

Lincoln University Board of Curators

February 7, 2019

OPEN SESSION

1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Marvin Teer at 8:35 a.m., on Thursday, February 7, 2019, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Greg Gaffke, Frank Logan and Marvin Teer. Curators Don Cook and Winston Rutledge participated via telephone. 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 Logan moved for approval of the Open Session Agenda as distributed. Curator Gaffke seconded the motion. Motion carried.

3. Approval of the November 8, 2018 Open Session Minutes and the December 14, 2018 Open Session Conference Call Minutes (Action - Enclosure 2): Curator Logan moved for approval of the November 8, 2018 Open Session Minutes and the December 14, 2018 Open Session Conference Call Minutes. Curator Gaffke seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Marvin O. Teer, Jr.:

4.A. Tribute to President James Frank: Board President Teer read the attached tribute to President James Frank.

4. B. Report from the Nominating Committee (Action - Enclosure 3): Curator Frank Logan, Co-Chair, gave the report from the Nominating Committee. The Nominating Committee is recommending the following slate of officers for the Board of Curators for calendar year 2019:

President:	Frank J. Logan, Sr.
Vice President:	Winston J. Rutledge
Secretary:	Greg S. Gaffke
Treasurer:	Marvin O. Teer, Jr.

Curator Gaffke moved for approval of the slate of officers as presented. Curator Cook seconded the motion. Motion carried. The new Officers will be sworn in during the April Board meeting.

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 - Stephanie Clark, Chair (Enclosure 4): 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 - James Smith, Chair: The report from the Staff Council was for the Board's information only and required no action.

6. Action Items:

Academic/Student Affairs Committee

6. A. Academic Calendars for 2019-2021 (Action - Enclosure 6):
Dr. John D. Jones, Provost and Vice President for Academic Affairs, reviewed the attached Academic Calendars for 2019-2021. Curator Logan moved for approval of the 2019-2021 Academic Calendars. Curator Gaffke seconded the motion. Motion carried.

Budget and Finance Committee

6. B. Tuition/Room/Board Charges for the Lincoln University Blue Tiger Academy (Action - Enclosure 7):

Dr. Marcus A. Chanay, Vice President for Student Affairs & Enrollment Management, reviewed the recommended tuition, room and board charges for the Lincoln University Blue Tiger Academy. Curator Logan moved for approval of the recommendation as submitted. Curator Cook seconded the motion. Motion carried.

7. INFORMATION ITEMS:

Enclosures 8-14 were for the Board's Information only.

8. Other Business:

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

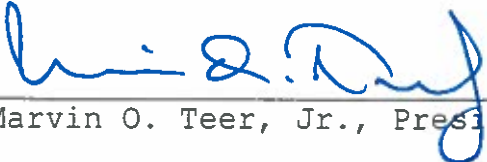
9. Motion for Closed Session:

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

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

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

The Open Session of the Lincoln University Board of Curators adjourned at 9:55 a.m.


Marvin O. Teer, Jr., President


Greg S. Gaffke, Secretary

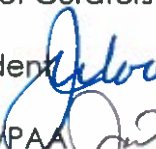

Remarks from the Board of Curators Regarding Dr. James Frank

Dr. James Frank first stepped on the Lincoln University campus in 1949, but we who are left behind following his passing are still trying to fill the huge shoes that remain 70 years later. He first came to us as an amazing basketball player, and he left us as an officer in the United States Army. He came to us again as a professor and basketball coach. The pull of a terminal degree and other career opportunities led him away, but once more, he came, this time as the ONLY alumnus to hold the position of President of Lincoln University. Though he left us again, he would never truly go, serving on the Foundation Board of Directors and returning for many, many Homecomings, along with his always beautiful bride, Zelma, over the years, as recently as October 2018.

He has left us again and this time, sadly, he will not return, but his memory will stay with this Board for as long as we are here on this Earth. Dr. James Frank might not have been the first Lincolnite, but he was the truest of Lincolnites, and we will miss him incredibly. Though it is a tough feat, it is my hope that we will do our level best to fill his shoes or at the very least, that we run the very best race we can in them in his honor as we continue the good work of Lincoln University. Rest well, Dr. James Frank.



