

Lincoln University Board of Curators

February 25, 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 2:00 p.m., on Tuesday, February 25, 2025, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

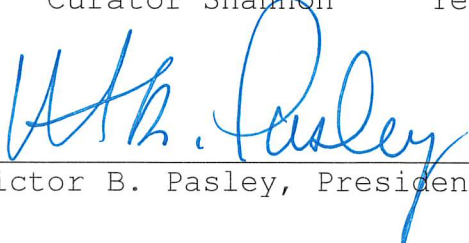
1. A. Roll Call: Curators present were: Vernon V. Bracy, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard R. Popp, Terry Rackers, and Tina R. Shannon. Curator Stacia Bradley Brown joined the meeting in progress. Rose Ann Ortmeyer recorded the minutes.

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: RSMo 610.021 Sections (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 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 Shannon seconded the motion. Motion carried as follows:

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


Victor B. Pasley, President


Tina Shannon, Secretary

Lincoln University Board of Curators

February 25, 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 3:15 p.m., on Tuesday, February 25, 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:

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

3. Proposed Modifications to the Board Bylaws - Victor B. Pasley:

Curator President Pasley asked the Curators to review the proposed modifications to the Board Bylaws. The modifications will be discussed during the April Board meeting.

4. Modifications to the Rules & Regulations:

President John Moseley reviewed the attached recommended deletions and modifications to the Lincoln University Rules and Regulations:

- a. 1.19 Hiring Procedures Exemption
- b. 5.13.2 Bidding Policy for All Construction Projects
- c. 10.01.1 Recruitment Process
- d. 10.02 Hiring Procedures Exemption Policy
- e. 10.61 Affirmative Action Policy Statement

Curator Callahan moved for approval of the recommendations as presented. Curator Rackers seconded the motion. Curator Bracy voted "no" on the motion. Motion carried.

5. 2025-2027 Academic Calendars:

President Moseley reviewed the attached Academic Calendars for Fall 2025-Summer 2027 (pending approval by the Faculty Senate). Curator Callahan moved for approval of the recommendation as presented. Curator Shannon seconded the motion. Motion carried.

6. Employment Academy:

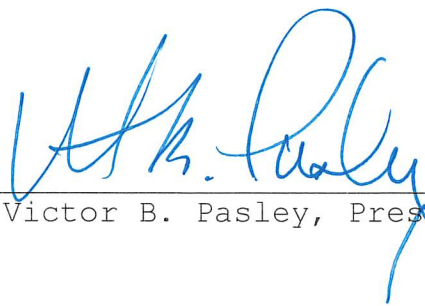
President Moseley reviewed the attached Lincoln University Employment Academy proposal. Curator Shannon moved for approval of the recommendation as presented. Curator Rackers seconded the motion. Motion carried.

7. Other Business:

President Moseley reported on enrollment numbers for the 2025 Spring Semester (see attached).

8. Motion for Adjournment:

Curator Popp moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Shannon seconded the motion. Motion carried. The Open Session adjourned at 3:30 p.m.



Victor B. Pasley, President



Tina Shannon, Secretary



LINCOLN UNIVERSITY


820 Chestnut Street
Jefferson City, MO 65101

Office of the President

Phone: (573) 681-5042
Fax: (573) 681-6074

MEMORANDUM

TO: Lincoln University Board of Curators

FROM: John B. Moseley, Ed.D., President 

DATE: February 20, 2025

SUBJECT: Recommended deletions and modifications to the Rules and Regulations

Attached for your review are deletions and modifications to the Lincoln University Rules & Regulations:

1. 1.19 Hiring Procedures Exemption
2. 5.13.2 Bidding Policy for All Construction Projects
3. 10.01.1 Recruitment Process
4. 10.02 Hiring Procedures Exemption Policy
5. 10.61 Affirmative Action Policy Statement

I recommend your approval.

Attachments

1.19 Hiring Procedures Exemption

Lincoln University, in compliance with the Equal Employment Opportunity Commission's "Uniform Guidelines for Employee Selection Procedures," has established the following hiring procedures exemption policy statement:

1. Any situation which, in the opinion of the area head or appointing officer, makes advertising impractical due to special circumstances may be considered for a hiring procedures exemption by the President of the University if so requested by the area head.
2. The presidential direct appointment procedure should be utilized under the special circumstances that make the regular selection and hiring process impractical. Hiring procedure exemptions shall be limited to ten (10) appointments per fiscal year. ~~Direct appointments will be monitored yearly by the Office of Human Resources to ensure that there is no adverse impact on the hiring, promotion, or other employment opportunities of members of any race, gender, or ethnic group. If a pattern of demographic appointments suggests such an adverse impact on any of the aforementioned groups, the President will be informed so that proper diversification of the workforce can be maintained and Equal Employment Opportunity guidelines can be met.~~
3. An intradepartmental promotion may be made without advertising a vacancy if the person promoted possesses the skills and qualifications required in the new assignment. All departmental personnel who are qualified will be considered.
4. Changes in titles and/or duties due to departmental reorganization shall not require the advertising of position vacancies.

