

Lincoln University Board of Curators

March 30, 2023

OPEN SESSION

1. Call to Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 2:00 p.m., on Thursday, March 30, 2023, 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 R. Bradley Brown, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard R. Popp, and Terry Rackers. Curator Tina Shannon was absent. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda:

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

3. Action Items:

3. A. Revision to the Posthumous Degree Policy:

President John B. Moseley reviewed the attached recommendation to revise the Posthumous Degree Policy. The recommendation is to delete numbers 3 and 4 under the "Requirements for Nomination." Curator Callahan moved for approval of the recommendation as presented. Curator Rackers seconded the motion. Motion carried.

3. B. Board of Curators - By-Laws and Rules of Procedure:

Attorney Cathy Martin reviewed the recommendation to revise the By-Laws and Rules of Procedure for the Lincoln University Board of Curators. Following discussion, Curator Rackers moved that the Bylaws as proposed to be amended, previously submitted to the Board for review, and brought before the Board today be adopted effective immediately. To the extent that any faculty, staff, or student handbook or other practice of Lincoln University has not yet been altered to be consistent with the terms of the amended Bylaws, the Bylaws shall supersede and control over any other handbook or practice not yet amended. Curator Callahan seconded the motion. Motion carried as follows:

Curator Bracy	Yes	Curator Bradley Brown	Yes
Curator Cade	Yes	Curator Callahan	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Racker	Yes		

3. C. Lincoln University Rules and Regulations:

Attorney Cathy Martin reviewed the recommendation to revise the Lincoln University Rules and Regulations. Following discussion, Curator Rackers moved for approval of the Rules and Regulations as proposed to be amended, previously submitted to the Board for review and brought before the Board today be adopted effective immediately. To the extent that any faculty, staff, or student handbook or other practice of Lincoln University has not yet been altered to be consistent with the terms of the new Rules and Regulations, the Rules and Regulations shall supersede and control over any other handbook or practice not yet amended. Curator Callahan seconded the motion. Motion carried as follows:.

Curator Bracy	Yes	Curator Bradley Brown	Yes
Curator Cade	Yes	Curator Callahan	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Racker	Yes		

Budget and Finance Committee - Curator Richard Popp

3. D. Tuition, Fees, Room, and Board Increases 2023-2024 Academic Year:

Curator Rackers moved for approval of the attached increases to Tuition, Fees, Room, and Board for the 2023-2024 Academic Year. Curator Popp seconded the motion. Motion carried.

3. E. Fiscal Year 2023 Budget Adjustment:

Curator Rackers moved that the Board of Curators authorize the reduction of the fund balance previously authorized for Fiscal Year 2023 from \$2,991,542 down to \$1,991,542. Additionally, it is moved that the realized revenues, over budget estimates, be increased by \$1,535,000 and that the Ongoing Repair and Maintenance (ORM) budget be increased by \$535,000. Curator Cade seconded the motion. Motion carried.

Buildings and Grounds Committee - Curator Everidge Cade

3. F. Utilizing the Construction Manager At Risk Selection Process for the Health Sciences & Crisis Center Project:

Curator Callahan moved that the University use the Construction Manager At Risk Selection process for the Health Sciences & Crisis Center project. Curator Cade seconded the motion. Motion carried.

4. Other Business:

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

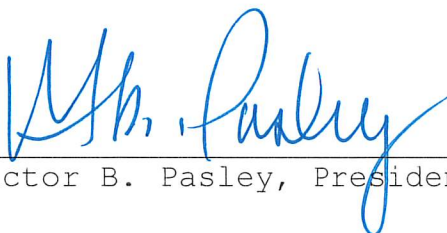
5. Motion for Closed Session:

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: (11) "Specifications for competitive bidding..."; (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;" and (14) "Records which are protected from disclosure by law;" and other matters for which a closed meeting is authorized pursuant to Section 610.21 RSMo.

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

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

The Open Session adjourned at 2:25 p.m.



Victor B. Pasley, President



Everidge Cade, Secretary

POSTHUMOUS DEGREE POLICY

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

Requirements for Nomination:

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

Nomination/Approval Process:

1. Anyone may identify a candidate for a posthumous degree, but the recommendation must be made by the Dean of the appropriate College/School for consideration to begin the formal process. The Dean of the College/School in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the Provost and Vice President for Academic Affairs. The request must include the name and ID number of the student, the degree to be awarded, and the recommended semester for degree conferral.
2. If supported by the Provost/Vice President for Academic Affairs, he/she will submit the recommendation to the President of Lincoln University.
3. If supported by the President and approved by the Board of Curators:
 - a. The President will notify the Registrar's Office to begin the process for degree awarding.
 - b. The Registrar's Office will notify the Provost for Commencement arrangements.

