Participation in Commencement Exercises (Enclosure 6):

Dean Benne reviewed the proposed Policy Change to Participation in Commencement Exercises - Repeal of the policy allowing students who have less than seven (7) remaining credit hours toward graduation to participate in the commencement ceremony provided they meet all of the requirements of this special program - (Undergraduate Bulletin, p. 61). The new policy will become effective July 1, 2018 and will read "No student will be allowed to participate in commencement without having completed all requirements for the degree." Curator Rutledge moved for approval of the recommendation as presented. Curator Cook seconded the motion. Motion carried.

6. D. Amendment to the Student Outcomes Assessment Program (Enclosure 7):

Dean Benne reviewed the attached Amendment to the Student Outcomes Assessment Program (SOAP). Curator Gaffke moved for approval of the recommendation. Curator Logan seconded the motion. Motion carried.

6. E. Revision to the Neighboring States Program (Enclosure 8):
Athletic Director John Moseley reviewed the proposed Revision to the Neighboring States Program. Following lengthy discussion, Curator Logan moved that this item be tabled until the next Board meeting. Curator Rutledge seconded the motion. Motion carried.

6. F. Lincoln University and the LUMNEA/MNEA Union Agreement:
The attached agreement between the Board of Curators of Lincoln University, the employer, and the LUMNEA/MNEA (Lincoln University Missouri National Education Association), was approved by the Board of Curators during the Closed Session.

Budget and Finance Committee

6. G. Tuition, Fees and Room and Board Increases (Enclosure 9):

Sandy Koetting, Chief Financial Officer, reviewed the attached Tuition, Fees and Room and Board Increases for academic year 2018-2019 with the following caveat: "Prior to implementation of the 2.1% tuition increase, a recommendation will be presented to the Board of Curators." Curator Logan moved for approval of the recommendation with the caveat. Curator Rutledge seconded the motion. Motion carried.

6. H. FY19 General and Auxiliary Operating Budgets (Enclosure 10):
CFO Koetting reviewed the Fiscal Year 2019 General Operating Budget totaling \$36,164,914 and the Auxiliary Budget totaling \$7,249,208. Curator Rutledge moved for approval of the Fiscal Year 2019 Budgets as presented. Curator Gaffke seconded the motion. Motion carried.

6. I. Increase in Kaplan Nursing Fees (Enclosure 11):
Dean Benne reviewed the recommendation to increase the Kaplan Nursing Fees (pre-licensure study materials) to \$600 per student effective August 2018. Curator Rutledge moved for approval of the recommendation as presented. Curator Cook seconded the motion. Motion carried.

6. J. Athletic Apparel Contract (Enclosure 12):
Athletic Director Moseley reviewed the recommendation to award a three year contract to Johnny Mac's Sporting Goods to provide equipment, apparel, and other sporting goods for our athletic teams and programs. Curator Gaffke moved for approval of the recommendation. Curator Rutledge seconded the motion. Motion carried.

6. K. Capital Improvement Budget Request FY 2020-2025 (Enclosure 13):

Sheila Gassner, Executive Director of Facilities and Planning, reviewed the attached Capital Improvement Budget Request for FY 2020-2025. Curator Gaffke moved for approval of the recommendation as presented. Curator Rutledge seconded the motion. Motion carried.

7. INFORMATION ITEMS:

Enclosures 14-18 were for the Board's Information only.

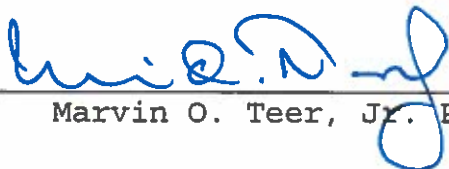
8. Other Business:

There was no Other Business for discussion in Open Session.

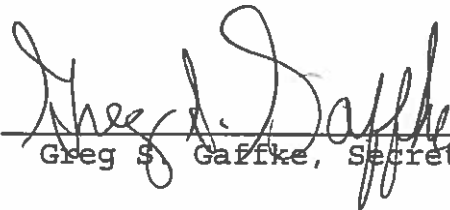
9. Motion for Adjournment:

Curator Rutledge moved for adjournment of the Open Session. Curator Cook seconded the motion. Motion carried.

The Open Session of the Lincoln University Board of Curators adjourned at 1:19 p.m.



Marvin O. Teer, Jr. President



Greg S. Gaffke, Secretary

Non-Academic Holiday Schedule Fiscal Year 2018-2019

Holiday	Date	Day
1. Independence Day	July 4, 2018	Wednesday
2. Labor Day	September 3, 2018	Monday
3. Thanksgiving Holiday	November 22 & 23, 2018	Thursday & Friday
4. Christmas Holiday	December 24, & 25, 2018	Monday & Tuesday
5. New Year's Holiday	December 31, 2018 & January 1, 2019	Monday & Tuesday
6. Martin Luther King's Birthday (Observed)	January 21, 2019	Monday
7. Lincoln's Birthday (Observed)	February 8, 2019	Friday
8. Spring Recess*	March 11-15, 2019	Monday-Friday
9. Free Day	April 19, 2019	Friday
10. Memorial Day	May 27, 2019	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 21, 2018 through Tuesday, January 1, 2019; it will open again for regular business on Wednesday, January 2, 2019. 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.



ACTION ITEM

To: Lincoln University Board of Curators

Through: Michael Middleton, Interim President

From: Dr. Debra F. Greene, Interim Provost/VPAA

Date: May 29, 2018

RE: Registration for Course Work

Advanced Registration - Several weeks before the close of each semester, a period will be set aside for **currently enrolled** students to register for the next semester. Students eligible to participate in Advanced Registration must **be currently enrolled and** have no outstanding balance with the University.

Rationale:

Lincoln University enrolls non-degree seeking and visiting students, particularly in summer session, and has a practice of not registering those students until one day before the start of classes.

This practice restricts enrollment in courses and is not a best practice in the electronic age.



Provost's perspective: Research found that restricting visiting students to enrolling one day before classes begin is a long-standing practice but not a documented policy. In the 21st century, this practice hinders enrollment at Lincoln University.

The intent of the policy change is to give access to all students who desire to do course work at Lincoln.

This policy change will impact all terms of matriculation, i.e. just as LU students can enroll at Columbia College in any course offered, so will visiting students be able to enroll at Lincoln during the enrollment periods.



ACTION ITEM

To: Lincoln University Board of Curators
Through: Michael Middleton, Interim President 
From: Dr. Debra F. Greene, Interim Provost/VPAA 
Date: May 22, 2018
RE: Proposed Policy Change to Participation in Commencement Exercises

Participation in Commencement Exercises - repeal this policy with effective date of July 1, 2018 to be implemented in the 2018-2019 academic year. No student graduating in May 2019 will be allowed to participate in commencement without having completed all requirements for the degree.

Policy as stated in Undergraduate Bulletin:

Only students who have fulfilled all requirements for graduation will be allowed to participate in a commencement ceremony. A special dispensation has been approved by the Board of Curators to allow students who have less than seven (7) remaining credits hours toward graduation to participate in the commencement ceremony provided they meet all of the requirements of this special program. (Undergraduate Bulletin, p.61)

Rationale:

In 2017, Lincoln University completed its mid-term self-study for the Higher Learning Commission and in August was received notification that its report was accepted. In November 2017, HLC contacted Lincoln indicating that its graduation rate required a report. Although the report was accepted with no further additional requirements or reporting, the issue of degree completion is a concern for the university.

In 2014, as a recommendation by Academic Affairs, approved by the Faculty Senate, the above policy was approved by the Board of Curators. In 2014, 5 students were allowed to participate in commencement with less than seven credit hours remaining to complete and all 5 graduated in summer 2014. Since the approval of the policy, the statistics are as follows:

2015 - 19 allowed to participate in commencement, 7 did not complete in summer

2016 - 54 allowed to participate in commencement, 20 did not complete in summer


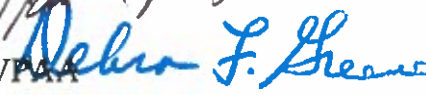
2017 - 47 allowed to participate in commencement, 33 did not complete in summer

Of the 125 students allowed to participate in commencement without completing all academic requirements, 60 (48%) did not complete in the summer term. As a result, Lincoln has a growing list of students who have not completed their requirements to graduate. This means they cannot be reported to the National Student Clearinghouse as graduates of Lincoln University and negatively impacts the university's national graduation rate.

Provost's perspective: This is a growing frustration for the Registrar's Office and has a deleterious effect on the university's graduation rates. By consensus, the Faculty Senate approved the recommendation to the elimination of this policy during its March 2018 meeting and agrees that course scheduling and advising can help alleviate some of the issue.



ACTION ITEM

To: Lincoln University Board of Curators
Through: Michael Middleton, Interim President 
From: Dr. Debra F. Greene, Interim Provost/VPAA 
Date: May 22, 2018
RE: Proposed Amendment to Student Outcomes Assessment Program

Student Outcomes Assessment Program (SOAP) - Amend policy as follows:

Each student pursuing his/her first bachelor's degree is required to take the General Education Test, an assessment of general education skills, after the completion of 75 or more credit hours (including transfer credits). In addition, each graduating senior is required to take the Major Field Exit Examination in his/her major area. A student who fails to take the General Education Test or the Major Field Exit Examination will be:

- On 1st Offense, Denied permission to register for the succeeding semester, or if in the final semester, will be restricted from graduating until:
 - a contract is signed with the Office of Institutional Research; AND
 - ~~required to pay~~ an administrative late fee of \$15.00 **is paid**;
- On 2nd Offense, ~~Dropped from classes for the current semester and suspended~~ Denied permission to register for the succeeding semester, or if in the final semester, will be restricted from graduating until:
 - ~~a contract is signed~~ **the exam is completed** with the Office of Institutional Research; AND
 - ~~required to pay~~ an administrative late fee of \$30.00 **is paid**.

Rationale:

Dropping students from courses and suspending them from the university is not the aim of the policy and is deleterious to the student and the university. It does not accomplish the aim of assessing student learning.

Provost's perspective: In consultation with the director of Institutional Research, it is not the intent of the Provost or the Office of Institutional Research to prohibit students in their matriculation.