5.13.2 Bidding Policy for All Construction Projects

A. Advertising or Invitation to Contractors

Lincoln University complies with Section 8.250, RSMo, regarding bidding of construction projects involving state buildings and lands. Responsibility for compliance with this statutory provision follows the chain of command from Director of Facilities and Planning to the VPAF, the President and the Board of Curators.

B. Prevailing Wages

Prevailing wages will be paid on all construction work performed for the University under a construction contract. Prevailing wage rates used will be as provided by Division of Labor standards. It is the responsibility of the Office of Facilities and Planning to obtain, from the Missouri Department of Labor and Industrial Relations, the current prevailing wage for a particular project.

C. ~~Minority Business Enterprise/Women Business Enterprise Participation~~

~~In awarding major construction projects, Lincoln University shall work to achieve or exceed establish targets for utilization in current state statutes and executive orders as related to Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation levels. If a vendor is selected that is not an M/WBE, the selected firm will be encouraged to subcontract with a M/WBE firm (as appropriate) and/or encouraged to hire a diverse staff for the project. Any selected firm must be an equal opportunity employer.~~

10.01.1 Recruitment Process

The position vacancy is posted and advertised based on the search and screening committee's request and direction of Human Resources. All job vacancies may be posted internally on the Human Resources Bulletin Board and the Lincoln University Web site for a minimum period of seven business days. The search and screening committee may externally advertise in other publications as requested, at the expense of the unit with the open position. ~~In fulfilling the responsibilities of recruitment, efforts must be made to actively seek out and identify qualified women and minorities and applicants with disabilities, informing them of vacancies and encouraging them to apply for available positions.~~ The University also actively seeks to promote from within the institution when an employee has the necessary qualifications.

10.02 Hiring Procedures Exemption Policy

Lincoln University, in compliance with the Equal Employment Opportunity Commission's "Uniform Guidelines for Employee Selection Procedures," has established the following hiring procedures exemption policy statement:

1. Any situation which, in the opinion of the area head or appointing officer, makes advertising impractical due to special circumstances may be considered for a hiring procedures exemption by the President of the University if so, requested by the area head.
2. The presidential direct appointment procedure should be utilized under the special circumstances that make the regular selection and hiring process impractical. ~~Hiring procedures exemptions shall be limited to ten appointments per fiscal year. Direct appointments will be monitored yearly by staff in Human Resources to ensure that there is no adverse impact on the hiring, promotion, or other employment opportunities of members of any race, gender, or ethnic group. If a pattern of demographic appointments suggests such an adverse impact on any of the aforementioned groups, the President will be informed so that proper diversification of the workforce can be maintained, and Equal Employment Opportunity guidelines can be met.~~
3. An intradepartmental promotion may be made without advertising a vacancy if the person promoted possesses the skills and qualifications required in the new assignment. All departmental personnel who are qualified will be considered.
4. Changes in titles and/or duties due to departmental reorganization do not require the advertising of position vacancies.

(This policy is also found in Chapter I, Section 1.19.)

10.61 Affirmative Action Policy Statement

Lincoln University, as a federal government contractor with fifty (50) or more employees and a contract of \$50,000 or more, is required to have an Affirmative Action Program in accordance with the Office of Federal Contract Compliance Programs, U.S. Department of Labor. The complete Affirmative Action Program is available in Human Resources.

The Affirmative Action Program is a management tool designed to ensure equal employment opportunity. A central premise underlying affirmative action is that absent discrimination, over time the University's workforce, generally, will reflect the gender, racial and ethnic profile of the labor pools from which the University recruits and selects. This Affirmative Action Program must contain a diagnostic component which includes a number of quantitative analyses designed to evaluate the composition of the workforce and compare it to the composition of the relevant labor pools. The Affirmative Action Program must also include action-oriented goals. If women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool, the Affirmative Action Program includes specific practical steps designed to address this under-utilization. The Affirmative Action Program will also include internal auditing and reporting systems as a means of measuring the progress toward achieving the workforce that would be expected in the absence of discrimination.

The Affirmative Action Program will ensure equal employment opportunity by institutionalizing the University's commitment to equality in every aspect of the employment process. Therefore, as part of its Affirmative Action Program, Lincoln University must monitor and examine its employment decisions and compensation systems to evaluate the impact of those systems on women and minorities.

The Affirmative Action Program will also include those policies, practices, and procedures that the University implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment.

Lincoln University will also employ affirmative action guidelines towards individuals with disabilities and Vietnam era and disabled veterans. This compliance will include an attestation of affirmative action policy statements and assurances plus an opportunity for employees to self-identify. Self-identification is strictly voluntary and confidential and will not result in any form of retaliation.

Lincoln University's Affirmative Action Program will comply with all other necessary provisions as stated in the federal regulations.

