

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
DECEMBER 7, 2024

The Board of Governors for Truman State University met on Saturday, December 7, 2024, at the University campus in Kirksville, Missouri. Nancy Gingrich, Chair of the Board of Governors, called the open session to order at 1:00 p.m. in the Conference Room (3000) of the Student Union Building.

Six voting members attended the meeting: Sarah Burkemper, Taylor W. Burks, Philip J. Christofferson, Nancy Gingrich, and William B. Lovegreen. Jennifer Kopp Dameron participated by phone. The seventh voting member position is vacant.

Two non-voting members, Mike McClaskey, an out-of-state member, and Adli Jacobs, Student Representative to the Board, participated in the meeting. The second out-of-state member position is vacant.

Call to Order and Chair Report

Governor Gingrich called the meeting to order and welcomed all in attendance.

Minutes for Open Session of Previous Meeting

Governor Burkemper moved for the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the previous meeting on October 25, 2024, be approved.

Governor Christofferson seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted.

Selection of Officers for the 2025 Calendar Year

Governor Burkemper moved for the adoption of the following resolution:

BE IT RESOLVED that the following persons be duly elected officers of the Truman State University Board of Governors, taking office for one year commencing at the first regular meeting of the 2025 Calendar Year.

Chair	Philip J. Christofferson
Vice Chair	William B. Lovegreen
Secretary	Jennifer Kopp Dameron

Governor Burks seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted.

Board Committee Appointments for the 2025 Calendar Year

Governor Gingrich shared Board Committee appointments, which take effect at the first regular meeting of the 2025 calendar year.

Academic Affairs and Student Services Committee

- William B. Lovegreen, Committee Chair
- Nancy Gingrich

- Adli Jacobs
- Philip J. Christofferson, ex officio

Budget and Capital Projects Committee

- Jennifer Dameron, Committee Chair
- Mike McClaskey
- Philip J. Christofferson, ex officio

Finance and Auditing Committee

- Sarah Burkemper, Committee Chair
- Taylor Burks
- Philip J. Christofferson, ex officio

Honorary Degrees Committee

- Nancy Gingrich, Committee Chair
- Taylor Burks
- Adli Jacobs
- Philip J. Christofferson, ex officio

Foundation Board of Directors

- Nancy Gingrich, past Board Chair
- Philip J. Christofferson, current Board Chair
- William B. Lovegreen, Board Vice Chair

President's Report

Susan L. Thomas, University President, shared a selected engagement report and provided a report on items of current interest. President Thomas highlighted work being done in anticipation of the upcoming Higher Learning Commission (HLC) Open Pathway Comprehensive Evaluation Team Visit scheduled for March 24-25. She reported on her recent trip to Washington, D.C., where she met with various members of Congress and/or their staff, the continued work of the House Interim Committee on Higher Education Workgroup, and the status of various on-campus searches. Finally, she noted the Bulldog football program's return to America's Crossroads Bowl and that two Truman Theater productions, *The Rocky Horror Show* and *Ride the Cyclone*, are being considered to perform at the Kennedy Center American College Theatre festival in January.

Staff Council Report

Kerrion Dean, Chair of the Staff Council and Program Coordinator for the Center for Diversity and Inclusion, provided the annual Staff Council Report.

Academic Affairs and Student Services Committee Report

Governor Christofferson, Chair of the Academic Affairs and Student Services Committee, reported on the meeting held earlier in the day.

Finance and Auditing Committee Report

Governor Burkemper, Chair of the Finance and Auditing Committee, reported on the meeting held earlier in the day.

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Financial Report

Governor Burkemper presented the Financial Report, which included a review of education and general revenues and expenditures, auxiliary system revenues and expenditures, and Truman State University Foundation revenues and expenditures as of October 31, 2024, compared to October 31, 2023.

Budget and Capital Projects Committee Report

Governor Lovegreen, Chair of the Budget and Capital Projects Committee, reported on the meeting earlier in the day.

Construction Projects Report

Governor Lovegreen provided an update on construction projects approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases

Governor Lovegreen noted that no construction projects or single equipment items totaling \$25,000 to \$100,000 had been approved/purchased since the last board meeting.

