

University of Central Missouri
Board of Governors
Plenary Session
March 26, 2020

The University of Central Missouri (UCM) Board of Governors convened in Plenary Session via teleconference on Thursday, March 26, 2020, at 9:00 a.m. The call originated from Room 235 of the Elliott Student Union on UCM's main campus in Warrensburg, Missouri. Presiding over the meeting was Board President John Collier. Others participating in the meeting via conference call included Governors Stephen Abney, Marvin E. Wright, Mary Long, Mary Dandurand, Gus Wetzel II, Kenneth Weymuth and Casey Short; University President Roger Best; General Counsel Lindsay Chapman; Provost and Vice President for Academic Affairs Phil Bridgmon; Vice President for Finance and Operations Bill Hawley; Executive Director for Governmental Relations David Pearce; Executive Director for Administrative Services' Susan Brockhaus; Associate Vice President for Capital Planning and Facilities Management Tim Castilaw; and Director of Broadcasting Services Josh Tomlinson. Assistant Board Secretary Monica Huffman participated from Room 235.

Call to Order – Agenda Item No. 1

Mr. Collier called the meeting to order and asked for a roll call. It was determined a quorum was present to conduct business.

Remarks by the Board President – Agenda Item No. 2

Mr. Collier stated there have been many changes in the world since the Board last met as a result of COVID-19, and expressed appreciation for everyone's flexibility to participate virtually in today's meetings.

Remarks by the University President – Agenda Item No. 3

President Best stated this is a critical time in world and University history as it relates to COVID-19. Throughout the decades, UCM has experienced and survived a number of historical crisis, and will survive COVID-19 as well. He attributed the institution's strength and ability to survive this crisis to the Board's leadership and to the many talented staff who remain focused on addressing immediate matters, as well as planning for the future.

Plenary Session

Approval of January 21, 2020, Mini-Retreat Summary and January 21, 2020, Plenary Session, and March 16, Plenary Session Minutes – Agenda Item No. 4

Ms. Dandurand moved for the Board of Governors to approve the January 21, 2020, Mini-Retreat Summary, and January 21, 2020, and March 16, 2020, Plenary Session Minutes. The motion was seconded by Dr. Long and carried with the following roll call vote:

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

Emeritus Status Request – Agenda Item No. 5

Dr. Bridgmon requested the Board’s approval to grant emeritus status to Ms. Amy Stringer, Custodian, who will retire March 31, 2020 (Attachment 1). *Mr. Wright moved that the Board of Governors approve emeritus status for Amy Stringer. The motion was seconded by Dr. Wetzel and carried with the following roll call vote:*

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

KMOS Transmitter Replacement – Agenda Item No. 6

Mr. Hawley provided a summary of the information contained in a briefing paper under Tab 4 (Attachment 2) of the meeting materials pertaining to the replacement of KMOS’s broadcast transmitter. He stated the current KMOS transmitter was purchased in the spring of 2000 as part of the federally mandated transition from analog to digital broadcast. At the time of the purchase the transmitter was considered a state-of-the art IOT (filament tube) transmitter and has served KMOS for the past two decades as its primary digital transmitter. IOT transmitters require that their filament tubes be replaced approximately every 80,000 hours. The current transmitter tubes were replaced in 2008 with a new set of hyper-efficient filament tubes. In 2019, KMOS began the process to replace the existing tubes (approximate cost \$100,000) but was informed by the transmitter manufacturer, Hitachi Comark, that the unit was considered “End-Of-Life” and all material, technical and practical support would be discontinued in July 2020.