- c. The Provost will inform the family of the University's decision and desire to recognize their student with this honor. If the family desires to represent the student and receive the diploma at the Commencement, the Provost/President will make the award.
- d. The statement "awarded posthumously" will be printed on the student's academic record, but not on the diploma.



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ACTION ITEM

TO: Members, Lincoln University Board of Curators

THROUGH: Dr. John B. Moseley, Ed.D. President

FROM: Jeff Barlow
Vice President for Administration & Finance

DATE: March 16, 2023

RE: **Tuition and Fee Increases 2023-2024 Academic Year**

After conducting research and discussing what other public higher education institutions around Missouri are proposing, it is our recommendation that LU increase tuition and fees as show below and on the attached handout.

- Tuition:** A 5% increase is recommended. This would generally result in an increase of \$175.50 per semester (in-state tuition rate) and \$356.25 increase per semester (non-resident tuition rate) for students taking 12 to 18 credit hours. Graduate tuition would also increase by 5% from \$324 per credit hour to 340.20 per credit hour.
- Room & Board:** A 5% increase is recommended. Currently, the majority of LU's rooms cost \$1,939 per semester. This would increase it by \$96.25 per semester. Additionally, board currently costs \$1,965 per semester. This would increase that cost by \$98.25 per semester.
- Mandatory Fees:** We are requesting the addition of a new Health Services Fee. As shown in the attachment, the average student would pay \$100 per semester for this fee. All other mandatory fees would stay the same.

Overall, the average in-state tuition and fees would increase by \$470 and the non-resident rate would increase by \$650.75 per semester. This is below inflation and 2% less than the increase proposed by the Governor for higher education core budgets now being considered by the General Assembly (7% core increase).

Proposed Tuition & Fees 2023-24 School Year

The following chart represents costs per semester:

	Current Tuition		with Proposed 5% increase		Additional Costs
	Missouri Resident	Non-Resident	Missouri Resident	Non-Resident	
Undergraduate Flat-Rate Tuition (12-18 credit hours)	\$ 3,510.00	\$ 7,125.00	\$ 3,685.50	\$ 7,481.25	\$ 175.50 \$ 356.25
Undergraduate Tuition (credit or audit)	\$ 234.00	\$ 475.00	\$ 245.70	\$ 498.75	\$ 11.70 \$ 23.75
Graduate Tuition (credit or audit)	\$ 324.00	\$ 602.00	\$ 340.20	\$ 632.10	\$ 16.20 \$ 30.10

The following chart represents costs per semester:

Fee Type	1-11 Credit Hours	12-18 Credit Hours	19+ Credit Hours
Activity Fee	\$10/credit hour	\$150 per semester	\$150 plus \$10 per credit hour over 18
Athletic Fee	\$10/credit hour	\$150 per semester	\$150 plus \$10 per credit hour over 18
Technology Fee	\$15/credit hour	\$175 per semester	\$175 plus \$15 per credit hour over 18
Building Maintenance Fee	\$11.25/credit hour	\$133 per semester	\$133 plus \$11.25 per credit hour over 18
Wellness Fee	\$6.25/credit hour	\$75 per semester	\$75 plus \$6.25 per credit hour over 18
Propose Health Services Fee	\$7.00/credit hour	\$100 per semester	\$100 plus \$7 per credit hour over 18

LU Student Health Fee Proposed: \$100 per semester.

There is currently no ongoing Student Health Fee at LU. The University presently provides \$50 of the one-time enrollment fee to support Student Health services. Lincoln's Student Health provides our student body with both health and mental health services and pays for software to support the HIPPA requirements. By creating this fee, LU will be able to provide additional mental health services, cover increased contractual responsibilities, and address software needs for the area.

The following chart represents cost per semester:

Room & Board Rates

	Current	w/proposed 5% increase	Total Difference
Room Rates (Dawson, Martin, Perry)	\$ 1,939.00	\$ 2,035.95	\$ 96.25
Board (unlimited meal plan)	\$ 1,965.00	\$ 2,063.25	\$ 98.25

The following chart represents cost per semester:

Total Increase for an Undergraduate Fulltime Student

	Resident	Non-Resident
Tuition	\$ 175.50	\$ 356.25
Student Health Fee	\$ 100.00	\$ 100.00
Total Tuition & Fee Increase	\$ 275.50	\$ 456.25
Room (Dawson, Martin, Perry)	\$ 96.25	\$ 96.25
Board (unlimited meal plan)	\$ 98.25	\$ 98.25
Total Room & Board Increase	\$ 194.50	\$ 194.50
Total increase for UG student living on campus	\$ 470.00	\$ 650.75