TO: Lincoln University Board of Curators
THROUGH: Michael A. Middleton, Interim President 
FROM: Sandy Koetting, CFO 
DATE: May 28, 2018
SUBJECT: Tuition, Fees and Room and Board Increases

Tuition and Fees – effective fall 2018

Based on the February 2, 2018 notice from Zora Mulligan, Commissioner of Higher Education and HESFA (Higher Education Student Funding Act) guidelines, Lincoln University can increase tuition and fees at the rate of 2.1% or \$147.68 for the academic year 18-19. Lincoln's average tuition is currently \$7,032.20. The state average is \$7,006.71. Universities agreed to hold tuition to a 1% increase if core appropriations for FY19 did not fall below the FY18 core appropriations.

The committee is recommending that the Board of Curators approve the 2.1% increase in all tuition rate categories (except dual credit). The tuition increase would be waived (not applied) if core appropriations remain stable from FY18 to FY19. If core appropriations for FY19 fall below the FY18 core appropriations of \$16.58 million, the 2.1% increase would be implemented in the next available semester. No waiver would be required based on HESFA guidelines and or penalty would be assessed if approved.

Room rates – effective fall 2018

The room rates will increase by approximately three percent across all residence halls. The cost to maintain and manage the facilities increases each year. In FY19, the University will be adding 1FTE Desk Manager in Dawson Hall in addition to 4FTE Night Watchman to increase safety and security in the residence halls. Other operational costs continue to increase including cable service (8% increase), Sodexo (facilities management 2.8% increase) as well as the increase in cost of utilities.

Board rates – effective fall 2018

Board rates will be adjusted based on contractually obligated CPI increases for the Sodexo (food service) contract as well as to support the ongoing costs of management of the meal plan program. The proposed increase takes the unlimited meal plan from

\$1,630 to \$1,725. This rate brings the new daily rate to \$15.40 per day compared to \$14.55 per day last year. This is an approximate 5.8% increase.

The 5 meal plan and 3 meal plan offerings will increase by approximately 3%. The per meal rates equate to \$6.75 and \$6.46 respectively. The cash basis per meal cost is anticipated to be \$6.66 per meal. Non-residential students can leverage their financial aid more effectively by enrolling in a 5 or 3 meal plan.

Room and Board rates (summer school) - effective in summer 2019

Room and board rates for summer 2019 will each increase approximately 3%. Students can select from single or double occupancy. All summer school students will be assessed the 14 meal plan.

Room and Board rates (Jumpstart) – effective in summer 2018

The Jumpstart program has historically been an eight week program. The Jumpstart program for summer 2018 will be 6 weeks. To accommodate this program, new room and board rates will be established.

HISTORICAL TUITION AND FEE RATES

Fall or Spring, Summer	Academic Year 2015-2016	Academic Year 2016-2017	Academic Year 2017-2018	Academic Year 2018-2019	Dollar Increase	Percentage Increase	
Tuition and Incidental Fees (per credit hour)							
Undergraduate - MO Residents (Incidental Fees)	\$ 205.00	\$ 205.00	\$ 209.00	\$ 209.00	\$ -	0.00%	
Undergraduate - Non-Residents (Incidental & Tuition)	\$ 418.00	\$ 418.00	\$ 427.00	\$ 427.00	\$ -	0.00%	
Graduate - MO Residents (Incidental Fees)	\$ 285.00	\$ 285.00	\$ 291.00	\$ 291.00	\$ -	0.00%	
Graduate - Non-Residents (Incidental & Tuition)	\$ 530.00	\$ 530.00	\$ 541.50	\$ 541.50	\$ -	0.00%	
Off Campus Rates/Course Fees (per credit hour)							
Fort Leonard Wood Nursing Science	\$ 287.25	\$ 287.25	\$ 293.50	\$ 293.50	\$ -	0.00%	
FLW Non-Nursing Science Undergraduate Fee	\$ 221.00	\$ 221.00	\$ 225.75	\$ 225.75	\$ -	0.00%	
Canuthersville - Off Campus Rate	\$ 221.00	\$ 221.00	\$ 225.75	\$ 225.75	\$ -	0.00%	
Off Campus - Univ does not pay faculty	\$ 87.00	\$ 87.00	\$ 87.00	\$ 87.00	\$ -	0.00%	
Dual Credit Fee	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	0.00%	
Housing Fall/Spring - Room and Board (Meals)							
Double Room - Dawson, Perry, Martin	\$ 1,533.00	\$ 1,700.00	\$ 1,755.00	\$ 1,809.00	\$ 54.00	3.08%	
Private Single Room - Dawson	\$ 2,210.00	\$ 2,450.00	\$ 2,525.00	\$ 2,600.00	\$ 75.00	2.97%	
Private Double Room - Dawson, Perry, Martin	\$ 2,500.00	\$ 2,771.00	\$ 2,855.00	\$ 2,941.00	\$ 86.00	3.01%	
Double Room w/Shared Bath - Anthony, Bennett, Hoard, Tull, Yates	\$ 2,038.00	\$ 2,100.00	\$ 2,165.00	\$ 2,230.00	\$ 65.00	3.00%	
Single Room w/Private Bath - Anthony, Bennett	\$ 2,749.00	\$ 2,830.00	\$ 2,915.00	\$ 3,002.00	\$ 87.00	2.98%	
Single Room w/Shared Bath - Anthony	\$ 2,038.00	\$ 2,100.00	\$ 2,165.00	\$ 2,600.00	\$ 435.00	20.09%	
Apartment - Anthony and Home Management (926 E Dunklin)\	\$ 3,039.00	\$ 3,130.00	\$ 3,225.00	\$ 3,322.00	\$ 97.00	3.01%	
Private Double w/Shared Bath - Bennett, Tull	\$ 3,000.00	\$ 3,090.00	\$ 3,185.00	\$ 3,281.00	\$ 96.00	3.01%	
Private Double w/Private Bath - Anthony, Hoard, Yates	\$ 2,885.00	\$ 2,970.00	\$ 3,060.00	\$ 3,152.00	\$ 92.00	3.01%	
Double Room w/Shared Bath - Sherman D. Scruggs	\$ 2,285.00	\$ 2,355.00	\$ 2,465.00	\$ 2,539.00	\$ 74.00	3.00%	
Private Double w/Shared Bath - Sherman D. Scruggs	\$ 3,000.00	\$ 3,090.00	\$ 3,225.00	\$ 3,322.00	\$ 97.00	3.01%	
Single Room w/Shared Bath - Sherman D. Scruggs	\$ 2,551.00	\$ 2,630.00	\$ 2,750.00	\$ 2,833.00	\$ 83.00	3.02%	
Apartments off main campus							
712 Lafayette			\$ 3,225.00	\$ 3,322.00	\$ 97.00	3.01%	
813 Locust			\$ 3,225.00	\$ 3,322.00	\$ 97.00	3.01%	
Unlimited Meal Plan							
5 Meal Plan (Off Campus Students, faculty, staff, and Anthony Hall residents in Apartments with full kitchens only)	\$ 1,502.00	\$ 1,580.00	\$ 1,630.00	\$ 1,725.00	\$ 95.00	5.83%	15.40 per day
3 Meal Plan (Off campus students, faculty, staff only)	\$ 660.00	\$ 660.00	\$ 525.00	\$ 540.00	\$ 15.00	2.86%	6.75 per meal
	\$ 282.00	\$ 290.00	\$ 300.00	\$ 310.00	\$ 10.00	3.33%	6.46 per meal
Summer - Room and Board (8 week programs)							
Room - Designated Halls - double occupancy	\$ 766.00	\$ 790.00	\$ 815.00	\$ 840.00	\$ 25.00	3.07%	
Room - Designated Halls - single occupancy	\$ 847.00	\$ 875.00	\$ 902.00	\$ 930.00	\$ 28.00	3.10%	
14 Meal Plan (summer school only)	\$ 728.00	\$ 750.00	\$ 773.00	\$ 797.00	\$ 24.00	3.10%	7.12 per meal
Jump Start - Room and Board (8 week programs)							
Room - Jump Start - double occupancy	\$ 766.00	\$ 790.00	\$ 815.00	\$ 840.00	\$ 25.00	3.07%	105.00 per week
Room - Jump Start - Single occupancy	\$ 847.00	\$ 875.00	\$ 902.00	\$ 930.00	\$ 28.00	3.10%	116.25 per week
unlimited meal plan		\$ 890.00	\$ 950.00	\$ 980.00	\$ 30.00	3.16%	17.50 per day
Jump Start - Room and Board (6-7 week programs)							
Room - Jump Start - double occupancy				\$ 683.00	new		105.08 per week
Room - Jump Start - Single occupancy				\$ 756.00	new		116.31 per week
unlimited meal plan				\$ 795.00	new		17.47 per day
14 meal plan (jump start)				\$ 648.00	new		7.12 per meal
Miscellaneous Fees							
Activity Fee (per credit hour) (5.00/cr hr is student imposed)	\$ 6.75	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	0.00%	
Technology Fee (per semester)	\$ 150.00	\$ 173.94	\$ 173.94	\$ 173.94	\$ -	0.00%	
Building Maintenance Fee (per semester)	\$ 119.84	\$ 119.84	\$ 132.16	\$ 132.16	\$ -	0.00%	
Athletic Fee (per cr hr)		\$ 10.00	\$ 10.00	\$ 10.00	\$ -	0.00%	
Wellness Fee (student imposed) per semester	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	0.00%	
Lab Fees (General)	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0.00%	
Lab Fees (Nursing)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	0.00%	
Lab Fees (Computer Science-depending on course)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	0.00%	
Lab Fees (Applied Music)	69/cr hr	69/cr hr	69/cr hr	69/cr hr	\$ -	0.00%	
Lab Fees (Bowling)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	0.00%	
Lab Fees (Golf)	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ -	0.00%	
Online fee (per course)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	0.00%	
Course fees (Education all courses with EDU/SE/PEP/HED prefix)	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$ -	0.00%	
Course fees (Social Work SW499 and 499L)	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$ -	0.00%	
Course fees (Business all course with ACC, BAD, BED, ECO, MKT, and	\$15/cr hr	\$15/cr hr	\$15/cr hr	\$15/cr hr	\$ -	0.00%	
Course fees (select Nursing courses -excludes FLW and includes surge	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$10/cr hr	\$ -	0.00%	
Deferred Payment Plan Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	0.00%	
Graduation Fee	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	0.00%	
Health Insurance (international)	\$ 664.00	TBD	TBD	TBD			
Late Registration Fee (paid in advance of registration)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	0.00%	
ACT Residual testing fee							
ID Replacement	\$ 15.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	0.00%	
Student Parking Permit - Fall (17.50/Spring, 8.75/Summer)	\$ 42.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ -	0.00%	
Faculty/Staff Parking Permit fee	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	0.00%	
Reserved Parking Permit fee	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	0.00%	