ACTION ITEM

TO: Lincoln University Board of Curators
THROUGH: Jerald J. Woolfolk, President 
FROM: John D. Jones, Provost/MPAA 
DATE: January 17, 2019
RE: 2019-2021 Academic Calendar

Attached is the 2019-2021 Academic Calendar that was reviewed and approved by the Faculty Senate.

I submit this calendar for your review and approval.

Attachment

Academic Calendar

Fall 2019 - Summer 2021

Fall Semester 2019

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
Aug.	10	Sat.	Cafeteria opens (10:30 a.m.) RESIDENCE HALLS OPEN FOR NEW STUDENTS (8:00 a.m.)
	12	Mon.	Fall Faculty and Staff Institute
	13-16	Tue.-Fri.	Advisement and Registration for all students
	15	Thur.	RESIDENCE HALLS OPEN FOR RETURNING STUDENTS (8:00 a.m.)
	16	Fri.	Last day to pay fall semester tuition and fees or make payment arrangements
	17-23	Sat.-Fri.	Late Registration with fee assessed
	19	Mon.	CLASS WORK BEGINS
	19-23	Mon.-Fri.	Drop-Add Week for students already registered for current semester Registration for 2 nd 8-week classes continues
	23	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to use book vouchers
Sept.	1	Sun.	2019-2020 parking permits required on all vehicles parked in LU parking lots
	2	Mon.	LABOR DAY (Holiday)
	12	Thu.	Opening Convocation (11:00 a.m.; Mitchell Auditorium)
	17	Tue.	Constitution Day
	23	Mon.	"X" and "I" grades due in the Office of Registrar
	25	Wed.	Last day for candidates to file and pay for degrees for fall 2019 semester completion
	30	Mon.	Last day to drop classes or withdraw from the University for the 1 st 8-week session
Oct.	1	Tue.	Begin completing 2020-2021 FAFSA for 2020-2021 academic year
	7	Mon.	Last day to file for comprehensive examinations for Master's candidates
	11	Fri.	Mid-term grades posted by 12:00 noon First 8-week classes end
	14	Mon.	Second 8-week classes begin Final grades posted for the 1 st 8-week session by 12:00 noon
	14-15	Mon.-Tues.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	17	Thu.	Comprehensive examinations for master's degree candidates
	18	Fri.	Last day to drop 2 nd 8 week class without financial obligation
	19	Sat.	HOMECOMING
Oct-Nov.	28-2	Mon.-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	6	Wed.	Advanced Registration for the spring semester begins
	15	Fri.	Last day to drop classes or withdraw from the University for 2 nd 8-week and 16-week sessions
	25-29	Mon.-Fri.	THANKSGIVING RECESS
Dec.	2	Mon.	CLASS WORK RESUMES
	3	Tue.	Advanced Registration for the spring semester ends if registering with advisor on campus (online registration continues)
	5-6	Thu.-Fri.	Final examinations for December graduates
	7	Sat.	CLASS WORK ENDS
	9	Mon.	FINAL EXAMINATIONS BEGIN Final grades posted for graduating students due by 12:00 noon
	12	Thu.	FINAL EXAMINATIONS and SEMESTER ENDS Semester Ends
	14	Sat.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	16	Mon.	Final grades posted by 12:00 noon