Total Costs Per Semester

Total Off-Campus UG Costs per semester	\$ 4,293.00
Total On-Campus UG Costs per semester	\$ 8,392.20



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ACTION ITEM

TO: Members, Lincoln University Board of Curators
THROUGH: Dr. John B. Moseley, Ed.D. President
FROM: Jeff Barlow
Vice President for Administration & Finance
DATE: March 23, 2023
RE: **Budget Adjustment**

The FY23 budget included a \$300,000 increase for a total of \$600,000 for ongoing repair and maintenance. Unfortunately, several issues during the 2023 fiscal year strained the facilities budget. Those have included significant HVAC issues during the heat wave last Summer, freezing pipes this winter, Founders Hall floor and painting renovations, the Perry Hall urgent sewer stack renovation pending and now we need a chiller for Page Library.

Additionally, we have had expenses in our extension offices that were not allowed to be covered by the grant funds. Some \$150k in expenses in the Kansas City office are the result of a pipe freezing during the winter and subsequent termite treatment was required once renovations uncovered the issues. We also do not have a budget for renovations for extension sites and need funds to address painting/flooring and other needs in those offices and other ongoing needs. These issues have left us with more needs than budget.

Currently, we need an increase of up to \$200,000 in funding for Perry Hall, \$175,000 to assist in purchasing and installing a new Chiller at Page Library and \$160,000 to recoup the cost of the renovations of Founder's Hall and for other needed investments to maintain working systems. This would be a total increase in expenditures of \$535,000.

At the same time, we are pleased to report that tuition revenue is up \$1.3 million and Auxiliary revenue is up \$1.4 million. Our revenues and budget continue to be as they were approved and established by the Board and currently include \$2,991,542 million from fund balance. The Budget and Finance Committee is recommending a reduction of \$1 million in fund balance because of the increased revenues. That would lower the fund balance total approved in the revised FY 2023 budget to \$1,991,542. At the same time, it is recommended that \$1,535,000 in realized revenue over budget estimates replace the fund balance revenue reductions. Finally, it is recommended that the Ongoing Repair and Maintenance (ORM) budget be increased by \$535,000 to address the various institutional needs from above.

Proposed Motion: The Board of Curators authorizes the reduction of the fund balance previously authorized for FY 2023 from \$2,991,542 down to \$1,991,542. Additionally, it is moved that the realized revenues, over budget estimates, be increased by \$1,535,000 and furthermore that the ORM budget specifically be increased by \$535,000.



ACTION ITEM

TO: Members, Lincoln University Board of Curators

THROUGH: Dr. John B. Moseley, Ed.D. President

FROM: Jeff Barlow
Vice President for Administration & Finance

DATE: March 20, 2023

RE: **Health Sciences & Crisis Center Project Intent to Use
Construction Manager At Risk Selection Process**

The [Revises Statutes of Missouri in Section 67.5050](#), subsection 3 states:

“ 3. The political subdivision shall publicly disclose at a regular meeting its intent to utilize the construction management at-risk method and its selection criteria at least one week prior to publishing the request for qualifications. ...”

LU plans to release the Construction Manager At-Risk Request for Qualifications (RFQ) one week following the regularly scheduled board meeting currently planned for April 20, 2023. The Advertisement will be as follows:

PROPOSED ADVERTISEMENT FOR:

Qualifications for Construction Manager at Risk Services

Project Number; LU23016
Health Sciences & Crisis Center
Lincoln University
Jefferson City Missouri (Main Campus)

Qualifications will be received on behalf of the Board of Curators by the Office of Facilities and Planning, Room 309 Young Hall in Jefferson City, Missouri 65101, until 4:00 pm on Friday May 19, 2023. No other information will be shared publicly until the step-one evaluation is complete.

Request for Qualifications (RFQ) information may be obtained at:

<https://www.lincolnu.edu/about-lincoln/vice-president-of-administration-and-finance/facilities-and-planning.html>

Individuals with special needs as addressed by the Americans with Disabilities Act may contact LU's Projects Coordinator at 573-681-5084.

Advertisement Date: 4-27-23

The selection criteria for the project will be as follows:

RFQ SELECTION CRITERIA

Irrespective of any point totals, mandatory requirements for pre-qualification include:

- Successful completion of project(s) similar in value and scope by both the firm and the firm's proposed team.
- Experience modification rate of less than 1.0.
- No work-related fatalities in the last three years.
- Adequate financial stability as determined by the Owner
- Licensed to conduct business in the State of Missouri

The above stated criteria shall apply to the firm's office that will be actively managing this project. Firms not meeting these mandatory requirements will not be short listed.