Academic Calendar

Fall 2025–Summer 2027

SOME DATES ARE SUBJECT TO CHANGE; CHECK THE LINCOLNU.EDU WEBSITE FOR THE NEWEST VERSION OF THESE DATES

Fall 2025

Month	Date	Days	
Aug.	11-12	Mon-Tue	Fall Faculty and Staff Institute
	14-16	Thu-Sat	<ul style="list-style-type: none"> • Advisement and registration for all students (All tuition and fees due and payable at the time of registration)
	17	Sun	FINAL day to pay tuition/fees for Fall 2025 1 st 8-week and 16-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	17-22	Sun – Fri	Late registration with fee assessed
	18	Mon	FIRST DAY OF CLASSES
	18-22	Mon-Fri	DROP-ADD WEEK for students already registered for current semester (16wk) or 1 st eight-week classes; registration for 2 nd 8-week classes continues
	22	Fri	<ul style="list-style-type: none"> • Last day to add classes for 1st 8-week and 16-week sessions • Final business day to drop a 1st 8-week or 16-week class without financial/academic obligations
Sept.	1	Mon	LABOR DAY (University closed for holiday)
	2	Tue	2025-2026 parking permits required on all vehicles parked in the LU parking lots
	4	Thu	Fall Convocation (11 AM - Mitchell Auditorium)
	15	Mon	“X” and “I” grades due in the Office of the Registrar
	17	Wed	Last day for candidates to file for degrees for fall 2025 semester graduation
	22	Mon	Last day to drop classes or withdraw from the University for the 1 st 8-week session
Oct.	6	Mon	Last day to file for comprehensive examinations and/or portfolios for Master’s and specialist degree candidates
	10	Fri	Midterm grades posted by 12 noon
	11	Sat	First 8-week classes end
	13	Mon	<ul style="list-style-type: none"> • First day of Fall 2nd 8-week classes • Final grades posted for the 1st 8-week session by 12 noon
	14	Tue	<ul style="list-style-type: none"> • Last day to register for the 2nd 8-week session • All tuition and fees due and payable for 2nd 8-week session
	17	Fri	Final day to drop 2 nd 8-week class without financial/academic obligations
	20-24	Mon – Fri	ASSESSMENT WEEK: Major Field Exams, General Education Test, and student surveys

	23	Thu	Comprehensive examinations for Master's degree candidates (1:00 PM to 5:00 PM CST)
Nov.	05	Wed	<ul style="list-style-type: none"> Advanced registration for Spring 2026 semester begins All tuition and fees for Spring 2026 due and payable at the time of registration
	11	Tue	VETERAN'S DAY (University closed)
	21	Fri	Last day to withdraw from a course for the 2 nd 8-week and/or 16-week sessions
	24–28	Mon - Fri	THANKSGIVING BREAK (no classes)
	27-28	Thu-Fri	THANKSGIVING HOLIDAY (University closed)
Dec.	01	Mon	Classes resume
	5	Fri	Fall 2025 classwork ends
	08–11	Mon – Thu	Fall FINAL EXAMINATIONS
	15	Mon	Final grades posted by 12 noon

Spring 2026

Jan.	7	Wed	Spring Faculty and Staff Institute
	8-9	Thu–Fri	<ul style="list-style-type: none"> Advisement and registration for all students All tuition and fees for Spring 2026 due and payable at the time of registration
	11	Sun	FINAL day to pay tuition/fees for Spring 2026 1 st 8-week or 16-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	11-16	Sun – Fri	Late registration with fee assessed
	12	Mon	FIRST DAY OF CLASSES
	12-16	Tue – Fri	DROP-ADD WEEK for students already registered for current semester (16wk) or 1 st 8 classes; registration for 2 nd 8-week classes continues
	15	Thu	FOUNDERS DAY & CONVOCATION
	16	Fri	<ul style="list-style-type: none"> Last day to add classes for 1st 8-week and 16-week sessions Final business day to drop a 1st 8-week or 16-week class without financial/academic obligations
	19	Mon	MARTIN LUTHER KING'S BIRTHDAY (University closed)
Feb.	9	Mon	"X" and "I" grades due in the Office of the Registrar
	11	Wed	Last day for candidates to file and pay for degrees for spring 2026 semester graduation
	13	Fri	LINCOLN'S BIRTHDAY (University closed for holiday observance)
	16	Mon	Last day to withdraw from a course in the 1 st 8-week session

