

Lincoln University Board of Curators

January 16, 2025

OPEN SESSION - Part I

1. Call to Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 8:30 a.m., on Thursday, January 16, 2025, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia Bradley Brown, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard R. Popp, Terry Rackers, and Tina R. Shannon. Rose Ann Ortmeyer recorded the minutes.

2. Motion for Closed Session:

Curator President Pasley asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (3) "Hiring, firing, disciplining or promoting of particular employees;" (11) "Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;" (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;" and (14) "Records which are protected from disclosure by law."

Curator Callahan so moved. Curator Cade seconded the motion. Motion carried as follows:

Curator Bracy	Yes	Curator Brown	Yes
Curator Cade	Yes	Curator Callahan	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Rackers	Yes	Curator Shannon	Yes

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Part I of the Open Session of the Lincoln University Board of
Curators recessed at 8:31 a.m.

A handwritten signature in blue ink, appearing to read "V.B. Pasley", written over a horizontal line.

Victor B. Pasley, President

A handwritten signature in blue ink, appearing to read "Tina Shannon", written over a horizontal line.

Tina Shannon, Secretary

Lincoln University Board of Curators

January 16, 2025

OPEN SESSION - Part II

1. Call to Order:

Part II of the Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 1:00 p.m., on Thursday, January 16, 2025, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia Bradley Brown, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard Popp, Terry Rackers, and Tina Shannon. Nia Walker, Student Representative to the Board, was also present. Rose Ann Ortmeyer recorded the minutes.

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

Curator Shannon moved for approval of the Open Session Agenda as distributed. Curator Callahan seconded the motion. Motion carried.

3. Approval of the November 7, 2024, December 2, 2024, and December 9, 2024, Open Session Minutes (Enclosure 2):

Curator Shannon moved for approval of the November 7, 2024, December 2, 2024, and December 9, 2024, Open Session Minutes. Curator Callahan seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Victor B. Pasley:

4. A. Report from the Nominating Committee:

Curator Terry Rackers, Chair, read the report from the Nominating Committee. The Nominating Committee proposed the following slate of officers for the 2025 calendar year:

President	Everidge Cade
Vice President	Richard Callahan
Secretary	Tina Shannon
Treasurer	Richard Popp

Due to current commitments, Curator Cade declined the nomination to serve as President of the Lincoln University Board of Curators at this time.

Nominations were accepted from the floor. Curator Richard Callahan recommended that the Board retain the current leadership and offered a substitute slate of officers for the 2025 calendar year as follows:

President	Victor Pasley
Vice President	Everidge Cade
Secretary	Tina Shannon
Treasurer	Richard Popp

Curator Callahan moved for approval of this substitute Slate of Officers for calendar year 2025. Curator Rackers seconded the motion. Motion carried.

4. B. Report from the Student Representative - Nia Walker:

Nia Walker, the Student Representative to the Board of Curators, gave a brief report on student activities.

5. Report from the Office of the President - Dr. John B. Moseley:

President John B. Moseley gave a brief report on recent activities.

5. A. Progress Report from the Faculty Senate - Dr. Brian Norris, Chair:

Dr. Brian Norris, Chair of the Faculty Senate, gave a brief report on Faculty Senate activities. The report was for informational purposes.

5. B. Progress Report from the Staff Council - Dr. Danisha Williams and Dr. Beth Jordan, Co-Chairs:

Dr. Danisha Williams, Co-Chair of the Staff Council, stated that there was no report from the Staff Council at this time.

6. Action Items:

Office of the President

6. A. Modifications to the Rules & Regulations:

President Moseley reviewed the proposed Modifications to the Rules & Regulations, Sections 5.03.3, 10.01.4, 10.69, 10.70, and 10.92. Curator Callahan moved for approval of the attached Modifications to the Rules & Regulations. Curator Shannon seconded the motion. Motion carried.

Budget and Finance Committee - Curator Richard Popp

6. B. Room and Board Increases for 2025-2026 Academic Year (Enclosure 5):

Curator Richard Popp, Chair of the Budget and Finance Committee, reviewed the attached proposed increases to Room and Board fees for Academic Year 2025-2026. Curator Popp moved for approval of the recommendation as presented. Curator Cade seconded the motion. Motion carried.

6. C. Budget Authority (Enclosure 6):

Curator Popp reviewed the recommendation to give President John Moseley one-time budget authority to allocate \$2.3 million from the fund balance for infrastructure and campus improvements. Curator Popp so moved. Curator Rackers seconded the motion. Motion carried.