Mr. Hawley said a Request for Bids was issued and three responses were received; Gates Air, Inc. was the lowest and best bid. The primary funding source will be the remaining proceeds of the sale of 90.9 the Bridge to KCPT (\$368,000) with the remainder (\$65,514) coming from KMOS-raised funds which consists of donations, tower rental payments and grants. Mr. Abney asked for more information about the remaining \$368,000 from the sale of 90.9 the Bridge. Mr. Tomlinson responded payment was made by KCPT for 90.9 the Bridge in 2013 in the amount of \$1.1 million and set aside for improvements to KMOS. Of this amount, \$630,000 was spent to rebuild the station’s Master Control in 2016, and the remainder was put into escrow for a transmitter purchase. Mr. Abney asked what the life expectancy is for a transmitter. Mr. Tomlinson answered 25 to 30 years, adding that new transmitters are much more efficient and the project would pay for itself over a 10-year period.

Mr. Weymuth asked if it’s customary for the Board to see only the recommended bid. Mr. Hawley stated that it varies by project; however, he can provide additional information and would make it a point to do so in the future.

Mr. Abney moved that the Board of Governors approve the purchase of a KMOS-TV broadcast transmitter from Gates Air Inc. in the amount of \$433,514.14. The motion was seconded by Ms. Dandurand and carried with the following roll call vote:

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

On-Call Kitchen Equipment Maintenance and Repair Services – Agenda Item No. 5

Mr. Hawley provided a summary of the information contained in a briefing paper under Tab 5 of the meeting packet (Attachment 3) related to the purchase of “on-call” kitchen equipment maintenance and repair services. These on-call services are limited to a total cost under \$50,000. Additionally, there is no obligation to use these contracts and a solicitation for bids can be issued instead for a service project.

An Invitation for Bid for on-call maintenance and repair services was issued and resulted in one response from The Waldinger Corporation. The bid was reviewed by UCM’s Office of Procurement and Materials Management and found to be responsive.

Mr. Wright asked what amount was spent in the past year for on-call maintenance and repair services. Mr. Castilaw answered in total, approximately \$55,000 to \$60,000.

Mr. Abney asked what funding source would pay for these services. Mr. Hawley responded either auxiliary funds or a relative department fund. Ms. Brockhaus added it would be specific to each project.

Mr. Wright moved that the Board of Governors approve On-Call Kitchen Equipment Maintenance and Repair Services with the Waldinger Corporation of Kansas City, Missouri, effective April 1, 2020, through February 28, 2021, with four (4) one-year renewal options. The motion was seconded by Mr. Weymuth and carried with the following roll call vote:

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

Procurement Report and Elliott Student Union Project Update – Agenda Item No. 8

Ms. Brockhaus reviewed the Procurement report included under Tab 6 of the meeting materials (Attachment 4). With regard to the report structure, Mr. Wright requested that when more than one bid is received for any project or service, that a table be included in the report or briefing paper listing responsive bidders and bids, or if the bid is a sole source bid, that Board documents reflect this as well.

In regard to the Elliott Student Union Project Update, Mr. Wright asked when the project is expected to be completed. Mr. Castilaw responded with the exception of interior/exterior

clean-up; regrading and reseeding of the lawn area where the fence stood; and installation of wood panels on the auditorium stage, the project should be completed by April 3. The wood panels are expected to arrive April 17 and will then be installed. The retractable seating was being installed today. Mr. Hawley said the delay is a result of changes made to the audio/visual components for improved quality. Mr. Abney asked when the auditorium would be available for use. Mr. Castilaw responded it will be available beginning April 6. Although the wood panels still need to be installed, this does not affect use of the space.

Mr. Abney asked if Change Order 27-28 are related to the Union Project. Ms. Brockhaus answered yes, though not reflected in the Union Project Update, this is a net credit of \$119,000, which is for the adjustments made to the audio/visual components.

Faculty Promotions and Tenure – Agenda Item No. 9

President Best said included with the meeting materials under Tab 7 was a “Promotion and Tenure Decision Table for AY 2020-2021” (Attachment 5). He noted 14 faculty members received both promotion and tenure; 8 received promotion only; and 2 faculty tenure only. He commended these individuals and expressed appreciation for their excellence.