Transcript Fee	**\$5/\$10/\$20	**\$5/\$10/\$20	\$ 10.00	\$ 10.00	\$ -	0.00%
Application Fee -general	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	0.00%
Application fee - graduate & international students	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0.00%
Application fee for Nursing school - BSN program	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	0.00%
Senior Citizen Program (per Semester)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	0.00%
Credit-by-exam fee	\$ 102.00	\$ 102.00	\$ 102.00	\$ 102.00	\$ -	0.00%

Midwest Exchange Rates are 150% of the in-state rates

IMPACT ON STUDENTS
Proposed 2.1% HESFA allowable tuition increase and room and board increase

Undergraduate In-State					
	Current Semester Rates for 15 credit hours	Proposed Semester Rates 15 credit hours	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 3,135.00	\$ 3,208.80	\$ 73.80	\$ 147.60	
Activity Fees (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	\$ 3,816.10	\$ 3,889.90	\$ 73.80	\$ 147.60	
Room (Dawson, Martin or Perry)	\$ 1,755.00	\$ 1,809.00	\$ 54.00	\$ 108.00	
Board (unlimited meal plan)	\$ 1,630.00	\$ 1,725.00	\$ 95.00	\$ 190.00	
Total On Campus Amount	\$ 7,201.10	\$ 7,423.90	\$ 222.80	\$ 445.60	

Undergraduate Out-of-State					
	Current Semester Rates for 15 credit hours	Proposed Semester Rates 15 credit hours	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 6,405.00	\$ 6,540.00	\$ 135.00	\$ 270.00	
Activity Fees (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	\$ 7,086.10	\$ 7,221.10	\$ 135.00	\$ 270.00	
Room (Dawson, Martin or Perry)	\$ 1,755.00	\$ 1,809.00	\$ 54.00	\$ 108.00	
Board (unlimited meal plan)	\$ 1,630.00	\$ 1,725.00	\$ 95.00	\$ 190.00	
Total On Campus Amount	\$ 10,471.10	\$ 10,755.10	\$ 284.00	\$ 568.00	

Graduate In-State (fees based on 9 credit hours/semester)					
	Current Semester Rates	Proposed Semester Rates	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 2,619.00	\$ 2,673.00	\$ 54.00	\$ 108.00	
Activity Fees (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	\$ 3,180.10	\$ 3,234.10	\$ 54.00	\$ 108.00	

Graduate Out-of-State (fees based on 9 credit hours/semester)					
	Current Semester Rates	Proposed Semester Rates	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 4,873.50	\$ 4,977.00	\$ 103.50	\$ 207.00	
Activity Fees (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	\$ 5,434.60	\$ 5,538.10	\$ 103.50	\$ 207.00	

IMPACT ON STUDENTS

Proposal with 2.1% tuition increase waived with increases to room and board

Undergraduate In-State					
	Current Semester Rates for 15 credit hours	Proposed Semester Rates 15 credit hours	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 3,135.00	\$ 3,135.00	\$ -	\$ -	
Activity Fees (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	<u>\$ 3,816.10</u>	<u>\$ 3,816.10</u>	<u>\$ -</u>	<u>\$ -</u>	
Room (Dawson, Martin or Perry)	\$ 1,755.00	\$ 1,809.00	\$ 54.00	\$ 108.00	
Board (unlimited meal plan)	\$ 1,630.00	\$ 1,725.00	\$ 95.00	\$ 190.00	
Total On Campus Amount	<u>\$ 7,201.10</u>	<u>\$ 7,350.10</u>	<u>\$ 149.00</u>	<u>\$ 298.00</u>	

Undergraduate Out-of-State					
	Current Semester Rates for 15 credit hours	Proposed Semester Rates 15 credit hours	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 6,405.00	\$ 6,405.00	\$ -	\$ -	
Activity Fees (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 150.00	\$ 150.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	<u>\$ 7,086.10</u>	<u>\$ 7,086.10</u>	<u>\$ -</u>	<u>\$ -</u>	
Room (Dawson, Martin or Perry)	\$ 1,755.00	\$ 1,809.00	\$ 54.00	\$ 108.00	
Board (unlimited meal plan)	\$ 1,630.00	\$ 1,725.00	\$ 95.00	\$ 190.00	
Total On Campus Amount	<u>\$ 10,471.10</u>	<u>\$ 10,620.10</u>	<u>\$ 149.00</u>	<u>\$ 298.00</u>	

Graduate In-State (fees based on 9 credit hours/semester)					
	Current Semester Rates	Proposed Semester Rates	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 2,619.00	\$ 2,619.00	\$ -	\$ -	
Activity Fees (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	<u>\$ 3,180.10</u>	<u>\$ 3,180.10</u>	<u>\$ -</u>	<u>\$ -</u>	

Graduate Out-of-State (fees based on 9 credit hours/semester)					
	Current Semester Rates	Proposed Semester Rates	Semester \$ increase	Annual \$ increase	
Tuition/Incidental Fees	\$ 4,873.50	\$ 4,873.50	\$ -	\$ -	
Activity Fees (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Bldg/Mtn Fees (per semester)	\$ 132.16	\$ 132.16	\$ -	\$ -	
Wellness Fee (per semester)	\$ 75.00	\$ 75.00	\$ -	\$ -	
Athletic Fee (per credit hour)	\$ 90.00	\$ 90.00	\$ -	\$ -	
Technology Fees (per semester)	\$ 173.94	\$ 173.94	\$ -	\$ -	
Total Off Campus Amount	<u>\$ 5,434.60</u>	<u>\$ 5,434.60</u>	<u>\$ -</u>	<u>\$ -</u>	



OFFICE OF THE CHIEF FINANCIAL OFFICER

306 Young Hall • 820 Chestnut Street
Jefferson City, MO 65101
Phone: (573) 681-5071
Fax: (573) 681-5072

TO: Members, Lincoln University Board of Curators
THROUGH: Michael A. Middleton, Interim President
FROM: Sandy Koetting, CFO *S. Koetting*
DATE: May 29, 2018
SUBJECT: FY19 General and Auxiliary Operating Budgets

Please find attached the Lincoln University FY19 General and Auxiliary Operating Budget request for your review and approval. The total General and Auxiliary fund budget request are \$36,164,914 and \$7,249,208 respectively.

Your approval is requested.

If you have any questions, please let me know.

Attachment

**FISCAL YEAR 2019
GENERAL FUND BUDGET**

Functional Category	FY 17 Budget	FY 17 Actuals	FY 18 Budget	FY 18 Actuals as of 4/30/18	FY 19 Budget Request	%	DIFF In FY 19 to 18
Instruction	\$ 12,384,944	\$ 12,164,477	\$ 11,189,037	\$ 8,582,623	\$ 11,332,540	31%	\$ 143,503
Research	\$ 530,324	\$ 1,015,409	\$ 1,503,456	\$ 1,152,221	\$ 1,791,378	5%	\$ 287,922
Public Service	\$ 1,616,191	\$ 1,641,851	\$ 1,616,344	\$ 1,405,705	\$ 1,922,484	5%	\$ 306,140
Academic Support	\$ 2,377,292	\$ 2,333,945	\$ 1,964,794	\$ 1,430,603	\$ 1,788,840	5%	\$ (175,954)
Student Services	\$ 5,763,787	\$ 6,645,365	\$ 5,485,738	\$ 4,278,272	\$ 5,425,065	15%	\$ (60,673)
Institutional Support	\$ 7,324,316	\$ 6,832,085	\$ 6,974,625	\$ 5,519,637	\$ 7,408,138	20%	\$ 433,513
Operations/Maintenance	\$ 2,773,631	\$ 2,537,753	\$ 2,709,058	\$ 2,034,723	\$ 2,691,503	7%	\$ (17,555)
Scholarships/Waivers	\$ 2,656,166	\$ 2,317,360	\$ 2,656,166	\$ 2,315,143	\$ 2,694,507	7%	\$ 38,341
Transfers ⁴	\$ 1,467,040	\$ 1,142,613	\$ 1,369,072	\$ 1,011,496	\$ 1,110,459	3%	\$ (258,613)
Totals	\$ 36,893,691	\$ 36,630,857	\$ 35,468,290	\$ 27,730,423	\$ 36,164,914	100%	\$ 696,624
Income Category							
State Appropriations ¹	\$ 20,455,480	\$ 18,063,885	\$ 19,274,087	\$ 16,061,740	\$ 19,856,087	55%	\$ 582,000
Tuition, Incidental & Mandatory Fees ²	\$ 15,636,661	\$ 15,592,630	\$ 14,896,931	\$ 14,915,604	\$ 15,005,863	41%	\$ 108,932
Interest Income	\$ 40,000	\$ 108,901	\$ 50,000	\$ 120,372	\$ 68,000	0%	\$ 18,000
Indirect Costs	\$ 425,000	\$ 417,979	\$ 422,000	\$ 335,025	\$ 420,000	1%	\$ (2,000)
Sales and Services	\$ 38,250	\$ 54,881	\$ 47,000	\$ 18,491	\$ 31,000	0%	\$ (16,000)
Other Sources	\$ 298,300	\$ 1,214,474	\$ 278,272	\$ 456,573	\$ 283,984	1%	\$ 5,692
Fund Balance	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	1%	\$ -
Totals	\$ 36,893,691	\$ 35,452,750	\$ 35,468,290	\$ 31,907,806	\$ 36,164,914	100%	\$ 696,624
Expenditure Category							
Salaries/Wages	\$ 17,979,686	\$ 16,804,840	\$ 17,580,758	\$ 13,864,118	\$ 17,813,517	49%	\$ 232,759
Fringe Benefits ³	\$ 6,193,097	\$ 8,270,633	\$ 5,961,857	\$ 4,566,756	\$ 6,359,830	18%	\$ 397,973
Student Labor	\$ 282,673	\$ 159,718	\$ 206,043	\$ 80,259	\$ 184,188	1%	\$ (21,855)
Subtotal Personnel	\$ 24,455,456	\$ 25,235,191	\$ 23,748,658	\$ 18,511,133	\$ 24,357,535	67%	\$ 608,877
Equipment Purchase	\$ 227,061	\$ 58,591	\$ 94,939	\$ 484,276	\$ 104,163	0%	\$ 9,224
Contractual Services	\$ 3,944,140	\$ 3,967,869	\$ 3,586,027	\$ 3,138,348	\$ 3,700,837	10%	\$ 114,610
Travel	\$ 756,517	\$ 778,381	\$ 729,822	\$ 479,716	\$ 724,138	2%	\$ (5,684)
Consumable Supplies	\$ 538,912	\$ 524,519	\$ 404,966	\$ 326,699	\$ 428,583	1%	\$ 23,617
Other Costs	\$ 1,844,790	\$ 1,728,134	\$ 1,830,379	\$ 827,059	\$ 2,039,107	6%	\$ 208,728
Utilities/Communications	\$ 1,003,609	\$ 825,606	\$ 983,441	\$ 611,377	\$ 940,965	3%	\$ (42,476)
Scholarships/Waivers	\$ 2,656,166	\$ 2,369,953	\$ 2,720,986	\$ 2,340,319	\$ 2,759,327	8%	\$ 38,341
Transfer Out ⁴	\$ 1,467,040	\$ 1,142,613	\$ 1,369,072	\$ 1,011,496	\$ 1,110,459	3%	\$ (258,613)
Subtotal Operations	\$ 12,438,235	\$ 11,395,666	\$ 11,719,632	\$ 9,219,290	\$ 11,807,379	33%	\$ 87,747
GRAND TOTALS	\$ 36,893,691	\$ 36,630,857	\$ 35,468,290	\$ 27,730,423	\$ 36,164,914	100%	\$ 696,624