Consent Agenda

Governor Lovegreen moved for the adoption of the following resolution:

BE IT RESOLVED that the following consent agenda items be approved and attached to the minutes as exhibits:

- ITEM J.1 Construction Project: McKinney Center and Blanton-Nason-Brewer Annex Demolition Project
- ITEM J.2 Construction Project: McKinney Center and Blanton-Nason-Brewer Annex Abatement Project
- ITEM J.3 Construction Project: HVAC Upgrades Phase 2 Project

Governor Burkemper seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted, and the Secretary designated copies of the items as Exhibits A, B, and C.

Housing and Meal Plan Charges

Governor Burkemper moved for the adoption of the following resolution:

BE IT RESOLVED that the following major categories of housing charges be approved, effective with the 2025 Fall Semester:

Room rates for students living in the University's residence halls:

- 1) MISSOURI/DOBSON/CENTENNIAL

Size of Room	Charge for Academic Year
Single Occupancy	\$8,556 per student
Double Occupancy	\$7,239 per student

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Deluxe Double	\$7,239 per student
Double Room Buyout (Single Occupancy)	\$8,998 per student
2) <u>BLANTON-NASON-BREWER/RYLE/WEST CAMPUS SUITES</u>	
Size of Room	Charge for Academic Year
Single Occupancy	\$9,220 per student
Double Occupancy	\$7,709 per student
Deluxe Double	\$7,709 per student
Triple Occupancy	\$7,027 per student
Double Room Buyout (Single Occupancy)	\$9,490 per student
3) <u>CAMPBELL APARTMENTS</u>	
Size of Room	Charge for Academic Year
One Bedroom; Double Occupancy	\$6,403 per student
One Bedroom; Single Occupancy	\$10,189 per student
Two Bedroom: Double Occupancy	\$9,771 per student

BE IT FURTHER RESOLVED that the following meal plan rates per semester be tentatively approved, effective with the Fall 2025 Semester:

21 Meals Per Week, with \$75 Dining Dollars	\$2,274
18 Meals Per Week, with \$125 Dining Dollars	\$2,195
15 Meals Per Week, with \$225 Dining Dollars	\$2,068
12 Meals Per Week, with \$125 Dining Dollars	\$1,803
150 Meal Plan, plus \$275 Dining Dollars	\$1,895
75 Meal Plan, plus \$50 in Dining Dollars	\$829
50 Meal Plan, plus \$75 in Dining Dollars	\$551

BE IT FURTHER RESOLVED that the other residence hall fees, room and board charges, and meal plan rates, including incentives for returning students and short-term rates not listed in this resolution, be established by the President of the University, based on the above fees and charges, in accordance with Sections 11.010 and 11.020 of the Code of Policies.

Governor Christofferson seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted.

Salary Policies 2025

Governor Lovegreen moved for the adoption of the following resolution:

BE IT RESOLVED that the following salary and wage policies for the 2025 calendar year be approved:

- 1) 2025 Policy for Faculty Salaries;
- 2) 2025 Policy for Exempt and Salaried/Comp Time Eligible Staff Salaries;

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- 3) 2025 Policy for Non-Exempt Staff Salaries;
- 4) 2025 Policy for Hourly Personnel Wage Rates;
- 5) 2025 Policy for Unit I Wage Rates; and
- 6) 2025 Policy for Off-Campus and Workshop Faculty Salaries; and

BE IT FURTHER RESOLVED that copies of the documents be attached to and made a part of the minutes for this meeting.

Governor Christofferson seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted, and the Secretary designated copies of the documents as Exhibit D.

Agenda Items for Future Meetings

Governor Gingrich reviewed a list of projected agenda items for the regular meetings during the following year.

Dates for Future Meetings

Governor Burkemper moved for the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, February 8, 2025, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

BE IT FURTHER RESOLVED that other regular meetings of the Board during the next year be tentatively scheduled for the following dates:

Saturday, April 5, 2025;
Saturday, June 14, 2025;
Saturday, August 2, 2025;
Friday, October 17, 2025; and
Saturday, December 6, 2025.

Governor Burks seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted.

Agenda Items for Closed Session

Governor Christofferson moved for the adoption of the following resolution:

BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

1. Approval of minutes for the closed session of the last meeting under Subsection 14 of the statute for "Records which are protected from disclosure by law;"

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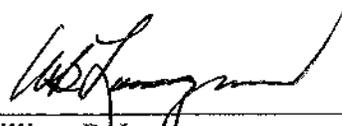
2. Confidential communications with the General Counsel, as defined in Subsection 1 of the statute; and
3. Individual personnel actions under Subsection 3 of the statute for "Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded."