7. A-F Informational Items:

The Chief Operating Officer, Provost, Vice Presidents, and the Athletic Director gave brief reports from their respective areas. The reports were for the Board's information and required no action.

8. Other Business:

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

9. Motion for Adjournment:

Curator Shannon moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Bracy seconded the motion. Motion carried. The Open Session adjourned at 3:05 p.m.



Victor B. Pasley, President



Tina Shannon, Secretary

5.03.3 Relocation Expenses for Employees

The University will reimburse employees for relocation or moving expenses, if approved by the Office of the President or the President of the Board of Curators (when hiring a President). The not-to-exceed reimbursement amount will be documented in the employment letter whenever possible or in a letter ~~from the President~~ at a later date.

- Reimbursable relocation expenses may include:
 - Cost of moving household goods and personal effects; and
 - Cost of traveling (including lodging but not meals) to the employee's new domicile.
- Reimbursements are made under an accountable plan. To be considered an accountable plan, the following criteria must be met:
 - Expenses must be business related.
 - Reimbursements must be requested within thirty (30) days, unless otherwise specified by the University, after the expense is incurred.
- The University follows IRS regulations to determine taxability of reimbursable relocation expenses.
 - If all reimbursements are under an accountable plan, the IRS distance and time test criteria are met, and the move is closely related to the start of work, reimbursements will appear on the W-2 in box 12 and are not included as taxable income.
 - All other relocation expense reimbursements will be considered to be made under a non-accountable plan. Reimbursements under this plan type are considered taxable income (Income, Social Security and Medicare). Notification will be submitted to Payroll to be included in the next payroll cycle and included in box 1 (taxable income) on the W-2.

10.01.4 Recommending Hire

When a candidate has been selected, the search and screening committee chairperson will prepare a written recommendation along with an Applicant Log and an Interview Log, to be sent through the various levels as applicable (i.e., supervisor, vice president) and to the President, who is the ultimate hiring authority. Upon Presidential approval, the search and screening committee chairperson is authorized to make an employment offer to the selected candidate. If the candidate accepts the offer, an official written notification, ~~with the President's signature~~, is sent to the candidate through Human Resources.

As the final responsibility in the hiring process, the search and screening committee chairperson will send a letter to all other candidates informing them that the position has been filled. The chairperson will send copies of these letters, along with the completed selection and hiring packet, to Human Resources. Employment is not finalized until it is approved by the President.

Other guidelines for advertising and filling vacant positions are available in Human Resources.

10.69 Discipline Policy

The staff discipline policy establishes how the University addresses discipline but also comes under the jurisdiction of the employment-at-will policy: “Any employee without a contract or appointment for a specified term of employment can be terminated at any time for any reason or no reason but not for an illegal reason.” (See Section 10.90.)

However, it is within the best interests of the University to have a system in place that fosters the professional growth and development of all employees. To meet this intent, it shall be the responsibility of supervisors to provide assistance, motivation and direction to the staff in the performance of job duties.

Supervisors are responsible for informing their subordinates of institutional expectations. Where problems with employee behavior or performance arise, a supervisor should seek to correct the problem with the least amount of disruption to the work environment. Progressive discipline is a means to correct and/or improve employee behavior and performance.

Progressive Discipline

Progressive discipline may include oral warning, written warning, suspension, and ultimately, discharge. The goals of progressive discipline are to 1) inform the employee of inadequacies in performance or instances of improper behavior; 2) clarify what constitutes satisfactory performance or misconduct; 3) instruct the employee on what action must be taken to correct the performance or behavior problem; and 4) inform the employee of what action will be taken in the future if the expectations are not met. Reasons for discipline may include but may not be limited to 1) violation of University rules and regulations; 2) failure to follow reasonable rules of procedure in the work place; 3) insubordination; 4) possession of any substance prohibited by state or federal law; 5) assault and/or battery; 6) excessive absenteeism and/or excessive tardiness; 7) theft or destruction of University property; and 8) abuse of leave privileges.

Levels of Disciplinary Action

1. Oral Warning: An employee may be issued an oral warning for a performance or conduct problem. Oral warnings are typically issued during a private conference between the immediate supervisor and the employee where the immediate supervisor explains the problem and what the employee must do to return to satisfactory status. Supervisory notes to the file are permissible and in most cases appropriate. The employee should be informed that the conference is being conducted for the purpose of issuing an oral warning.
2. Written Warning: Employees may be issued a written warning as a letter or memo which contains the following information: a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to

correct the problem (if applicable); expectations and acceptable standards of performance; and warning that further unsatisfactory behavior or performance may result in further disciplinary action. Typically the written warning is issued and discussed with the employee in private conference with the immediate supervisor. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record, located in the Human Resources Office. The written warning may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