	23	Mon	Last day to file for comprehensive examinations and/or portfolios for Master's and specialist degree candidates
Mar.	6	Fri	Midterm grades posted by 12 noon
	7	Sat	1 st 8-week classes end
	9	Mon	Final grades posted for the 1 st 8-week session by 12 noon
	9-13	Mon - Fri	SPRING BREAK
	16	Mon	<ul style="list-style-type: none"> • Classes resume • 2nd 8-week classes begin
	17	Tue	<ul style="list-style-type: none"> • Last day to register for 2nd 8-week classes • All tuition fees due and payable at the time of registration
	18	Wed	<ul style="list-style-type: none"> • Advanced registration for Summer and Fall 2026 semesters begins • All tuition and fees due and payable at the time of registration
	23-27	Mon – Fri	ASSESSMENT WEEK: Major Field Exams, General Education Test, and student surveys
	26	Thu	Comprehensive examinations for Master's degree candidates (1:00 PM to 5:00 PM CST)
Apr.			
	3	Fri	FREE DAY (University closed)
	16	Thu	Last day to withdraw from a course for this 2 nd 8-week and/or 16-week sessions
	23	Thu	HONORS CONVOCATION (11 a.m.; Richardson Auditorium)
May			
	2	Sat	Spring 2026 classwork ends
	4-7	Mon-Thu	SPRING FINAL EXAMINATIONS
	9	Sat	SPRING 2026 COMMENCEMENT CEREMONIES
	11	Mon	Final Grades posted by 12:00 noon

Summer Intersession 2026

May	18	Mon	Intersession classes begin
	19	Tue	<ul style="list-style-type: none"> • Last day to add or drop Intersession classes • FINAL day to pay tuition/fees for intersession courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	25	Mon	MEMORIAL DAY (University closed)
	29	Fri	<ul style="list-style-type: none"> • Summer Intersession Classes end • FINAL day to pay tuition/fees for Summer 2026 8-week and 1st 4-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
June	1	Mon	Grades for Intersession posted by noon

Summer 2026

June	1	Mon	SUMMER 2026 CLASSES BEGIN All tuition and fees due and payable at the time of registration
	3	Wed	<ul style="list-style-type: none"> • Final Day to drop a 1st 4-week class without financial/academic obligations • Last day to file for comprehensive examinations and/or portfolios for Master's and specialist degree candidates
	5	Fri	Final Day to drop an 8-week class without financial/academic obligations
	10	Wed	Final day to file for degrees for Summer 2026 graduation
	15	Mon	DEADLINE FOR FALL 2026 INCOMING FRESHMAN PRIORITY APPLICATIONS
	18	Thu	JUNETEENTH (University closed for holiday observance)
	24	Wed	1 st 4-week classes end
	25	Thu	<ul style="list-style-type: none"> • 1st 4-week session final examinations • Comprehensive examinations for Master's degree candidates
	29	Mon	<ul style="list-style-type: none"> • 2nd 4-week session begins • Final Day to drop a 2nd 4-week class without financial/academic obligations • Final grades for 1st 4-week session posted by 12:00 noon
July			
	2	Thu	JULY 4 TH INDEPENDENCE DAY (University closed for holiday observance)
	6	Mon	SUMMER BRIDGE PROGRAM BEGINS
	9	Thu	ASSESSMENT DAY: Major Field Exams, General Education Test, and student surveys
	22	Wed	SUMMER 2026 CLASSES END
	23	Thu	SUMMER 2026 FINAL EXAMINATIONS
	25	Sat	SUMMER BRIDGE PROGRAM ENDS
	27	Mon	Final grades for Summer 8-week session posted by 12:00 noon

Fall 2026

Month	Date	Days	
Aug.	10-11	Mon - Tue	Fall Faculty and Staff Institute
	13-15	Thu - Sat	<ul style="list-style-type: none"> • Advisement and registration for all students • All tuition and fees due and payable at the time of registration
	16	Sun	FINAL day to pay tuition/fees for Fall 2026 1st 8-week and 16-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	16-21	Sun - Fri	Late registration fee assessed
	17	Mon	FIRST DAY OF CLASSES
	17-21	Mon - Fri	DROP-ADD WEEK for students already registered for current semester (16wk) or 1 st eight-week classes; registration for 2 nd 8-week classes continues

	21	Fri	<ul style="list-style-type: none"> • Last day to add classes for 1st 8-week and 16-week sessions • Final business day to drop a 1st 8-week or 16-week class without financial/academic obligations
Sept.	1	Tue	Parking permits required on all vehicles parked in the LU parking lots
	3	Thu	FALL CONVOCATION
	7	Mon	LABOR DAY (University closed for holiday)
	8	Tue	“X” and “I” grades due in the Office of the Registrar
	16	Wed	Last day for candidates to file for degrees for fall semester graduation
	21	Mon	Last day to drop classes or withdraw from the University for the 1 st 8-week session
	29	Tue	Last day to file for comprehensive examinations and/or portfolios for Master’s and specialist degree candidates
Oct.			
	9	Fri	Midterm grades posted by 12 noon
	10	Sat	1 st 8-week classes end
	12	Mon	<ul style="list-style-type: none"> • First day of Fall 2nd 8-week classes • Final grades posted for the 1st 8-week session by 12 noon
	13	Tue	<ul style="list-style-type: none"> • Last day to register for the 2nd 8-week session • All tuition and fees due and payable for 2nd 8-week session
	16	Fri	Final day to drop 2 nd 8-week class without financial/academic obligations
	19-23	Mon - Fri	ASSESSMENT WEEK: Major Field Exams, General Education Test, and student surveys
	22	Thu	Comprehensive examinations for Master’s degree candidates (1:00 PM to 5:00 PM CST)
	28	Wed	Advanced registration for spring 2026 semester begins (All tuition and fees due and payable at the time of registration)
Nov.			
	11	Wed	VETERAN’S DAY (University closed for holiday)
	20	Fri	Last day to withdraw from a course for the 2 nd 8-week and/or 16-week sessions
	23-27	Mon - Fri	THANKSGIVING BREAK (no classes)
	26-27	Thu-Fri	THANKSGIVING (University closed)
	30	Mon	Classes resume
Dec.			
	4	Fri	Fall 2026 classwork ends
	7-11	Mon – Thu	FALL 2026 FINAL EXAMINATIONS
	14	Mon	Final grades posted by 12 noon