Notes:

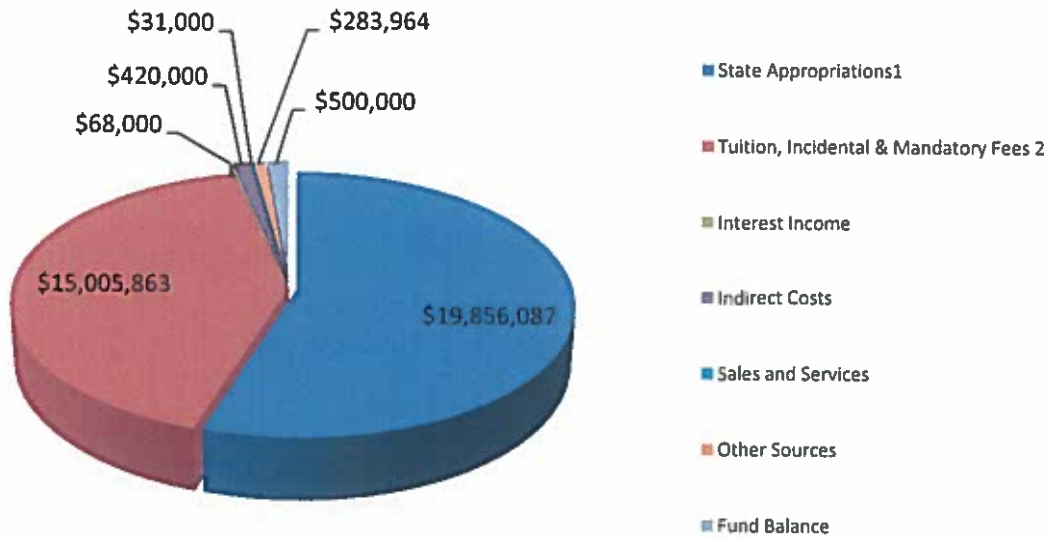
¹ State Appropriations is based on MDHE & Governor recommended budget (adjusted by the standard 3% Governor's Reserve).

² Tuition and Incidental fees are based on 61,687 credit hours.

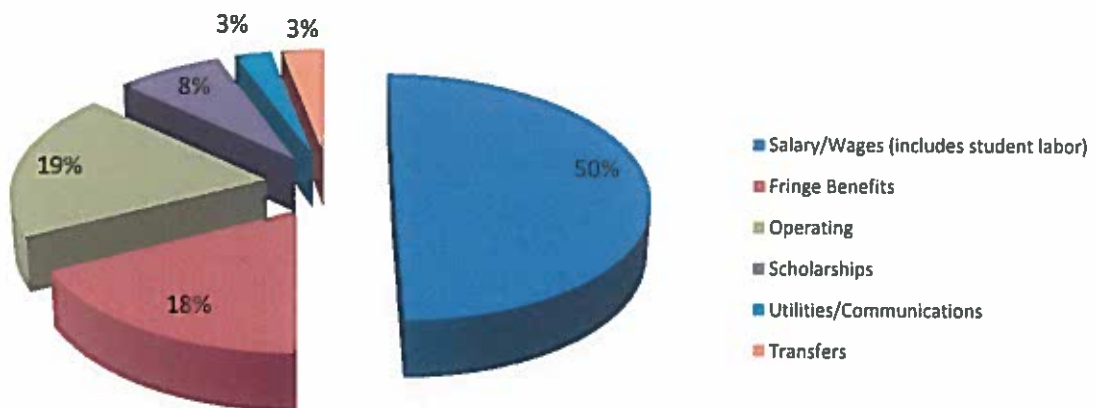
³ Fringe benefits are calculated at 35% of salaries (across all funds).

⁴ Transfer out reflects \$300,000 to ORM for base amount, \$205,120 to Plant for DNR Loan repayment, \$355,339 to Restricted for IDC, \$250,000 to Auxiliary.

FY 19 Projected Revenues General Fund



FY 19 Projected Expenses General Fund



**FISCAL YEAR 2019
AUXILIARY FUND BUDGET**

Functional Category	FY 17 Budget	FY 17 Actuals	FY 18 Budget	FY 18 Actuals as of 4/30/18	FY 19 Budget Request	%	DIFF In FY 19 to 18
Institutional Support	\$ 3,021,943	\$ 3,140,594	\$ 2,998,379	\$ 2,638,518	\$ 3,325,785	46%	\$ 327,406
Operations/Maintenance	\$ 1,258,438	\$ 1,219,937	\$ 1,273,988	\$ 983,799	\$ 1,359,343	19%	\$ 85,355
Scholarships/Waivers	\$ 374,106	\$ 464,574	\$ 365,170	\$ 307,677	\$ 311,171	4%	\$ (53,999)
Transfers ³	\$ 2,254,161	\$ 3,027,309	\$ 2,254,161	\$ 2,244,683	\$ 2,252,909	31%	\$ (1,252)
Totals	\$ 6,908,648	\$ 7,852,415	\$ 6,891,698	\$ 6,174,677	\$ 7,249,208	100%	\$ 357,510
Income Category							
Residence Hall Revenue ¹	\$ 3,097,390	\$ 3,793,592	\$ 3,314,195	\$ 3,937,913	\$ 3,416,763	47%	\$ 102,568
Board Revenue ²	\$ 2,531,460	\$ 3,108,495	\$ 2,703,470	\$ 3,176,149	\$ 2,846,150	39%	\$ 142,680
Auxiliary System Appropriation	\$ 724,963	\$ 691,834	\$ 653,888	\$ 638,996	\$ 641,545	9%	\$ (12,343)
Sales & Service	\$ 167,500	\$ 259,448	\$ 198,500	\$ 159,277	\$ 173,750	2%	\$ (24,750)
Facility Rentals	\$ 19,000	\$ 49,225	\$ 21,645	\$ 21,175	\$ 21,000	0%	\$ (645)
Transfer Revenues	\$ 368,335	\$ -	\$ -	\$ -	\$ 150,000	2%	\$ 150,000
Other Revenue	\$ -	\$ 9,975	\$ -	\$ 3,615	\$ -	0%	\$ -
Totals	\$ 6,908,648	\$ 7,912,569	\$ 6,891,698	\$ 7,937,126	\$ 7,249,208	100%	\$ 357,510
Expenditure Category							
Salaries/Wages	\$ 439,326	\$ 402,681	\$ 416,363	\$ 288,787	\$ 532,967	7%	\$ 116,604
Fringe Benefits	\$ 149,371	\$ 168,917	\$ 137,399	\$ 113,887	\$ 186,539	3%	\$ 49,140
Student Labor	\$ 39,747	\$ 47,482	\$ 39,747	\$ 19,852	\$ 39,747	1%	\$ -
Subtotal Personnel	\$ 628,444	\$ 619,080	\$ 593,509	\$ 422,526	\$ 759,253	10%	\$ 165,744
Equipment Purchase	\$ 5,940	\$ 3,184	\$ 5,940	\$ -	\$ 4,440	0%	\$ (1,500)
Contractual Services	\$ 2,751,735	\$ 2,861,451	\$ 2,729,323	\$ 2,597,351	\$ 2,926,128	40%	\$ 196,805
Travel	\$ 2,000	\$ 11,282	\$ 2,000	\$ 1,159	\$ 2,000	0%	\$ -
Consumable Supplies	\$ 37,085	\$ 53,896	\$ 37,085	\$ 23,294	\$ 18,342	0%	\$ (18,743)
Other Costs	\$ 127,650	\$ 140,738	\$ 163,784	\$ 35,622	\$ 162,535	2%	\$ (1,249)
Utilities/Communications	\$ 727,527	\$ 670,902	\$ 740,726	\$ 542,365	\$ 812,430	11%	\$ 71,704
Scholarships/Waivers	\$ 374,106	\$ 464,574	\$ 365,170	\$ 307,677	\$ 311,171	4%	\$ (53,999)
Transfer Out ³	\$ 2,254,161	\$ 3,027,309	\$ 2,254,161	\$ 2,244,683	\$ 2,252,909	31%	\$ (1,252)
Subtotal Operations	\$ 6,280,204	\$ 7,233,335	\$ 6,298,189	\$ 5,752,150	\$ 6,489,955	90%	\$ 191,766
GRAND TOTALS	\$ 6,908,648	\$ 7,852,415	\$ 6,891,698	\$ 6,174,677	\$ 7,249,208	100%	\$ 357,510

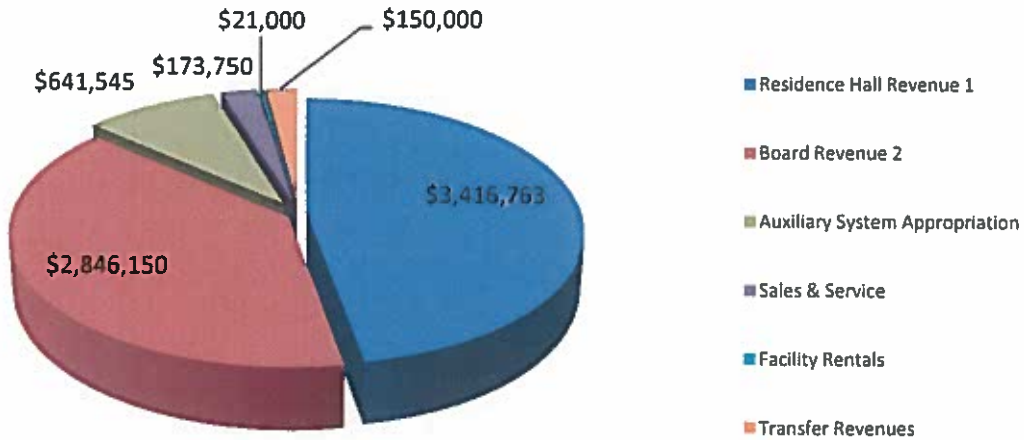
Notes:

¹ Room revenue is based on average occupancy, 844 in the Fall and 739 in the Spring.