3. Suspension: Staff employees may be suspended without pay for significant incidents of misconduct or poor performance, or when a series of disciplinary actions have been taken but the problem continues. Typically the employee is informed of the recommended suspension in private conference with her/his immediate supervisor. The employee is given a letter ~~signed by the President~~ detailing the basis for the action which specifies 1) the length of the suspension (beginning and ending dates); 2) a description of the specific problem or offense; 3) the most recent incident and when it occurred; 4) previous actions taken to correct the problem, if applicable; 5) expectations and acceptable standards of performance; and 6) a warning that further unsatisfactory behavior or performance may result in further disciplinary action, up to and including discharge. The suspension letter may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.
4. Involuntary Termination: Employees may be discharged for incidents which are serious enough to warrant immediate involuntary termination, or after all the progressive disciplinary steps have been taken (suspension being an optional step).

Typically a recommendation for termination be initiated by the immediate supervisor and transmitted through the appropriate administrative chain of command to the President of the University. ~~Upon approval by the President, t~~The employee be given written notice of the decision ~~of the President~~ and the termination becomes final.

The President may terminate any employee for reasons of gross neglect of duty on- or off-campus, grossly inadequate performance, misconduct of a nature that may bring disgrace to the University, or actions that pose a threat to the safety and well-being of members of the University community.

All termination decisions by the President are final and there is no appeal process unless the appeal is based on a claim of violation of University policies, state or federal laws. These types of appeals should be processed through the proper University grievance channel.

10.70 Job Abandonment

Any employee who has been absent from the workplace for a period of three (3)

consecutive work days without prior authorization or approval for such absence and under conditions which are not subsequently found to justify approval under existing University policy shall be deemed to have abandoned her/his University employment.

Job abandonment shall be sufficient cause for immediate termination of University employment. A recommendation for termination for reason of job abandonment be initiated by the immediate supervisor and transmitted through the appropriate administrative levels for approval by the President of the University.

When Termination notice in a case of job abandonment is given, the employee will receive notice of termination. ~~at the sole discretion of the President of the University.~~

10.92 Dismissal or Involuntary Termination

A staff employee, without a contract or appointment for a specified term of employment, can be terminated at any time, for any reason or no reason, but not for an illegal reason. When the University determines that it is in its best interest to terminate an employee, the employee will receive a notice of termination. ~~from the President.~~ Terminations are to be treated in a confidential, professional manner by all concerned. Faculty may be involuntarily terminated under the condition of financial exigency and through the process described therein. (See Chapter III, Section 3.42.)

Room and Board Proposed Rates for 2025-2026 Academic Year

Room Type	Current Rate	Proposed	Difference
Residence Hall			
Anthony - Double w/Shared Bath	\$2,684	\$2,950	\$266
Anthony - Single w/Private Bath	\$3,613	\$3,950	\$337
Anthony - Single w/Shared Bath	\$3,129	\$3,450	\$321
Anthony Private Double w/Private Bath	\$3,794	\$3,995	\$201
Bennett -Double Room w/Shared Bath	\$2,684	\$2,950	\$266
Bennett - Single room w/Private Bath	\$3,613	\$3,950	\$337
Hoard - Double w/Shared Bath	\$2,684	\$2,950	\$266
Hoard - Double w/Private Bath	\$3,794	\$3,995	\$201
Martin - Single	\$3,540	\$3,195	(\$345)
Tull - Double w/shared Bathrooms	\$2,684	\$2,950	\$266
Sherman - Double w/Shared Bath	\$3,056	\$3,395	\$339
Sherman - Single w/Shared Bath	\$3,410	\$3,750	\$340
Yates - Double w/Shared Bath	\$2,684	\$2,950	\$266
Yates - Private Double w/Private Bath	\$3,794	\$3,995	\$201

Dawson - Double Room	n/a	\$3,550	
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Meal Plan	Current	Proposed	Difference
A. Unlimited Meals with \$150 Flex per semester	\$2,166	\$2,253	\$87
B. 4 Meals per week plus \$120 flex per semester	\$642	\$668	\$26
New Meal Plan add on - \$150 Flex	\$150	\$156	\$6
New Meal Plan add on - \$200 Flex	\$200	\$208	\$8
Commuters option of A or B and Residential must have unlimited meal plans.			

Summer Room Rates	Current	Proposed	Difference
Double Room (Designated Halls)	\$1,011	\$1,100	\$89
Single Room (Designated Halls)	\$1,119	\$1,250	\$131
14 Meal Plan	\$986	\$1,025	\$39