Written Governance Groups Reports – Agenda Item No. 10

Mr. Collier said written governance groups reports were included under Tab 8 of the meeting materials (Attachment 6).

Reports/Updates

University Update – Agenda Item No. 11

President Best called on University leaders to share efforts and initiatives the University has made or is making in response to COVID-19. The below list includes highlights, but is not all inclusive.

Academic Affairs – Phil Bridgmon

- Last month started recalling students studying abroad in Level 2 and 3 countries to return to United States.
- Last month began considering what would be needed to move instruction online including training for faculty who have not taught online classes.
- Considering how to maintain efforts associated with clinicals, practicums, flight instruction, farming, the airport and other scientific efforts.
- Began developing contingencies related to student support, recruiting, and orientation.
- Date extended for faculty to turn grades in.
- Postponed Commencement.
- Identifying needed technology.

Finance and Administration – Bill Hawley

- Pulled 90% of each University area's reserves and placed centrally. This amount totals \$27 million.
- Monitoring cash needs daily.
- Implemented a 90-day freeze on vacant positions before posting positions.
- Reminded campus of the need to continue being good stewards.
- All expenses reviewed by Vice President for Finance and Operations.
- Developed a work-from-home process for those employees who are able to do work from home.
- Minimized the need for paper processing by transitioning from paper to electronic processes where possible.
- Developing and notifying an essential employee list to determine who must work from campus if a stay-at-home order is issued by Johnson County or the State. This list will continue to evolve over time.
- Working with the Office of Technology to ensure the appropriate technology is available for faculty and students to participate in online instruction.
- Facilities Planning and Operations established protocol for deep cleaning facilities and for keeping spatial distance while doing so.
- Developing a refund process for room and board, parking, etc.
- FMLA rules are changing daily and the University is identifying and planning for those changes.
- Working to temporarily reassign student workers who want to continue working when their regularly assigned area has no work for them or whose staff are working remotely from home.

Student Experience and Engagement – Shari Bax

- UCM's Emergency Management team is working closely with Johnson County, Missouri's Emergency Management Operation Center.
- Sent emergency notification to campus about multiple cases of COVID-19 virus in Johnson County, Missouri. No known cases on UCM's campus as of this date.
- At the State's request, developing a list of resources the State may need as COVID-19 progresses.
- Established a system to address technology needs faculty and staff may have.
- Identifying and planning to communicate to students a list of academic resources available when online instruction begins.
- Continuing to reach out to students during the semester.
- Brenda Moeder, Director of Housing Operations and Facilities is to be commended for developing a check-out process for students who wanted to move out now. There is a mix of what students are doing – some are not able to leave home and return to campus right now; some have collected from their rooms only what they need leaving all other belongings; and 40% of students have moved completing out. The process has been managed and controlled well. Students residing in the apartments have also been permitted to move out if they wish. To date there are 184 students living in the residence halls and 190 in the apartments.
- Working with Finance and Administration to provide refunds to students moving out. This will have an impact on long-range planning.

- Limited food service (food selection and take out only) are being provided to students who continue to live on campus.
- Some operations are still open -- Book Store, Elliott Student Union (Bowling Alley closed), Multipurpose Building and Health Center.
- Ongoing communications with students are occurring as adjustments are made.
- Providing instruction on how to access virtual learning.
- Communicating to students those offices closed and the hours of operation for those areas remaining open.
- Establishing system to respond to questions that are not included in "Frequently Asked Questions."
- Cancelled all campus events.
- Reaching out to all event sponsors.
- Developing a plan for virtual celebrations for events typically held in April around Commencement.

In regard to investments, Mr. Abney asked if we are using a more liquid approach than what we normally would. Ms. Brockhaus said consideration will be given to whether we need to withdraw money from the investment portfolio to meet the University's needs over the next several months. Ms. Brockhaus added PFM is being very helpful.