Governor Burkemper seconded the motion, which was carried by a unanimous vote of 6 to 0, with Governors Burkemper, Burks, Christofferson, Dameron, Gingrich, and Lovegreen voting Aye. Governor Gingrich declared the motion duly adopted.

The closed session of the meeting began shortly after 1:50 p.m.

The open session of the meeting resumed shortly after 4:30 p.m.

With no further business, Governor Lovegreen moved that the meeting be adjourned. Governor Christofferson seconded the motion, which was carried by a unanimous vote of 6 to 0. Governor Gingrich declared the motion duly adopted, and the meeting was adjourned shortly after 4:35 p.m.



William B. Lovegreen
2024 Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 8th day of February 2025.



Philip J. Christofferson
2025 Chair of the Board of Governors

ITEM J.1

Construction Project: McKinney Center and Blanton-Nason-Brewer Annex Demolition Project

Handwritten signature and date 12/7/2024

DESCRIPTION AND BACKGROUND

The McKinney Center and Blanton-Nason-Brewer Annex will be demolished as part of the Kirk Building project. This demolition and site work was included in the original scope submitted to the State of Missouri. The McKinney Center will be vacant after the completion of the Kirk Building project, and the BNB Annex has been utilized for storage for many years.

Bid specifications were developed by PGAV Architects, and the project was advertised in several general circulation newspapers as well as communicated via email to reach interested contractors.

Multiple contractors attended a pre-bid conference on November 11. Bids for the project opened on November 21. Three general contractors submitted proposals, and the low bid was from T & B Trucking & Excavating, LLC of Hurdland, Missouri. The total project budget includes architectural design fees, advertising, general contractor costs, and contingency. Funds are available from the state appropriation for the Kirk Building project.

RECOMMENDED ACTION

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
McKinney Center and Blanton-Nason-Brewer Annex Demolition Project	\$1,565,000

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the project description, as reviewed at the meeting, be attached to the minutes as an exhibit.

Moved by _____
Seconded by _____

	Aye	Nay
Vote: Burkemper	_____	_____
Burks	_____	_____
Christofferson	_____	_____
Dameron	_____	_____
Gingrich	_____	_____
Lovegreen	_____	_____

ITEM J.2

~~Construction Project: Abatement and Remediation of McKinney Center and Blanton-Nason-Brewer Annex Project~~

12/7/2024

DESCRIPTION AND BACKGROUND

As part of the demolition process for the McKinney Center and the Blanton-Nason-Brewer Annex, abatement remediation must be performed in the structures. This work will occur in the mid-spring semester after functions in these buildings are relocated.

Bid specifications were developed by OCCU-TEC, Inc. of Kansas City, Missouri, and the project was advertised in several general circulation newspapers. Multiple firms that have bid on similar projects were contacted. Three contractors submitted proposals. The best bid is from ARSI, Inc. of Jefferson City, Missouri. Funding for this project is from the FY2025 state appropriation for the Kirk Building project.

RECOMMENDED ACTION

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
Abatement and Remediation of McKinney Center and Blanton-Nason-Brewer Annex Project	\$125,000

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the project description, as reviewed at the meeting, be attached to the minutes as an exhibit.

Moved by _____
Seconded by _____

Vote:	Aye	Nay
Burkemper	_____	_____
Burks	_____	_____
Christofferson	_____	_____
Dameron	_____	_____
Gingrich	_____	_____
Lovegreen	_____	_____

ITEM J.3

Construction Project: HVAC Upgrades Phase 2 Project

[Handwritten signature]
12-7-2024

DESCRIPTION AND BACKGROUND

The second phase of the HVAC Upgrades Project includes work in several locations. The cooling tower at Pickler Memorial Library, HVAC valves in multiple locations, and the boiler and gas line at Barnett Hall will be replaced.

Bid specifications were developed by Henderson Engineers, Inc. of Kansas City, Missouri, and the project was advertised in several general circulation newspapers and communicated via email to interested contractors.

Several contractors attended the pre-bid conference on November 18. Bids for the project opened on December 2. Two contractors submitted proposals, and the best bid is from Harold G. Butzer, Inc. of Jefferson City, Missouri. Funds are available from the FY2025 state appropriations for HVAC improvements and local capital improvement funds. The project budget includes architectural and engineering fees, advertising, general contractor costs, and a contingency.