Spring Semester 2020

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
Jan.	8	Wed.	Cafeteria opens (8:00 a.m.) Residence halls open (8:00 a.m.)
	8-10	Wed.-Fri.	Advisement and registration for all students
	10	Fri.	Last day to pay spring semester tuition and fees or make payment arrangements
	13-17	Mon.-Fri.	Late Registration with fee assessed
	13	Mon	CLASS WORK BEGINS
	13-17	Mon.-Fri.	Drop-Add Week for students already registered for current semester
	17	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions Last day to a class without financial or academic obligations Last day to use book vouchers Registration for 2 nd 8-week session continues
	20	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
Feb.	1	Sat.	Academic Scholarship deadline for the 2020-2021 academic year Priority Deadline to submit FAFSA for Missouri residents for 2020-2021 academic year to be considered for Missouri state grants
	3	Mon.	Begin applying for summer 2020 session financial aid
	6	Thur.	Founders Day Convocation (11:00 a.m. in Mitchell Auditorium)
	10	Mon.	"X" and "I" grades due in the Office of Registrar
	12	Wed.	Last day for candidates to file and pay for degrees for spring 2020 semester completion
	14	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	24	Mon.	Last day to drop classes or withdraw from the University for 1 st 8-week session
Mar.	2	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	6	Fri.	Mid-term grades posted by 12:00 noon
	7	Sat.	First 8-week classes end
	9	Mon.	Final grades posted for the 1 st 8-week session by 12:00 noon
	9-13	Mon.-Fri.	SPRING RECESS
	16	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	16-17	Mon.-Tues.	Registration for the 2 nd 8-week session ; all tuition and fees due and payable at the time of registration
	20	Fri.	Last day to drop 2 nd 8 week classes without financial obligation
	23-28	Mon-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
Apr.	1	Wed.	Advanced Registration for summer session and fall semester begins Deadline to submit FAFSA for Missouri residents for 2020-2021 academic year to be considered for Missouri state grants
	2	Thur.	Comprehensive examinations for master's degree candidates
	10	Fri.	FREE DAY
	16	Thur.	Honors Convocation (11:00 a.m.; Richardson Auditorium)
	20	Mon.	Last day to drop classes or withdraw from the University for the 2 nd 8-week and/or 16-week sessions
	28	Tue.	Advanced Registration for summer session or fall semester ends if registering with advisor on campus (online registration continues)
Apr.-May	30-1	Thu.-Fri.	Final examinations for May graduates

	2	Sat.	CLASS WORK ENDS
	4	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students posted by 12:00 noon
	7	Thu.	FINAL EXAMINATIONS END; Semester ends
	9	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	11	Mon.	Final grades posted by 12:00 noon

Summer Session, 2020

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
May	24	Sun.	Cafeteria opens (10:30 a.m.) Residence halls open (8:00 a.m.)
	25	Mon.	MEMORIAL DAY (Holiday)
	26	Tue.	Advisement and Registration for all students
	27	Wed.	Late registration with fee assessed Last day to pay summer session tuition and fees or make payment arrangements CLASS WORK BEGINS Drop-Add Day for students who have already registered in at least one course for the current semester Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Registration for 2 nd 4-week session continues
June	8	Mon.	Blue Tiger Academy Begins
	10	Wed.	Last day for candidates to file and pay for degrees for summer 2020 completion Last day to file for comprehensive exams for Master's degree candidates Last day to drop classes or withdraw from the University for the 1 st 4-week session
	22	Mon.	First 4-week session class work ends
	23	Tue	First 4-week session final examinations
	24	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins Last day to drop 2 nd 4 week class without financial obligation
	25	Thu.	Comprehensive examinations for master's degree candidates
	29	Mon.	Final grades posted for the 1 st 4-week session by 12:00 noon
July	8	Wed.	Last day to drop classes or withdraw from the University for the 2 nd 4-week and/or 8-week sessions
	9	Thu.	Assessment Day: Major Field Exams, General Education test and student surveys
	22	Wed.	CLASS WORK ENDS
	23	Thu.	FINAL EXAMINATIONS
	24	Fri.	Cafeteria closes (12:30 p.m.); Residence halls close (2:00 p.m.)
	27	Mon.	All applications for fall 2021 postmarked July 15
	28	Tue.	Final grades posted by 12:00 noon
	31	Fri	Blue Tiger Academy Ends

Fall Semester 2020

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
Aug.	15	Sat.	Cafeteria opens (10:30 a.m.) RESIDENCE HALLS OPEN FOR NEW STUDENTS (8:00 a.m.)