Mr. Abney asked if faculty have received all of the training they need for conducting online instruction. Dr. Bax said all of the initial sessions being offered have concluded. There are also several tools available to assist them including colleagues across campus. Mr. Abney also asked about how we are helping students who reside in rural areas and may not have internet access. Dr. Bax said the University has a limited number of hot spots and have tried ordering additional ones with some difficulty as they are in high demand right now. Several Chrome books have hot spots and the University will make these available to students, faculty and staff to check out. Some phones have hot spots as well and UCM has ordered additional phones for this purpose. The challenge will remain for those students who don't live near a tower. To date, approximately 20 students have requested equipment.

Mr. Weymuth asked if we know what the drop rate is for the semester. Dr. Bax said three students have requested 100% withdrawal, but this number could increase when classes resume next week. Provost Bridgmon stated the academic calendar has been modified to extend drop dates later into April.

President Best said the Faculty Senate Executive Committee held a virtual meeting yesterday and are very supportive of the changes that have been made and are doing their best to ensure students continue receiving a quality education. The Integrated Marketing and Communications team has generated a lot of communications and worked hard to ensure all messaging is consistent. Athletics continues to monitor and track what the NCAA is doing with regard to eligibility and who is allowing for extensions and financial aid to continue. Athletics is also ensuring the mental and physical wellbeing of student athletes remains intact. General Counsel has been involved in most communications for legal purposes and to ensure we remain compliant and consistent with state/federal laws. And lastly, beginning Monday, March 30,

UCM's Alumni Foundation will begin reaching out to hundreds of alumni to check on how they are doing and to let them know how we are doing here. Part of this effort is the #MuleNationMotivation movement to assist students directly impacted by COVID-19. In closing, President Best expressed deep appreciation for the institution's leadership and to everyone who is working to ensure continued student success in these challenging times.

Legislative Update – Agenda Item No. 12

Mr. Pearce provided a legislative update. Highlights from his report included passage of the CARES Act by the United States House of Representative on March 25, 2020. Approximately \$14.25 billion will be appropriated for higher education, and 90% of this will be distributed based on a PELL formula.

Mr. Pearce said the State Capitol is closed until April 6 for a thorough and deep cleaning. A State supplemental bill must be approved by April 24 to draw down \$33 million in Federal dollars for COVID-19 emergency response. The 2020-2021 State Budget 2020-2021 won't be discussed until a supplemental budget is completed.

Other – Agenda Item No. 13

Mr. Collier said the Board should plan for the April meetings to be held virtually.

Request for Closed Session – Agenda Item No. 14

Dr. Long moved pursuant to the Missouri Revised Statutes, Section 610.021, that the UCM Board of Governors meet in closed meeting, with closed record and closed vote, for the purpose of considering real estate matters, legal actions, contractual matters, personnel matters, and other matters included under Section 610.021 of the Missouri Revised Statutes. The motion was seconded by Mr. Wright and carried with the following roll call vote:

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

The Board took a 10-minute recess at 10:10 a.m. before resuming in Closed Session.

Adjournment

Following the conclusion of the Closed Session at 12:15 p.m., Mr. Wright moved that the meeting adjourn. The motion was seconded by Mr. Weymuth and carried with the following roll call vote:

<i>Kenneth Weymuth</i>	<i>aye</i>	<i>Stephen Abney</i>	<i>aye</i>
<i>Gus Wetzel II</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>	<i>John Collier</i>	<i>aye</i>
<i>Marvin E. Wright</i>	<i>aye</i>		

**University of Central Missouri
Board of Governors
Special Plenary Session
March 26, 2020
Attachment Listing**

<u>Attachment No.</u>	<u>Attachment Description</u>
1	Emeritus Status Request
2	KMOS Transmitter Replacement
3	On-Call Kitchen Equipment Maintenance and Repair Services
4	Procurement Report and Elliott Student Union Project Update
5	Faculty Promotions and Tenure
6	Written Governance Groups Reports