SPRING 2027

Jan.	6	Wed	Spring Faculty and Staff Institute
	7-9	Thu-Sat	Advisement and registration for all students (All tuition and fees due and payable at the time of registration)
	10	Sun	FINAL day to pay tuition/fees for Spring 1st 8-week and 16-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	10-15	Sat-Fri	Late registration with fee assessed
	11	Mon	FIRST DAY OF CLASSES
	11-15	Mon-Fri	DROP-ADD WEEK for students already registered for current semester (16wk) or 1 st 8 classes; registration for 2 nd 8-week classes continues
	14	Thu	FOUNDER'S DAY & CONVOCATION
	15	Fri	<ul style="list-style-type: none"> Last day to add classes for 1st 8-week and 16-week sessions Final business day to drop a 1st 8-week or 16-week class without financial/academic obligations
	18	Mon	MARTIN LUTHER KING'S BIRTHDAY (University closed for holiday)
Feb.	1	Mon	"X" and "I" grades due in the Office of the Registrar
	10	Tue	Last day for candidates to file for degrees for Spring semester graduation
	12	Fri	LINCOLN'S BIRTHDAY (University closed for holiday observance)
	15	Mon	Last day to withdraw from a course in the 1 st 8-week session
	22	Mon	Last day to file for comprehensive examinations and/or portfolios for Master's and specialist degree candidates
Mar.	5	Fri	Midterm grades posted by 12 noon
	6	Sat	1 st 8-week classes end
	8	Mon	Final grades posted for the 1 st 8-week session by 12 noon
	8-12	Mon-Fri	SPRING BREAK
	15	Mon	<ul style="list-style-type: none"> Classes resume 2nd 8-week classes begin
	16	Tue	<ul style="list-style-type: none"> Last day to register for 2nd 8-week classes All tuition fees due and payable at the time of registration
	17	Wed	Advanced registration for Summer and Fall semesters begins (All tuition and fees due and payable at the time of registration)
	22-26	Mon-Fri	ASSESSMENT WEEK: Major Field Exams, General Education Test, and student surveys
	25	Thu	Comprehensive examinations for Master's degree candidates (1:00 PM to 5:00 PM CST)
	26	Fri	FREE DAY (University closed)
Apr.			

	15	Thu	Last day to withdraw from a course for this 2 nd 8-week and/or 16-week sessions
	22	Thu	HONORS CONVOCATION (11 a.m.; Richardson Auditorium)
	30	Fri	Spring 2027 classwork ends
May			
	3-6	Mon – Thu	SPRING FINAL EXAMINATIONS
	8	Sat	SPRING 2027 COMMENCEMENT CEREMONIES
	10	Mon	Final Grades posted by 12:00 noon

Summer Intersession 2027

May	17	Mon	Intersession classes begin
	18	Tue	<ul style="list-style-type: none"> Last day to add or drop Intersession classes FINAL day to pay tuition/fees for intersession courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	29	Fri	<ul style="list-style-type: none"> Summer Intersession Classes end FINAL day to pay tuition/fees for Summer 2026 8-week and 1st 4-week courses in full, or to set up a satisfactory payment plan to avoid risk of classes being deactivated
	31	Mon	MEMORIAL DAY (University closed)
June	1	Tue	Grades for Intersession posted by noon

Summer 2027

June			
	2	Tue	<ul style="list-style-type: none"> Advisement and registration for summer classes All tuition and fees due and payable at the time of registration
	3	Wed	SUMMER CLASSES BEGIN
	4	Fri	Final Day to drop a 1 st 4-week class without financial/academic obligations
	7	Mon	Final Day to drop an 8-week class without financial/academic obligations
	9	Wed	<ul style="list-style-type: none"> Final day to file for comprehensive examinations and/or portfolios for Master's and specialist degree candidates Final day to drop 1st 4-week class
	15	Tue	DEADLINE FOR FALL 2027 INCOMING FRESHMAN PRIORITY APPLICATIONS
	16	Wed	<ul style="list-style-type: none"> Final day to file for degrees for Summer graduation
	17	Thu	JUNETEENTH (University closed for holiday observance)
	28	Mon	1 st 4-week classes end