	17	Mon	Fall Faculty and Staff Institute
	18-21	Wed.-Fri.	Advisement and Registration for all students
	20	Thur.	RESIDENCE HALLS OPEN FOR RETURNING STUDENTS (8:00 a.m.)
	21	Fri.	Last day to pay fall semester tuition and fees or make payment arrangements
	24-28	Sat.-Fri.	Last Registration with fee assessed
	24	Mon.	CLASS WORK BEGINS
	24-28	Mon.-Fri.	Drop-Add Week for students who have already registered for the current semester
	28	Fri.	Last day to add classes for the 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Registration for the 2 nd 8-week classes continues
Sept.	7	Mon.	2020-2021 parking permits required on all vehicles parked in LU parking lots LABOR DAY (Holiday)
	10	Thu.	Opening Convocation for students (11:00 a.m.; Richardson Auditorium)
	17	Thu.	Constitution Day
	21	Mon.	“X” and “I” grades due in the Records Office Last day for candidates to file for degrees for the fall 2020 semester (fee assessed)
	29	Mon.	Last day to file for comprehensive examinations for master’s candidates
Oct.	1	Thur.	Begin completing 2021-2022 FAFSA for 2021-2022 academic year
	6	Mon.	Last day to drop classes or withdraw from the University for the 1 st 8-week classes
	16	Fri.	Mid-term grades posted by 12:00 noon
	17	Sat.	First 8-week classes end
	19	Mon.	Second 8-week classes begin Final grades due for the 1 st 8-week session; posted by 12:00 noon
	19-20	Mon.-Tue.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	22	Thu.	Comprehensive examinations for master’s degree candidates (1:00-5:00 p.m.)
	23	Fri.	Last day to drop 2 nd 8 week class without financial obligation
	26-31	Mon.-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
Nov	4	Wed.	Advanced Registration for the spring semester begins
	20	Fri.	Last day to drop 16-week classes or withdraw from the university
	23-27	Mon.-Fri.	THANKSGIVING RECESS
	30	Mon.	CLASS WORK RESUMES Last day to withdraw from the University for the 2 nd 8-week and/or 16-week sessions
Dec.	1	Tue.	Advanced Registration for the spring semester ends if registering with advisor on campus (online registration continues)
	10-11	Thu.-Fri.	Final examinations for December graduates
	12	Sat.	CLASS WORK ENDS
	14	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students posted by 12:00 noon
	17	Thu.	FINAL EXAMINATIONS END Semester Ends
	19	Sat.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	21	Mon.	Final grades posted by 12:00 noon

Spring Semester 2021

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
Jan.	13	Wed.	Cafeteria opens (8:00 a.m.) Residence halls open (12:00 noon)
	13-15	Wed.-Fri.	Advisement and Registration for all students
	15	Fri.	Last day to pay spring semester tuition and fees or make payment arrangements
	18	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
	19	Tues.	CLASS WORK BEGINS
	16-22	Sat.-Fri.	Late registration with fees assessed
	19-22	Tues.-Fri.	Drop-Add Week for students who have already registered for the current semester
	22	Fri.	Last day to add classes for the 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Last day to waive student health insurance Registration for the 2 nd 8-week classes continues
	31	Sun.	Academic Scholarship deadline for the 2021-2022 academic year
Feb.	1	Mon.	Begin to apply for summer 2021 session financial aid Priority deadline to submit FAFSA for Missouri residents for 2021-2022 academic year to be considered for Missouri state grants
	4	Thu.	Founder's Day Convocation (11:00 a.m.; Mitchell Auditorium)
	12	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	15	Mon.	"X" and "I" grades due in the Records Office Last day for candidates to file for degrees for the spring and summer 2011 semester (fee assessed)
	18	Wed.	Last day for candidates to file for degrees for the spring 2021 semester (fee assessed)
	22	Mon.	Last day to file for comprehensive examinations for master's degree candidates
Mar.	1	Mon.	Last day to drop classes or withdraw from the University for the 1 st 8-week session
	12	Fri.	Mid-term grades posted by 12:00 noon Cafeteria closes (6:00 p.m.)
	13	Sat.	First 8-week classes end
	15	Mon.	Final grades due for the 1 st 8-week classes; posted by 12:00 noon
	15-19	Mon.-Fri.	SPRING RECESS
	22	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	22-23	Mon.-Tues.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	25	Thu.	Comprehensive examinations for master's degree candidates
	26	Fri.	Last day to drop 2 nd 8 week class without financial obligation
Mar.- Apr.	29-3	Mon.-Sat.	Assessment Week; Major Field Exams, General Education Test
	31	Wed.	Deadline to submit FAFSA for Missouri residents for 2021-2022 academic year to be considered for Missouri state grants
Apr.	2	Fri.	FREE DAY
	7	Wed.	Advanced Registration for the summer session and fall semester begins
	15	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	26	Mon.	Last day to withdraw from the University for the 2 nd 8-week and/or 16-week sessions
May	4	Tue.	Advanced Registration for summer session or fall semester ends if registering with advisor on campus (online registration continues)
	6-7	Thu.-Fri.	Final examinations for May graduates

	8	Sat.	CLASS WORK ENDS
	10	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students posted by 12:00 noon
	13	Thu.	FINAL EXAMINATIONS END Semester ends
	15	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	17	Mon.	Final grades posted by 12:00 noon

Summer Session, 2021

The University reserves the right to make changes as necessary.