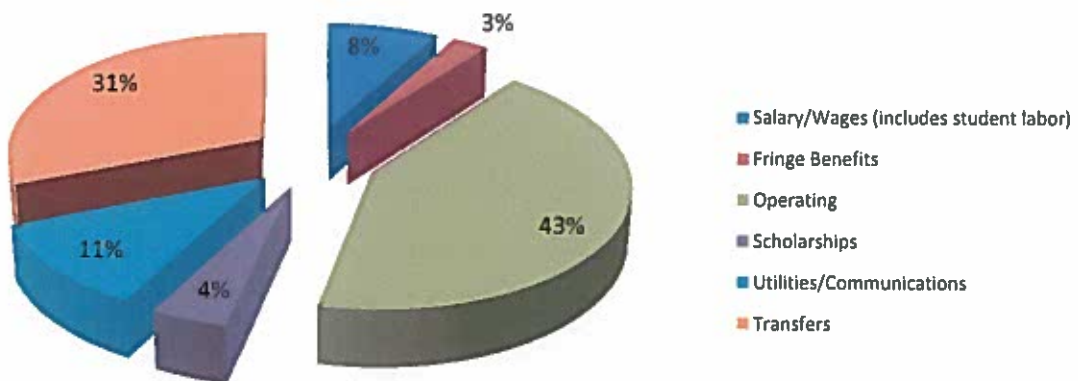
² Board revenue is based on average plan participation levels, 869 in the Fall and 768 in the Spring.

³ Transfer out reflects payments made for principal and interest payments on revenue bonds (2007, 2015A and 2015B) and transfers to the Plant Fund.

FY 19 Projected Revenues Auxiliary Fund



FY 19 Projected Expenses Auxiliary Fund







OFFICE FOR FACILITIES AND PLANNING

820 Chestnut St., 309 Young Hall
Jefferson City, MO 65101
Phone: (573) 681-5084
Fax: (573) 681-5098

ACTION ITEM

TO: Michael A. Middleton, J.D.
Interim President 

THROUGH: Sandy Koetting
Chief Financial Officer

FROM: Sheila Gassner, Executive Director
Facilities and Planning 

RE: **ACTION ITEM**
CAPITAL IMPROVEMENT BUDGET REQUEST FY 2020-2025

DATE: May 24, 2018

The C. I. Budget Request Project Listing for FY 2020-2025 is being sent forward for approval by the Board of Curators at their June meeting. The C. I. Budget Request is due to the Coordinating Board of Higher Education and the State Design and Construction Office by mid-July 2018.

Attached is the recommended list of projects based on feedback from the President's Cabinet.

Once the list is confirmed, the final project dollar amounts will be adjusted according to the State software and inflationary factors built into the program.

Please review the recommended list and add/delete as you deem appropriate and/or advise if you need additional information.

Thank you.

Attachments

CAPITAL IMPROVEMENTS BUDGET REQUEST SUMMARY

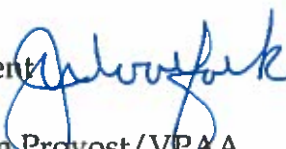
Fiscal Year	Project Description	Amount	Ranking
2020	Campus-Wide Renovations- 6 Buildings: Damel Hall, Elliff Hall, Founders Hall, Martin Luther King Hall, Mitchell Hall, Schweich Hall & Thompkins Center	44,561,590	1
2020	New Science Building	61,346,166	2
2020	New Academic Classroom Building	25,815,714	3
2020	Richardson Fine Arts Center Addition	5,827,616	4
2020	Renovation of Pawley Theatre	2,047,111	5
2020	Energy Management System	1,245,023	6
2020	Main Campus Roof Repair/Replacement	1,048,574	7
2020	Main Campus Tuckpointing & Waterproofing	2,511,257	8
	Total FY 2020 Request	144,403,051	
Fiscal Year	Project Description	Amount	Priority
2021	Main Campus Accessibility Repairs/Improvements	1,185,595	9
2021	Upgrade Security Systems Campus Wide	806,490	10
2021	Jason Hall Expansion	9,084,402	11
2021	Deferred Maintenance on campus	2,941,526	12
2021	Richardson HVAC and Life Safety Repairs	949,094	13
	Total FY 2021 Request	14,967,106	
Fiscal Year	Project Description	Amount	Priority
2022	New Addition to Damel Hall	8,671,356	14
2022	CFC Refrigerant Reduction	963,647	15
2022	Upgrade Facilities for Fire & Safety Codes	3,143,766	16
2022	Construction of New Parking Structure	5,224,464	17
	Total FY 2022 Request	18,003,233	
Fiscal Year	Project Description	Amount	Priority
2023	Jason Hall Natatorium Addition	6,459,321	18
2023	Exterior Door/Window Repairs Classroom	731,836	19
2023	Exterior Door/Window Repairs Special Use	176,995	20
	Total FY 2023 Request	7,368,151	


Fiscal Year	Project Description	Amount	Priority
2024	Existing Roadway Improvements	704,050	21
2024	Campus Grounds Enhancement	574,616	22
	Total FY 2024 Request	1,278,667	
Fiscal Year	Project Description	Amount	Priority
2025	Purchase Land Adjacent to University	1,676,789	23
2025	Pedestrian Trafficway Improvements	583,021	24
	Total FY 2025 Request	2,259,810	
	GRAND TOTAL FY 2020-2025	188,280,018	



ACTION ITEM

To: Lincoln University Board of Curators

Through: Dr. Jerald Woolfolk, President 

From: Dr. Debra F. Greene, Interim Provost/VPAA 

Date: June 6, 2018

RE: Increase in Kaplan Nursing Fees

Kaplan Nursing is increasing fees as of August 2018. New nursing students will pay \$600 per student for the Kaplan pre-licensure study materials (see attached memorandum). The program prepares nursing students to pass the NCLEX-RN exam.

Provost's perspective: In recent years, the Lincoln University Nursing program has been distinguished with 100% pass rates.

INTEROFFICE MEMORANDUM

TO: Dr. Debra Greene, Interim Provost/VPAA
Office of Academic Affairs

FROM: Dr. Ann McSwain, Dean
School of Nursing *AM*

SUBJECT: Kaplan Fees

DATE: APRIL 4, 2018

COPY

Kaplan has been used throughout the nursing curriculum since 2009. Since 2012 nursing students have paid a total of \$500 per student per prelicensure nursing program – AAS and BSN. Beginning August 2018 nursing students will be charged a total of \$600 per student (see attached fee schedule):

- Students enrolled in the AAS nursing program will pay \$150 each semester (compared to the current \$125) *for 4 semesters.*
- Students enrolled in the BSN program will pay \$120 each semester (compared to the current \$100) *for 5 semesters.*

Kaplan testing products are used throughout the AAS in nursing and BSN programs in preparing nursing students to pass the NCLEX-RN exam. Please feel free to contact me with any questions. Thank you.

KAPLAN NURSING

August 31, 2017

Lincoln University
820 Chestnut Street
Jefferson City, MO 65101
ATTENTION: Dr Ann McSwain

**RE: Notice of Terms Change Effective (DATE) Pursuant to Section 7 of the Contract
Dated June 17, 2015**

Dear Dr McSwain:

Thank you for your continued support of Kaplan Nursing. This terms change notice is to advise you of the rate changes to future cohorts effective August 1st 2018:

Tuition Fees:

Graduating cohorts Dec 2017, May 2018, Dec 2018, May 2019 and Dec 2019 will continue to pay \$124.75 per semester for a total of \$499.00; (These cohorts are e-book only)

Students starting August 2018 and beyond will pay new student rate of \$600.00 per pricing listed below (Hard Copies included)

For Schools with two semesters in an academic year, each an Academic Term, Tuition Fees are as follows:

- Cohorts scheduled to graduate in 5 semesters: price per semester = \$120.00 per student
- Cohorts scheduled to graduate in 4 semesters: price per semester = \$150.00 per student
- Cohorts scheduled to graduate in 3 semesters: price per semester = \$200.00 per student
- Cohorts scheduled to graduate in 2 semesters: price per semester = \$300.00 per student
- Cohorts scheduled to graduate in 1 semester: price per semester = \$600.00 per student
- Total price per student for complete program =

The remaining terms of the Agreement shall remain in full effect from August 1st 2018 until June 17th 2019

We look forward to serving your students.

Andrew Mendelson
Vice-President of Sales, Kaplan Nursing



Department of Athletics

820 Chestnut St., 202 Jason Hall
Jefferson City, MO 65101
Phone: (573) 681-5333
Fax: (573) 681-5328

APPROVED

May 14, 2018

Lincoln University
Board of Curators
June 14, 2018

Michael Middleton, Interim President
Lincoln University
Jefferson City, MO 65101

Dear President Middleton,

Attached is our recommendation for the awarding of our athletic apparel contract which was recently completed after a competitive bid process.

It has been recommended that we enter into an agreement with Johnny Mac's Sporting Goods to provide equipment, apparel, and other sporting goods for our athletic teams and programs. Upon your approval, this would need to go before the Board of Curators for final approval.

Go Blue Tigers!

John Moseley
Director of Athletics

Office of the President

Date 5/30/18

Approved Not Approved

Comments _____

Signed

*Approved
Rebs changes
5/22/18*

RECEIVED
MAY 14 2018
OFFICE OF LEGAL COUNSEL



**LINCOLN UNIVERSITY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

RFP NO.: B18-1137
TITLE: ATHLETIC TEAM APPAREL
ISSUE DATE: February 27, 2018

REQ NO.: n/a
BUYER: Debra Kidwell
PHONE NO.: (573) 681-5415
E-MAIL: kidwelld@lincolnu.edu

RETURN PROPOSAL NO LATER THAN: MARCH 14, 2018 AT 2 P.M. CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the return date and time.