	29	Tue	1 st 4-week session final examinations
	30	Wed	<ul style="list-style-type: none"> • 2nd 4-week session begins • Final Day to drop a 2nd 4-week class without financial/academic obligations • Final grades for 1st 4-week session posted by 12:00 noon
July	01	Thu	Comprehensive examinations for Master's degree candidates
	5	Mon	JULY 4 TH INDEPENDENCE DAY (University closed for holiday observance)
	7	Wed	SUMMER BRIDGE PROGRAM BEGINS
	8	Thu	ASSESSMENT DAY: Major Field Exams, General Education Test, and student surveys
	27	Tue	SUMMER 2027 CLASSES END
	28	Wed	SUMMER FINAL EXAMINATIONS
	30	Fri	Final grades for Summer 8-week session posted by 12:00 noon
	31	Sat	SUMMER BRIDGE PROGRAM ENDS

Pilot Project Proposal

Lincoln University Employment Academy

Executive Summary

The Lincoln University State Employment Academy represents an innovative approach to integrating education, training, and workforce development within the State of Missouri. The program framework consists of a two-semester credit bearing certification program developed cooperatively between Lincoln University (LU), multiple Missouri state agencies, and the private sector. Based upon an individual's performance in the first semester of the program, they may then be offered an opportunity to directly enter an internship program at a partnering agency or company. Through the pairing of soft skills instruction, job specific training, and internship programming LU seeks to assist program partners in filling high demand positions with qualified and committed employees. Not only will this program develop streamlined workforce pathways for potential state employees, but it will do so through the promotion of individuals that Lincoln University most directly serves. Through the advancement of a well-trained and diverse labor pool Lincoln University will contribute directly to the mission and vision of Missouri's workforce development efforts.

Mission

To provide Missouri residents with a direct pathway for employment supported by development of key personal and work skills identified as being critical for successful integration into the workforce.

Vision

To help Missouri fill in-demand positions throughout the public and private sectors with motivated and qualified employees throughout the state.

Rationale

Workforce development is a pillar of Missouri's commitment to its citizens, academic institutions, and public & private organizations. Typified by the Workforce Innovation and Opportunity Act (WIOA – 2016) the state's approach to advancing employment opportunities incorporates everything from adult education and family literacy to the promotion of public-private partnerships at the local, state, and federal levels. The WIOA creates programs that help "people access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy." These programs in turn align federal investments to local and state labor systems, foster regional collaboration, and target workforce services to better serve jobseekers.

The Lincoln University Employment Academy (LUEA) will directly contribute to WIOA alignment goals by incorporating state agencies and private sector partners into the development of education and training frameworks created and maintained by Lincoln University. The program will benefit jobseekers by streamlining and strengthening the workforce pathways associated with the most in-demand positions across the state. It will also benefit state agencies and private entities by creating an expanding pool of potential employees who have been educated and trained in direct response to the skills identified by those employers as most essential for success. Finally, the program will benefit Lincoln University by offering students alternative pathways for achievement of their employment goals without the necessity of immediately pursuing a four-year degree they may not be fully prepared for.

Proposal

This proposal has been developed through a series of strategy meetings between LU and partner representatives. It directly incorporates suggestions, and “best practices” associated with other workforce development programs.

1. **Pilot Schedule** - the proposed pilot program would begin in the Spring of 2025 and run for two years ending in spring of 2027. Program development and review will take place during the Spring and Fall of 2024. Program assessment and decisions on continuation would take place during the Spring of 2026.
2. **Program Structure** - the program will utilize a cohort structure to prepare individuals/students for high demand positions in state agencies and partner companies. The initial target population would be students who have applied to Lincoln University, but who are also potentially underprepared or less than fully committed to engage a four-year degree track. Following initial marketing to LU students, participation in the program will be expanded to adult learners and advancing professionals. Each cohort will consist of a minimum of 25 participants who have successfully completed the Lincoln University admissions process which consists of:
 - a. Submission of a completed admissions application
 - b. submission of all required transcripts and supporting documents
 - c. completion of the University financial aid process including the submission of the Free Application for Federal Student Aid (FAFSA)
 - d. completion of an advising meeting with a representative of the Lincoln University Employment Academy (LUEA) to determine preferred ‘job placement track’.

Each participant will also be required to complete an additional LUEA application process which is designed to specifically link them with the most appropriate employment opportunities across participating state agencies. This process will include but may not be limited to:

- a. participant selection of their preferred workforce track,
- b. assessment of eligibility based upon individual agency internship and/or employment requirements,
- c. agency specific introduction/orientation sessions,
- d. and assessment of participant skill levels relative to program math and English requirements.