The owner reserves the right to seek clarifications.

Description of the Qualification Process

Qualifications of respondents to this RFQ will be evaluated based upon the financial responsibility, safety record, ability to adhere to schedules, experience the firm and the firm's proposed project team has had with projects of similar size, construction type, schedule and scope and other information included in the qualification packet. The Owner will assign an evaluation team comprised of a representative from the design team and the Owner's staff to evaluate and score the respondent's qualifications material. A point total of 1000 points has been assigned to the qualification criteria enclosed herein.

The weighting of the points for the qualifications packet will be as follows:

- TAB 1 - 400 points
- TAB 2 - 200 points
- TAB 3 - 100 points
- TAB 4 - 300 points

Firms not meeting these mandatory requirements will not be short listed.

The owner reserves the right to seek clarifications.

QUALIFICATION PACKET: Each respondent shall submit one electronic copy of the Qualifications to **PROJECT MANAGER's NAME and EMAIL ADDRESS**. Qualifications shall be a maximum of ten one-sided 8 ½ x 11 pages, not including the organizational chart and bar chart, personnel resumes/qualifications, and financial statements.

TAB 1 – ORGANIZATIONAL QUESTIONS

1. Furnish a brief history of how your company was founded and how it evolved, how long the company has been in business, a list of the company's primary officers and their duties.

The contractor will be required to have qualified key personnel in the office and at the construction site who have served in similar project team roles and had previous experience with projects of a similar scope and complexity. Furnish an organizational chart showing all persons who will be involved with this project and their roles and responsibilities. Include a short narrative for each individual detailing their experience in a similar role that qualifies them for this project. Include a graphic illustrating the timing, duration and percent FTE of each individual. Include preconstruction staff. Furnish a resume for all staff listed on the organizational chart listing his/her name, education, experience, time with the company and experience with projects of similar scope and complexity, including experience with LEED projects. Resumes submitted in this qualification shall be for the actual individuals that will directly supervise the work. These individuals are to be maintained in their respective roles for the durations indicated in the organizational chart.

No change in the proposed staff members will be considered unless such changes are directed by the Owner or extenuating circumstances exist that merit such consideration. Under any circumstance, no changes will be allowed without the consent of the Owner. The Construction Manager shall provide a minimum of twenty-one (21) calendar days-notice to allow consideration of the proposed change by the Owner. Personnel proposed as a replacement for any staff member submitted with the response to the RFQ shall have similar qualifications and experience as that staff member proposed for replacement. The supporting documentation included in paragraph 1. above shall be submitted with the 21-day notice. Failure of the Construction Manager to comply with this requirement may result in the suspension of the Construction Manager from participation on future University projects for a period of one year.

TAB 2 - RELEVANT EXPERIENCE

Provide a list of five recent construction manager at risk projects of a similar scope and complexity completed by your firm. Include the location, description of the work scope and GMP amount. Provide references with contact information for each project listed. Do not include projects on this list that are not similar in scope and complexity to this project.

TAB 3 - ANNUAL VOLUME:

1. Provide total annual volume of construction work completed for the past five years.
2. Provide projected volume for the upcoming year. Provide a project listing and tabulation.
3. Provide your firm's bonding capacity.

TAB 4 - OPERATIONAL METHODS:

1. Describe how your firm will collaborate with the design team and Owner during the Preconstruction phase. Provide a list of proposed Preconstruction Services to use as a basis for negotiation of the preconstruction scope and fee.
2. Describe your firm's cost estimating capabilities and processes.

3. Describe in detail how your firm will solicit Supplier Diversity participation.
4. Describe your firm's safety program. Provide a copy of the table of contents from the manual.
5. Provide your firm's EMR for each of the last three (3) years.
6. Describe your firm's subcontractor prequalification process (if applicable) and strategies to be utilized to ensure open bidding and equal opportunity for subcontractors, regardless of labor affiliations, including for the procurement of sub-subcontractors.
7. Describe the firm's quality assurance program. Provide a copy of the table of contents from the manual.
8. Describe the scheduling programs and strategies to be utilized to maintain each phase of the project schedule including how weather will be managed.

Financial Statement (Separate document in sealed envelope or email)

1. Provide your organization's most recent **audited** financial statements.

Lincoln University is a diverse community and recognizes the importance of supplier diversity and welcomes the development and utilization of certified Minority, Women, Veteran and Service-Disabled Veteran-owned Business Enterprise (MBE/WBE/VBE/SDVBE). Lincoln University encourages the participation of MBE/WBE/VBE/SDVBEs in its vendor process both at the prime vendor level as well as at the subcontractor level.