(courier service)
RETURN PROPOSAL TO: LINCOLN UNIVERSITY
1002 CHESTNUT ST
SHIPPING & RECEIVING BLDG
JEFFERSON CITY MO 65101

CONTRACT PERIOD: April 1, 2018 through March 31, 2021. By agreement of both parties, the contract may be extended for two (2) additional one (1) year periods.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 04/23/2010). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFP is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the offeror and Lincoln University.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE <i>Richard McArthur</i>		DATE 3/13/18
PRINTED NAME RICHARD MCARTHUR		TITLE CF
DOING BUSINESS AS (DBA) NAME Same		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID # JOHNNY MA'S SPORTING GOODS STORE INC
MAILING ADDRESS 10100 WATSON ROAD		IRS FORM 499 MAILING ADDRESS 10100 WATSON ROAD
CITY, STATE, ZIP CODE ST. LOUIS, MO. 63127		CITY, STATE, ZIP CODE ST. LOUIS, MO 63127
VENDOR NO. (IF KNOWN)	TAXPAYER ID NUMBER (TIN) 43-1357221	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN or <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other		
CONTACT PERSON RICHARD MCARTHUR		E-MAIL ADDRESS RMCARTHUR@JOHNNYMA.S.COM
PHONE NUM BEH 314-966-8967		FAX NUMBER

NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)

ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS: Note that contract is applicable to athletic department purchases ONLY.		
CONTRACT NO. C18-1137	CONTRACT PERIOD date of award to March 31, 2021	
BUYER Kidwell	DATE 22 May 2018	PURCHASING DIRECTOR <i>Debra Kidwell</i>

X *Richard McArthur* May 23, 2018
Min D. Kempf 6/14/18



Purchasing Department
 1002 Chestnut Street
 Jefferson City, Missouri 65101
 Phone: 573.681.5418
 Fax: 573.681.5420
 purchasing@lincolnu.edu

Date: May 09, 2018

To: Michael Middleton, President

Via: John Moseley, Director of Athletics

From: Debra Kidwell, Director of Purchasing

Debra Kidwell
UN, L=UNION ADDRESS: U=LINCOLN
 University, OU=Purchasing,
 E=dkidwell@lincolnu.edu, C=115
 Reason: I am the author of the document
 Location:
 Date: 2018-05-14 14:14:22

CC: Sandra Koetting, CFO
 Tim Abney

Re: Recommendation for Award of B18-1137 Athletic Apparel

Proposals resulting from RFP B18-1137 Athletic Apparel have been received and reviewed, and it is being recommended that the bid be awarded to Johnny Mac's Sporting Goods

The resultant contract would be effective from date of award through March 31, 2021. The University shall have the sole option to extend the Contract for two (2) additional one (1) year periods.

The RFP was issued on February 27, 2018. The RFP was advertised in the Jefferson City News Tribune, the Kansas City Star, the Kansas City Call and the St. Louis Post Dispatch and was sent to the following firms: Johnny Mac's Sporting Goods, BSN, ASICS, and Pro Look Sports. Six proposals were received in response to this RFP: BSN Sports (Nike), BSN Sports (Under Armour), Johnny Mac's Sporting Goods (Nike), Asics America (Asics), GTM Sportswear (Champion/Hanes), and Legacy Sports (Under Armour). The proposals were reviewed by Athletics department personnel, and their assessment and a financial assessment are included in this packet.

To summarize the findings

- There was a group of vendors (Asics America, GTM Sportswear, and Legacy Sports) that had limited sport/brand offerings that removed them from consideration for award:
 - GTM:
 - GTM only offers the Champion and Hanes brands
 - While good brands, they are NOT comparable to the brands typically used in NCAA sports: they are brands for the general consumer market that do not offer the variety and quality of apparel and equipment needed such as shoes, practice gear, socks/wristbands, travel bags, etc.
 - Specification reference: PART II – SPECIFICATIONS, Vendor Requirements, bullet 2 and BID FORM – ATHLETIC TEAM APPAREL 4: "high quality, nationally recognized brands"
 - Legacy Team Sales:
 - Supplies Under Armour apparel, shoes, & accessories only
 - While the University would buy Under Armour for uniforms, as a cost-saving measure the University typically purchases a different brand for practice suits, towels, socks, compression shorts, workout shirts and similar items (legacy offered discounts for tees, jackets, polos, etc)
 - Did not address hard goods other than to say they offer hard goods, did not offer discounts on hard goods, website does not include specifics on hard goods items (mfr catalogs online).
 - Specification reference: PART II – SPECIFICATIONS, paragraph 4: "LU's intent is to enter into a contract with a team apparel distributor. Additionally, LU is willing to consider entering into an exclusive brand contract, provided that (a) the partnership is beneficial to the university and (b) that workout/generic apparel and gear is not included in the branded products portfolio"



Purchasing Department

1002 Chestnut Street
Jefferson City, Missouri 65101
Phone: 573.681.5418
Fax: 573.681.5420
purchasing@lincolnu.edu

- Asics:
 - Asics only supplies ASICS apparel & shoes for cross country & track
 - The Athletics department has chosen to streamline their apparel orders with a single company
 - Specification reference: PART II – SPECIFICATIONS, paragraph 3: “the decision on whether or not to enter into sport-by-sport contracts is at LU’s sole discretion”
- The remaining offers were from BSN Sports (Nike), BSN Sports (Under Armour), and Johnny Mac’s Sporting Goods (Nike). These vendors can provide quality uniforms for ALL sports, and can also a variety of brands for the non-uniform needs, allowing the University to spend funds efficiently. The discounts, rebates and sponsorship packages offered were very comparable, so the differentiator became order fulfillment services (BID FORM – ATHLETIC TEAM APPAREL #6 Provide a demonstrated ability to provide a complete network for ordering, electronic proofing, order fulfillment, delivery and support for web-based sales and 9. Provide a description of the customer service plan and delivery schedule for both the athletic department and public). Johnny Mac’s Sporting Goods offered free shipping and fast turn-around time on decorated stock apparel, giving them a slight edge.

Based on the above, the offer from Johnny Mac’s Sporting Goods was determined to be the best solution for the University. The value of the FY19 period with Johnny Mac’s Sporting Goods will vary based on actual orders, but is estimated to be ~\$110,000 based on historical spend and current budget constraints. The value over three years would therefore be estimated at ~\$330,000.

If you concur with this recommendation, please forward for required approvals and have the attached document signed and returned to Debra Kidwell in Purchasing. Thank you.

Overall assessment/Score:

Vendor	Financial	Subjective	Total
BSN-Nike	24	69	93
BSN-UA	24	70	94
Johnny Macs	25	73	98

PREAMBLE

This agreement is between the Board of Curators of Lincoln University, the employer, hereinafter referred to as the "University," and the LUMNEA/MNEA, hereinafter referred to as the "Union," in support of the University's mission.

SECTION 1 RECOGNITION AND BARGAINING UNIT

1.1 The University recognizes the Union as the collective bargaining representative of the bargaining unit:

Academic faculty whose academic appointment is .75 FTE or higher and who is a member of a department in which a degree program is housed and whose conditions of employment is a probationary tenure or tenured track appointment, excluding all other employees including supervisory, managerial, and confidential employees.

SECTION 2 ACADEMIC FREEDOM AND RESPONSIBILITY

2.1 The University and the Union agree that academic freedom is essential to the mission of the university and that providing an environment of free and honest inquiry is essential to its functioning.

2.2 The Board agrees that academic freedom of its full-time faculty is vital to the success of the University in fulfilling its obligations to its students and to society. The Board and the Association agree that academic freedom is essential to these purposes and applies to professional activities. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the protection of the rights of the faculty member in teaching and of the student in learning. Professional activities carry with it duties correlative with rights, including:

2.2.1 Faculty members are entitled to freedom in research and in the publication of the results (qualified insofar as necessary in the case of sponsored research), subject to the adequate performance of their other academic duties.

2.2.2 Faculty members are entitled to freedom in the classroom in discussing topics relevant to instructional objectives, but have the responsibility not to depart from their respective areas of competence or to divert substantial time to material outside of relevant instructional objectives.

2.2.3 Faculty members are citizens, members of an educational institution, and members of learned professions. When they speak or write as citizens, they are to be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should anticipate that the public may judge their profession and their institution by their utterances and actions. Hence, they

should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they do not speak for the University.

SECTION 3 FACULTY SENATE

The University and the Union acknowledge the role of the Faculty Senate in shared governance. The Union represents faculty interests on wages, hours and terms and conditions of employment. The Union shall endeavor to work collegially with the Faculty Senate.

SECTION 4 LUMNEA-LU PARTNERSHIP

The University and the Union recognize that an effective and harmonious working relationship will facilitate the achievement of strategic goals. This will advance the University's mission and strategic plan and provide an environment conducive to achieving excellence.

- 4.1 A Partnership Committee, co-chaired by the LUMNEA president or designee and the University Provost or designee and consisting of three faculty members selected by the Union and three non-faculty University representatives selected by the University, will meet quarterly, or at such times as both sides mutually agree. The purpose of the meetings is to foster communication between the University and faculty. Items for consideration by the committee may include discussion of matters that promote collaborative relationships and serve in an advisory rather than a decision-making capacity. The Committee shall have no authority to conduct any negotiations or to modify the provisions of this Agreement, however, they do have the authority to make recommendations to their respective collective bargaining teams.
- 4.2 The Provost will arrange for the LUMNEA President to meet quarterly with the deans to discuss issues arising in implementation of this Agreement. In a reciprocal manner, the LUMNEA President will arrange for a meeting with members of the LUMNEA Executive Board and the Provost once a quarter.
- 4.3 Pursuant to this right, the University agrees to provide relevant documents and records of the University that are not subject to privacy concerns or otherwise interfere with the deliberative processes of the University, as well as those subject to attorney-client privilege. In addition, those documents and records specifically excluded by state and federal statute need not be disclosed, including those records identified as closed

records in 1.08 of the Rules and Regulations. The reason for any denial to provide documents and records will be provided in a reasonable time.

SECTION 5 MANAGEMENT RIGHTS

- 5.1 Unless specifically and expressly limited by the terms of this Agreement, the University retains all the customary and usual rights, decision making, management prerogatives, functions and authority connected with or in any way incidental to its responsibility to provide overall leadership toward achieving all aspects of the University's strategic directions and to manage the University or any part of it.
- 5.2 If changed appropriations, financial conditions, adverse weather, terrorism, strike, *force majeure* or emergency conditions arise and materially adversely change the financial and administrative condition of the University, the parties agree to meet and reopen those affected portions of the Agreement within ten (10) business days of the declaration of said adverse change. Thereafter, the Impasse provisions in the Policy on Collective Bargaining will apply if no agreement is reached.