Month	Date	Day	Description
May	31	Mon.	MEMORIAL DAY (Holiday)
June	6	Sun.	Residence halls open (8:00 a.m.) Cafeteria opens (10:30 a.m.) Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates.
	7	Mon.	Blue Tiger Academy Begins Advisement and Registration for all students Last day to pay summer session tuition and fees or make payment arrangements.
	8	Tue.	CLASS WORK BEGINS Drop-Add Day for students already registered for the current semester Last day to drop a class without financial/academic obligations Late registration for 1 st 4-week and/or 8-week sessions (fee assessed) Last day to utilize book vouchers Registration for 2 nd 4-week session continues
	16	Wed.	Last day to drop classes or withdraw from the University for the 1 st 4-week session Last day for candidates to file for degrees for summer 2021 semester (fee assessed) Last day to file for comprehensive examinations for master's degree candidates
	28	Mon.	First 4-week session class work ends
	29	Tues.	First 4-week session final examinations
	30	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins Last day to drop 2 nd 4 week class without financial obligation
July	5	Mon.	Final grades due for the 1 st 4-week session; posted by 12:00 noon
	8	Thu.	Comprehensive examinations for master's degree candidates
	14	Wed.	Last day to drop classes or withdraw from the University for the 2 nd 4-week and/or 8-week sessions
	15	Thu.	Assessment Day: Major Field Exams, General Education test and student surveys
	28	Wed.	CLASS WORK ENDS
	29	Thu.	FINAL EXAMINATIONS
	30	Fri.	Blue Tiger Academy Ends Residence halls close (2:00 noon) Cafeteria closes (12:30 p.m.)
Aug.	2	Mon.	Final grades posted by 12:00 noon



ACTION ITEM

TO: Dr. Jerald Jones Woolfolk, President

FROM: Dr. Marcus A. Chanay MAC
Vice President of Student Affairs & Enrollment Management

DATE: January 17, 2019

SUBJECT: LU Blue Tiger Academy with special tuition cost

Action Recommended

The LU Blue Tiger Academy is an 8-week summer program geared for incoming freshmen who have less than a 2.5 grade point average and/or scored less than 17 on the ACT. During the LU Blue Tiger Academy, courses equal to 12 credit hours with supplemental instruction and tutoring. All students have a peer mentor also. The LU Blue Tiger Academy also gives students a firsthand experience to college life, exposing them to various teaching styles and strategies from our faculty. During the program, students will also have an opportunity to engage in service projects throughout Jefferson City and engage in a cultural trip.

J. Woolfolk
Approved
1/28/19

Blue Tiger Academy
 Estimated Financial Summary
 January 2019

		General	Auxiliary
Revenue			
Tuition rate (flat rate for 12 hrs)	\$ 2,001.00	\$ 250,125.00	
Room rate (8 wks)	\$ 537.00		\$ 67,125.00
Board rate (8 wks)	\$ 510.00		\$ 63,750.00
Total	\$ 3,048.00	\$ 250,125.00	\$ 130,875.00
Expenses (direct outlays)			
Instruction (salary & fringe)		\$ 100,000.00	
Sodexo (student meal plans)			\$ 71,820.00
26 Sodexo (worker meal plans)			\$ 14,938.56
9 Peer mentors wages		\$ 12,384.00	
1 Lead peer mentor		\$ 1,600.00	
6 Supplemental Instruction Aides		\$ 9,600.00	
10 Tutors		\$ 14,400.00	
3 Community Service & Cultural Trip		\$ 5,000.00	
Total		\$ 137,984.00	\$ 86,758.56
Estimated Profit		\$ 112,141.00	\$ 44,116.44

* Estimate excludes indirect costs for other administrative services