Once the applicant has completed the admissions and ‘Academy intake’ processes they will be placed in the next available cohort slot. Applicants whose math and English skill assessments do not meet minimum requirements will be offered the opportunity to take preparatory courses through LU’s Adult Education & Literacy (AEL) program. All cohort members will begin engagement with Academy instruction at the same time. Academy instruction involves one semester of academic engagement, with second semester involvement determined by whether the student successfully completes required courses and then successfully secures a related internship.

The first semester (16-week) will encompass five (5) courses identified through LU cooperation with partner stakeholders and determined to be those most appropriate in establishing the necessary skills for participant success once employed.

For successful 1st semester completers who also secure an internship, the second semester (minimum 12-week; requirements determined by partner internship guidelines) would involve a 6-credit internship course at LU providing faculty/instructor oversight and management of the student engagement with the internship, and a 6-credit internship placement with the previously identified agency/job track. **Academy participants would be required to attain a cumulative GPA 2.5 or better (C or better in all classes) across all Academy courses to qualify for an internship.** Upon completion of the internship semester participants would potentially be offered full-time employment based upon a final assessment and continuing availability of the position.

Participants who are unable to achieve a 2.5 GPA during the first semester, or who are unable or unwilling to pursue an internship, would be required to complete a second semester of coursework. The second semester schedule would be a combination of retaking the course(s) the student underperformed in during the first semester, as well as selected Gen Ed and/or degree specific courses that align with their previously selected workforce track.

Successful completion of both semesters (i.e. passing all courses with a grade of C or higher) would result in receiving a Certificate of Completion from the Academy. Through promotion and outreach, the Academy certification would indicate to potential employers that the individual has been prepared for an entry-level position. It should be noted that some workforce tracks (e.g. cybersecurity) may also provide industry-specific certifications in addition to the Academy Certificate.

Individuals who participate in the Academy will only be eligible for available financial aid if they maintain a good academic standing as full-time students (minimum 12 credit hours per term) throughout both semesters in the program. Program partners are committed to exploring the development of a dedicated scholarship program based upon student needs. Participants who engage in the program as part of a degree pathway will be able to access normal financial aid sources.

3. **Cohort Structure** - each cohort will consist of a maximum of 25 participants. During the first semester, all members of a cohort will be registered for the same sequence of three (3) “foundational courses”, with subgroups within each cohort registered for two (2) additional “track courses” determined by their selected employment pathway. During the second semester, cohort members who have received an internship placement will be registered for the same 6-credit internship course to be overseen by an assigned Lincoln University instructor. Students placed in internships would also engage in a 6-credit internship experience at the agency with whom they were matched during the LUEA application process.

The pilot program would be limited to a maximum of 1 cohort per academic cycle unless all partners determined the need for additional cohorts during the second year of the program. The filling of additional cohorts would require expansion of marketing/recruitment beyond incoming LU freshman.

4. **Curriculum Structure** - the curriculum framework for the LUEA program is designed to directly prepare participants for employment across a variety of workforce development pathways. Both the “foundational courses” and “track courses” will be specifically selected/developed by LU in coordination with program partners to meet the expressed needs/requirements of the most in-demand positions as identified by program partners. All curricula will be developed with future expansion of partnerships to other state agencies and/or private industries as a program goal. The curriculum connection to existing or planned degree programs will also be a primary determinant for program development.

All courses within the LUEA curriculum will be credit bearing to ensure a consistent and fully developed academic experience is created as the cornerstone of the program’s foundation. It will also serve as an incentive for continuing education and/or professional development at Lincoln University or elsewhere in relation to the workforce pathway selected by participants. **All coursework and associated academic requirements will be satisfied through online instruction. Program participants will be expected to be able to complete their internship experience in-person unless otherwise noted by the position/job description associated with their selected pathway.**

The curriculum framework of the program will consist of four categories: foundational courses, track courses, second semester courses, and the internship. Foundational courses will apply to ALL participants in the program. Track courses will only be engaged by those program participants who have chosen that workforce pathway. Second semester courses will be applied to all individuals who underperform during the first semester, or who are unable/unwilling to engage in internship opportunity. Program participants will only be eligible to participate in the internship opportunity if they achieve a 2.5 or higher cumulative GPA with a minimum grade of C or better in all assigned courses for the first semester. As full-time students at Lincoln University all academic assessments and processes will apply (e.g. students will be placed on academic probation for a semester GPA under 2.0 with an opportunity to retake failed classes). Failure to successfully complete one or more curriculum components may result in a program participant losing their spot in their assigned cohort.