SECTION 6 UNION RIGHTS

- 6.1 The University will provide to the Union a roster of all bargaining unit members for the fall, spring and summer semesters within approximately fifteen (15) business days, from the beginning of each semester. The list will include, but not limited to, the date of hire, percentage of FTE, job title, department, and (with the faculty member's permission) available home addresses and home phone numbers.
- 6.2 The Union and its direct representatives have the right to use University facilities on a space available basis for the purpose of holding Union meetings and conducting Union business, so long as official business of the University is not disrupted and the space is appropriately booked and otherwise the activity is consistent with the University's Rules and Regulations. Further the Union shall hold the University harmless for any and all claims arising from such use of the facilities.
- 6.3 Union officers and direct representatives have the right to make de minimis use of University campus mail, fax machines, office machines, e-mail and the internet for the purpose of bargaining and implementing this Agreement. The Union shall be provided with a designated mail stop. The Union may use copiers to copy materials needed for the administration of the Agreement. Such usage must not interfere with official University business. The University further reserves the right to deny access to any and all communications for reasons of security and/or policy violations, nor shall University

employee time be utilized in such usage. There shall be no expectancy of privacy, such that the University shall have the right to monitor such usage for compliance with the CBA and relevant Rules and Regulations.

- 6.4 In the interest of promoting sustainable practices, the University will post a copy of this Agreement on the Human Resources intranet. The University will provide copies of the contract to individuals charged with administering the contract.
- 6.5 The Union shall be furnished a copy of the full agenda and other public information assembled for the regular and special meetings of the Board of Curators. These materials shall be provided at the same time they are provided to the public. The Board of Curators Rules of Operation apply to participation in Board meetings. However, members of the bargaining unit shall not be prohibited from addressing the Board of Curators.
- 6.6 The University will provide space on existing bulletin boards in each major academic building for the posting of official notices of the Union regarding Union meetings or elections. Material posted on the bulletin board will be appropriate to the work place, politically non-partisan, and in compliance with the State's ethics laws.

SECTION 7 SABBATICAL LEAVE

A faculty member who has been employed full-time by Lincoln University six consecutive years and who has been awarded continuous academic tenure is eligible to apply for a sabbatical leave. The person who is granted a sabbatical leave is entitled to one-half an academic year at full salary or a full academic year at half salary.

Faculty members who wish to apply for a sabbatical leave must write a letter of application addressed to the Board of Curators, transmitted through the appropriate academic channels beginning with the immediate supervisor. The application for leave with pay shall include a precise statement of planned activities designed to contribute to the professional growth of the applicant and to the benefit of the university. At the end of the sabbatical leave period, the faculty member shall submit a report to the VPAA detailing the nature and extent of activities engaged in during the leave.

The faculty member who completes a sabbatical leave must return to Lincoln University for at least one semester following the sabbatical. A faculty member who does not return following the sabbatical will be required to refund to the university, on a prorated basis, the salary received during the leave.

Sabbatical leave shall be dependent upon available funding, as determined by the president in consultation with the vice president for Academic Affairs.

- No more than 3 sabbaticals will be awarded per academic year (note: only one person per department may be granted a sabbatical at a time, and only two persons per college may receive a sabbatical in the same year).
- The award of a sabbatical leave is not guaranteed.
- The review process will begin with the Department Head whose recommendation must include a cost analysis and plan for how to cover the duties of the faculty member during the sabbatical period.
- Department Heads will submit their recommendations to the Dean.
- The Provost/VPAA will convene a standing Sabbatical Review Committee (made up of two representatives from each college; one of which shall be the dean) who will review faculty sabbatical proposals and make recommendations to Provost/VPAA.
- The faculty sabbatical proposal must have the support of the Department Head, Dean, and the Sabbatical Review Committee.
- The Provost/VPAA makes sabbatical recommendations to the President.
- The President upon review and consideration of the recommendations forwards the recommendations to the Board for final approval.
- Within 60 days after the return from a sabbatical leave, the recipients must submit a report to the Provost/VPAA detailing the work accomplished during their leave.
- Faculty recipients will be required to give a public presentation which will be advertised by the Office of the Provost/VPAA to his/her faculty colleagues and placed in their personnel file.
- It needs to be noted that persons on sabbaticals cannot work at another institution for pay without the permission of the Provost/VPAA and President.

SECTION 8 NO STRIKES

During the life of this Agreement and during any written extension thereof, the Union agrees that it will not strike. The University agrees during that same period it will not lockout the bargaining unit.

The Union recognizes Section 105.530 of the Missouri Revised Statutes. In addition, the Union recognizes the prohibition of secondary boycotts under this statute.

SECTION 9 COLLECTIVE BARGAINING GROUND RULES FOR BARGAINING INITIAL CONTRACT

- 9.1 Purpose: The purpose of these ground rules is to describe the procedure to be used in negotiating the first-time Agreement between the Faculty and the University.
- 9.2 The Bargaining Teams: The team negotiating on behalf of the University shall be appointed by the President of the University in such number as he/she sees fit, provided that any member of the University team thus appointed must be fully able to enter into tentative agreements at the bargaining table on behalf of the University. The team representing the Faculty shall likewise be fully empowered to enter into tentative agreements at the table on behalf of the Union.
- 9.3 Bargaining:
- 9.3.1 At the first meeting the representatives of the bargaining teams shall decide as to the method of an exchange of their initial written proposals for consideration and bargaining.
- 9.3.2 The parties shall meet thereafter at mutually convenient times and bargain in good faith in a fair and earnest attempt to produce and finalize an agreed-upon, written collective bargaining agreement.
- 9.3.3 Tentative agreements reached at the table shall be initialed by the respective bargaining chairpersons and shall be removed from the table, pending agreement on all the issues and ratification by the respective parties.

SECTION 10 WORKPLACE VIOLENCE

- 10.1 The University is committed to maintaining a work environment that is as free as possible from acts or threats of violence. The University will continue to make all reasonable efforts to protect the safety and security of faculty and the university community, and will maintain appropriate written policies for dealing with violence in the workplace.

SECTION 11 DISCIPLINARY ACTION/DISCHARGE

- 11.1 No faculty members shall be disciplined or discharged without just cause, however management rights shall not be ignored in determining whether cause exists.
- 11.2 The University will employ, where appropriate, progressive discipline, including but not limited to the following steps: verbal warning, written warning, suspension without pay, and discharge. The University shall tailor discipline, to be directed specifically at the alleged transgressor, to respond to the nature and severity of the offense, and will not be required to apply progressive discipline where the University reasonably believes that the severity of the alleged offense calls for the imposition of discipline at an advanced step.
- 11.3 Disciplinary Procedures
1. Informal meetings between the University and faculty regarding workplace issues are encouraged.
 2. Faculty shall be given fair and reasonable opportunity to respond to complaints which could result in discipline.
 3. If, prior to or during an investigatory meeting between the University and a faculty member, the faculty member reasonably concludes that discipline could result, the faculty member shall be entitled to representation by the Union. If necessary, the meeting may be suspended for a reasonable time to obtain representation, but no more than one business day. All disciplinary meetings shall be conducted in private.
 4. The University may place a faculty member on paid administrative leave pending investigation of an allegation. The Union will be notified of any such action. When placing a faculty member on paid administrative leave, prior to making a determination regarding the faculty member's access to campus resources, the University shall consider the faculty member's research and other academic activities as well as the health, safety, and legal interests of all those involved. Faculty members on paid administrative leave are expected to remain available during normal working hours. Paid administrative leave is not discipline and is not subject to the grievance procedure.
 5. Notice of Intent to Discipline. If the University intends to impose discipline that involves a loss of pay or termination of employment, the University shall inform the faculty member and the Union of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to

permit the faculty member and the Union to understand the reason for the proposed discipline.

6. Pre-Disciplinary Meeting. The University will schedule a pre-disciplinary meeting to permit the faculty member to respond to a notice of intent to discipline, unless such a meeting is not feasible under the circumstances. At the beginning of any pre-disciplinary meeting, the University will describe its proposed discipline and the general reasons for issuing the proposed discipline. The University will inform the Union in advance of all pre-disciplinary meetings.
7. Disciplinary Decision. The University shall inform the faculty member and the Union of its disciplinary decision in writing as soon as possible after the disciplinary meeting.
8. Progressive discipline consisting of verbal warning or written warning will be administered by the dean.

SECTION 12 GRIEVANCE

Purpose

The purpose of this procedure is to provide a process for the prompt and fair resolution of grievances. This procedure shall be the exclusive means of resolving grievances. Nothing in this procedure shall preclude a faculty member or the Union from resolving disagreements informally, providing that the resolution is consistent with the terms of this Agreement. The Union agrees to inform and encourage its members to refrain from employing other means to address alleged breaches of this Agreement by Management.

- a. Definition of Grievance
- b. A grievance is a claim by the Union, on its own behalf or on behalf of a faculty member or members, against the University, alleging one or more breach of a specific term or terms of this Agreement. A grievance must arise during the term of this Agreement in order to be processed in this Agreement.
- c. Grievances of two (2) or more employees, or grievances from one (1) employee which relate to the same incident, facts, issue or course of conduct, may be joined by mutual consent for purposes of review at any step of this procedure.
- d. Grievance Time Limits
 - i. The time limits set forth in this section shall be strictly enforced except that time limits may be waived by mutual written consent of both parties. Requests for a waiver of time limits shall be responded to in a timely manner.
 - ii. A grievance may be withdrawn by the Union at any time.