RECOMMENDED ACTION

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
HVAC Upgrades Phase 2 Project	\$910,000

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the project description, as reviewed at the meeting, be attached to the minutes as an exhibit.

Moved by _____
Seconded by _____

Vote:	Aye	Nay
Burkemper	_____	_____
Burks	_____	_____
Christofferson	_____	_____
Dameron	_____	_____
Gingrich	_____	_____
Lovegreen	_____	_____

2025 Policy for Faculty Salaries*with changes related*

The Faculty Compensation Committee has made several recommendations regarding full-time faculty salaries designed to make Truman's compensation policies more competitive. The primary focus for 2025 is raising starting salaries. Utilizing data from a national survey, the committee recommended several steps to make faculty starting salaries more competitive and establish salary floors for each rank and appointment type.

This increase will be effective for full-time faculty on the payroll as of January 1, 2025, unless the employment letter indicates otherwise. For non-tenure track faculty, the minimum increase is \$1,500, and the maximum raise is \$9,450. The minimum increase for tenure track and tenured faculty is \$1,500, and the maximum raise is \$3,700. Both maximum raises result in faculty of all ranks and appointment types reaching their respective salary floors.

The Board will consider faculty promotion adjustments at the June 2025 meeting.

Equity Adjustments

The University President may grant salary adjustments to a limited number of faculty when required for equity and fairness. Such adjustments made by the President are to be reported to the Board at the next regular meeting.

2025 Policy for Exempt and Salaried/Comp Time Eligible Staff Salaries

Full-time exempt and salaried/comp time eligible staff will receive an annual increase of \$2,180. The increase will be effective January 1, 2025, for employees on the payroll as of that date unless the employment letter indicates otherwise.

Equity Adjustments

The University President may grant salary adjustments to a limited number of staff members when required for equity and fairness. Such adjustments made by the President are to be reported to the Board at the next regular meeting.

2025 Policy for Non-Exempt Staff Salaries

For the 2025 calendar year, current non-exempt staff starting salaries, not covered by the hourly schedule, will receive an increase of \$1.05 per hour.

Equity Adjustments

The University President may grant salary adjustments to a limited number of staff members when required for equity and fairness. Such adjustments made by the President are to be reported to the Board at the next regular meeting.

2025 Policy for Hourly Personnel Wage Rates

The standard starting wage for clerical, secretarial, and similar office positions will be as follows during the 2025 calendar year.

Grade	Title	Hourly
A	Office Assistant 1	\$15.35
B	Office Assistant 2	\$15.60
C	Administrative Assistant 1	\$17.12
D	Administrative Assistant 2	\$18.73

Current non-exempt staff will receive an increase of \$1.05 per hour.

2025 Policy for Unit I Wage Rates

The hourly wage rates for Unit I employees will be the following amounts during the 2025 calendar year.

WAGE RATES FOR UNIT I

<u>Wage Status</u>	<u>Controls Technician</u>	<u>Grounds Mechanic</u>
Step 1	\$23.44	\$17.76
Step 2	\$24.51	\$18.30
Step 3	\$25.69	\$18.95

<u>Wage Status</u>	<u>Mechanical Services</u>	<u>Building Trades</u>
Step 1	\$18.69	\$18.13
Step 2	\$19.65	\$18.98
Step 3	\$20.41	\$19.62

<u>Wage Status</u>	<u>Groundskeeper/ Mover/Laborer</u>	<u>Housekeeper</u>
Step 1	\$15.25	\$15.00
Step 2	\$15.77	\$15.42
Step 3	\$16.26	\$15.95

Step 1 = Starting Pay

Step 2 = 1st year anniversary

Step 3 = 2nd year anniversary

Individuals on the Step Schedule receive applicable increases on the anniversary date.

Current non-exempt staff above the scale will receive a raise of \$1.05 per hour.

2025 Policy for Off-Campus and Workshop Faculty Salaries

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2025 calendar year.

<u>Status</u>	<u>Teaching Experience for the University</u>	<u>Salary for each Credit Hour of Instruction</u>
University Faculty Member	--	\$ 925
Non-University Faculty Member	Less than five years	\$ 925
	Five years or more, but less than ten years	\$ 975
	Ten years or more	\$1,000

The 2025 calendar year rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

University faculty teaching workshops are paid \$925 per credit hour, provided tuition and fees cover the faculty member's salary and benefit costs.

These are the same rates utilized for the 2024 calendar year.