Program Pathway for Students - Internship Eligible

First Semester (Foundational Courses)				Second Semester A (Internship)			
PSY 202		<i>Psychology of Personal Adjustment</i>		TBD		PSC 499 <i>Internship (6)</i>	
BAD 101		<i>Introduction to Business</i>					
SPT 450		<i>Introduction to Professional Communication</i>		TBD		TBD <i>Career Preparation (6)</i>	
First Semester (Track Courses)							
Administrative Associate		Accounting Associate		Cybersecurity		Direct Care	
BED 208	Integrated Computer Applications	MAT 111	Intermediate Algebra	CS 237	Intro to C++ Programming	PED 111	Personal and Community Health
BAD 312	Business Communication	ACC 246	Principles of Accounting I	CS 286	Secure Programing	WEL 179	Introduction to Healthcare Careers

Program Pathway for Students - Non-internship

First Semester (Foundational Courses)				Second Semester (non-Internship)			
PSY 202		<i>Psychology of Personal Adjustment</i>		ENG 101		<i>Composition and Rhetoric I</i>	
BAD 101		<i>Introduction to Business</i>		GE 102		<i>University Seminar/LUEA</i>	
SPT 2xx		<i>Introduction to Professional Communication</i>		BED 308		<i>Business Technology Applications</i>	
		Track Course 1		PAD 310		<i>Principles of Public Administration</i>	
		Track Course 2					

5. **Administrative Structure** - administration and oversight of the LUEA will begin with designation by Lincoln University of a 'Director' responsible for program assessment, management, and expansion. This individual may also be assigned additional responsibilities associated with similar programs developed at the University with support from a dedicated administrative assistant/project coordinator. This individual would also be responsible for chairing an External Advisory Board comprised of HR representatives (or similar individuals) chosen by the respective agencies/partners as dedicated liaisons for the program. This position and its associated administrative assistant/project coordinator would report directly to the Provost/VP for Academic Affairs. Additional responsibilities would include but may not be limited to the following:

- Management of course scheduling and associated instructors
- liaison between university stakeholders and program partners
- management of all budget and finance components of the program

- development of new partnerships
- marketing of, and recruitment for, program cohorts
- development of all required data for program assessment and reporting
- coordination of financial, marketing, and reporting with program partners

6. **Budget Requirements** - budgeting for the program should be considered in two phases: startup and operations. Startup costs for the program (\$200K) are being provided by the Department of Social Services as the primary partner with LU in development of the program. Budget requirements for the program would increase through participant growth, but only in relation to established costs and fees; there would be no new costs associated with transition from a pilot to full operation. Return on investment would significantly increase for both Lincoln University and program partners as the number of cohorts/participants increase.

Item	Annual Unit Cost	Total Cost
Program Director	\$100,000 (salary plus benefits)	\$100,000
Project Coordinator	\$60,000 (salary plus benefits)	\$60,000
Adjunct Instructors (Foundational Courses)	9 credit hours per semester (1 section per foundational course) @ \$800 per credit x 2 semesters	\$14,400
Adjunct Instructors (Track Courses)	24 credit hours per semester (one section per track course) @ \$800 per credit x 2 semesters	\$38,400
Adjunct Instructors (Second Semester)	24 credit hours per semester (1 section per course/internship) @ \$800 per credit hour x 2 semesters	\$38,400
Marketing, supplies, contingency	\$6000	\$6000
TOTAL		\$257,200

Item	Annual Unit Revenue	Total Revenue
Tuition	Flat rate tuition of \$3833 per student (MO resident) per 'Academy' semester @ 50 students @ 2 semesters*	\$383,300
TOTAL		\$383,300

*Anticipated revenue based upon running 2 cohorts of 25 students each per academic year.

Fall to Spring Retention Rates

Cohort	Headcount	Retained to Spring		Not Retained	
Fall 2024	331	292	88%	39	12%
Fall 2023	303	256	84%	47	16%
Fall 2022	341	275	81%	66	19%
Fall 2021	293	236	81%	57	19%
Fall 2020	351	254	72%	97	28%
Fall 2019	391	316	81%	75	19%
Fall 2018	398	323	81%	75	19%
Fall 2017	466	367	79%	99	21%
Fall 2016	452	367	81%	85	19%
Fall 2015	585	466	80%	119	20%
Fall 2014	522	428	82%	94	18%
Fall 2013	400	347	87%	53	13%
Fall 2012	424	345	81%	79	19%
Fall 2011	606	471	78%	135	22%

SPRING 2025 ENROLLMENT COMPARISON

FA 24 to SP 25 New FF Fulltime Retention Rate	
2.24.25	
FA 24 New FFs	331
Returning FA 24 FFs	292
Retention Rate	88.22%

FA 23 to SP 24 New FF Fulltime Retention Rate	
2.24.25	
FA 23 New FFs	348
Returning FA 24 FFs	292
Retention Rate	83.91%

XUGA Report by Term Load - 2.24.25	Students	Credits
Full Time	1346	19038
Part Time	747	4346
Grand Total	2093	23384

Spring Total Enrollment Comparison	Spring 2025	Spring 2024	Difference(%)
Undergraduate	1954	1822	7.24
Graduate	139	109	27.52
Grand Total	2093	1931	8.39

Spring Fulltime Enrollment Comparison	Spring 2025	Spring 2024	Difference(%)
Undergraduate	1279	1138	12.39
Graduate	67	57	17.54
Grand Total	1346	1195	12.64