- iii. If the Union, on behalf of itself or the faculty member(s), fails to advance a grievance within the specified time, the grievance will be considered waived. If the University fails to respond within the specified time limits, the grievance shall be deemed denied and shall proceed to the next step of the grievance procedure.
- e. Cooperation Between Parties
 - i. Each party shall have the right to call witnesses of its own choosing at any grievance hearing.
 - ii. Grievance meetings shall be scheduled at mutually agreeable times and places.
 - iii. No employee shall be subject to reprisals of any kind or participating in any way in the grievance process.
 - iv. Grievances shall include the following:
 - 1. the specific term(s) of the Agreement allegedly violated, misinterpreted, or misapplied;
 - 2. a statement of the facts upon which the grievance is based, including the date on which the alleged grievance occurred; and
 - 3. the remedy sought.
- f. Grievance Procedural Steps
 - i. Informal
 - ii. Not later than fifteen (15) working days after the circumstances giving rise to the grievance, or fifteen (15) working days after the faculty member or Union should reasonably have learned of the circumstance giving rise to the grievance, whichever is later, the Union shall attempt to resolve the grievance by requesting a conference with the appropriate college dean or with the VPAA/Provost if the grievance involves the VPAA/Provost. The VPAA/Provost or designee shall schedule a meeting within five (5) working days of the request at a mutually agreeable time and place,
 - iii. Step One. If the grievance is not resolved at the Informal step, the Union may file a formal written grievance with the VPAA/Provost if the grievance involves the VPAA/Provost, within ten (10) working days following the informal meeting. The VPAA/Provost shall grant/deny in writing within ten (10) working days of receipt of the grievance.
 - iv. Step Two. If the grievance is not resolved at Step One, the Union, within ten (10) working days of the response, may submit the grievance to the President. The President, or his designee, shall meet with Union representative(s) at a mutually agreeable time and place. Within ten (10)

working days of the meeting the President or his designee, will grant/deny response.

- v. Step Three. If the grievance is not resolved at Step Two, the Union may appeal the Step Two decision to arbitration. A written demand for arbitration shall be submitted to the University within twenty (20) working days of the Step Two decision. A panel of three (3) arbitrators shall be maintained, who will rotate, in order, in hearing matters of dispute. The panel shall be Jerry Diekemper, Susan Fitzgibbons, and George Fitzsimmons. If the designated arbitrator is unavailable then the next available arbitrator will hear the case and hearing the cases will be in rotating order.
- vi. Grievances by the Union relating to suspension without pay and discharge will be filed with the VPAA/Provost at Step One. If such a grievance is not resolved at this level, the Union may submit the grievance to the President at Step Two. If the grievance is not resolved at Step Two, the Union may appeal the Step Two decision to arbitration.
 1. By mutual agreement the parties may elect to utilize and expedited arbitration procedure.
 2. The cost of the arbitrator shall be divided equally between the parties. If the parties agree to use a court reporter, the cost shall be split equally between the parties. Each party shall bear its own costs of representation. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The cost of any mutually agreed postponement or cancellation will be shared by the parties.
 3. The arbitrator shall:
 - a. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement, and shall confine the decision solely to the application of interpretation of the express terms of the Agreement and the laws of the State of Missouri.
 - b. Be limited in his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;
 4. The arbitration hearing shall be closed unless the parties otherwise agree in writing.

12.2 The arbitrator's decision shall be final and binding upon the parties. Any material relating to the alleged misconduct placed in a bargaining unit member's personnel file will be removed if the employee has been fully exonerated of wrongdoing. The University may retain this

information in a legal defense file to be used or released only when required by a regulatory agency, or in defense of legal action.

SECTION 13 REDUCTION IN FORCE

13 Definitions

- 13.1.1 "Reductions in Force" refers to the termination of a faculty appointment resulting from a financial exigency, program reduction, or financial emergency. Faculty may not be laid off as a result of a financial exigency or program reduction except as provided in this policy.
- 13.1.2 "Financial exigency" is defined as a condition of projected deficit in the University's operating budget of such magnitude that reduction in faculty is necessary.
- 13.1.3 "Program reduction" is defined as the elimination of degree programs, departments of instruction, or colleges. Program reduction could be caused by reduction in student enrollment, which is a function of the University in its regular review of enrollments, departments and programs, resource allocation and strategic planning.
- 13.1.4 "Financial emergency" is defined as a sudden, catastrophic situation (including but not limited to natural disasters, public health crisis, or act of terror) that requires budget reductions of such magnitude that the layoff of faculty is necessary and of such urgency that procedures and notice in Sections 13.2 and 13.4 cannot reasonably be followed.

13.2 Initiation of Reduction in Force

- 13.2.1 In order to maintain the University's strong commitment to academic integrity and diversity, the rules set forth herein make provision for adherence during the reduction process to the University's Strategic Plan and to the goals and requirements of the University's Affirmative Action Program to the fullest extent allowed by law.
- 13.2.2 The University shall prepare and set forth, in writing, the circumstances giving rise to the declaration of a financial exigency or program reduction, and shall meet with the Union seeking recommendations as to the impact on faculty positions.
- 13.2.3 Any reduction in force resulting from a financial exigency or program reduction shall be declared and initiated only after feasible alternatives

to reduction in force have been considered by the University, with input from the Faculty Senate, and Union. Such measures may include, but are not limited to: reduction appointments; leave without pay; shared appointments, reassignment to another academic unit; transfer to a non-teaching position; supplementation of teaching with nonteaching duties; and early retirement with appropriated compensation.

13.2.4 For any reduction in force resulting from financial exigency or program reduction, the affected unit(s) shall be notified of the proposed reduction and rationale for that reduction.

13.2.5 The paramount goal in the development of strategies and actions for dealing with reduction in force must be to maintain the goals of the University and the objectives of the strategic or long-range plans of the University and its units.

13.3 Retention priority criteria within academic units or sub-units. During reduction in force, the following criteria shall be utilized in determining the retention priority of all faculty members within an affected academic unit or sub-unit after programmatic needs have been determined.

13.3.1 Tenured faculty members shall have a retention priority over all untenured faculty members; untenured, tenure-track faculty members shall have retention priority over all non-tenure-track faculty members;

13.3.2 Between faculty members with the same status (tenured, probationary, or non-tenure-track), the faculty member with the higher rank shall have retention priority.

13.3.3 Between faculty members with the same tenure status and rank, the faculty member who has the greater seniority in rank at Lincoln University shall have retention priority, with the exception that any faculty member who did not meet department standards for teaching on his/her most recent performance review shall forfeit all seniority in rank.

13.3.4 If after application of the above criteria two or more faculty members within the same department are equal in retention priority, then the dean of the department shall determine who shall be retained. If two or more faculty members from different departments are equal in retention priority, then the VPAA/Provost shall determine who shall be retained, in consultation with the deans from the affected departments.

- 13.3.4.1 The dean's retention decisions shall be considered the recommendations made by a committee comprised of faculty from the relevant department.
 - 13.3.4.2 These retention decisions shall be based solely on the faculty member's contribution to the goals of the academic unit as defined by the faculty member's achievement in the areas of teaching, scholarship, and service.
 - 13.3.5 Faculty members with the least retention priority shall be the first to be terminated within the specific unit.
- 13.4 Notice
- 13.4.1 Faculty subject to layoff under this section should be given appropriate notice whenever possible, except notice is not required in layoffs due to financial emergency.
 - 13.4.1.1 Notification at least three (3) months prior to termination should be provided to senior instructors and probationary tenure-track faculty.
 - 13.4.1.2 All tenured faculties should receive notification at least six (6) months prior to termination.
 - 13.4.2 Faculty members shall be notified of termination via certified mail.
- 13.5 Re-employment. Re-employment procedures for laid-off faculty shall be as follows:
- 13.5.1 The VPAA or designee shall establish and maintain re-employment lists of all departments and programs including the name of any faculty on lay-off status. It is the responsibility of the faculty members(s) terminated from employment in connection with a reduction in force to notify the Office of the VPAA of any changes in address.
 - 13.5.2 The University shall not fill a vacant faculty position by hiring an individual not on the re-employment list without first making written offers of re-employment to faculty members on the re-employment list who, according to the affected unit, are qualified for the position as determined by the VPAA.
 - 13.5.2.1 Re-employment rights shall extend for a period of three (3) semesters from the effective lay-off date, that is, the first day that the employee would normally be reemployed.
 - 13.5.2.2 Faculty members on the re-employment list shall receive offers of re-employment in reverse order of lay-off, based on their qualifications, as determined by the University.
 - 13.5.2.3 Faculty members on the re-employment list shall be notified of offers of re-employment via certified mail.

- 13.5.3 Any faculty member on a re-employment list who cannot be reached or who fails to accept an offer of re-employment within fifteen (15) working days of the date of the offer letter shall be deemed to have declined the offer, and shall be removed from the re-employment list.
 - 13.5.4 Any faculty member re-employed shall be placed per the offer as to rank and then salary as if they had been continuously employed.
- 13.6 Financial Emergency: Reductions Not Covered by the Exigency Policy
- 13.6.1 The University will notify the Union when a financial emergency will require a reduction in force. If in the University's judgement emergency action is necessary, the President will present justification for the declaration of a financial emergency.
 - 13.6.2 Although the conditions that constitute an emergency may continue indefinitely, the emergency response to these conditions will extend no longer than two years.
 - 13.6.2 The re-employment provisions specified in 13.5 will apply.
- 13.7 Declaration of financial emergency or financial exigency, decisions to discontinue or reduce programs or departments, and the scope of faculty reduction that result, are not subject to the grievance procedure.

SECTION 14 COMPLETE AGREEMENT

This agreement constitutes the entire agreement between the University and the Union. No deletion, change or amendment of any term or provision of this Agreement shall bind the University or the Union or be effective during the term of this Agreement, unless evidenced by a written document which has been signed and dated by the University and the Union. If there is an inconsistency between an existing University rule or policy and an express provision of this Agreement, such rule or policy shall not apply to the bargaining unit members. In addition, no new amended University rule, policy or resolution shall apply to bargaining unit members if it conflicts with an express term of the Agreement.

SECTION 15 LEGALITY/STABILITY OF AGREEMENT

If any term or provision of this Agreement is at any time rendered or declared to be invalid by law or by a court of competent jurisdiction, all other terms and provisions of this Agreement

not rendered or declared invalid shall remain in full force and effect. The Parties shall meet and negotiate regarding the affected part or parts of this Agreement.

SECTION 16 DURATION

This Agreement between the Lincoln University and the LUMNEA shall be in full force and effect from the date of ratification by the parties to December 31, 2020, and thereafter until the parties agree on a successor agreement or reach impasse. Negotiations between the parties on a successor agreement shall begin on or before 90 days prior to the contract expiration date.

Negotiations shall be reopened on compensation and benefits on the 2nd anniversary date of the Agreement.

Further, either party may reopen negotiations on compensation and benefits on or after the first anniversary date of the Agreement by providing written notice to the other party if –

- 1) There is a 10% increase of the total enrollment using Fall 2017 enrollment census data as a base, or
- 2) Lincoln University notifies the union of a proposal to reduce compensation or benefits. This notification must occur at least 60 days prior to proposed implementation.