

University of Central Missouri
Board of Governors
September 15, 2016
Work Session

The University of Central Missouri (UCM) Board of Governors convened in Work Session on Thursday, September 15, 2016, at 1:00 p.m. in Elliott Union 237A on UCM's main campus in Warrensburg, Missouri. Presiding over the meeting was Board President Gus Wetzel II. Other Board members in attendance included Weldon Brady, John Collier, Mary Dandurand, Mary Long, Walter Hicklin, Marvin E. Wright and Mathew Martinez. Also present were University President Charles Ambrose; General Counsel Hayley Hanson; Assistant Secretary to the Board Monica Huffman; Vice President for Finance and Administration Doug Hawks; and Dennis Strait and Amanda Garbach of Gould Evans Architects.

After calling the meeting to order and determining that a quorum was present to conduct business, Dr. Wetzel called on President Ambrose to introduce the following agenda items.

Update on Missouri Innovation Campus Facility – Agenda Item No. 1

President Ambrose stated that Dr. Dave Benson assumed the interim superintendent position for the Lee's Summit R-7 School District on September 1. He was very pleased to learn about the Missouri Innovation Campus and the partnership that exist between the Lee's Summit School District and higher education. Gould Evans will provide an update on the Missouri Innovation Campus Facility at the October 13, 2016, Work Session.

Commemorative Signage – Student Recreation and Wellness Center & The Crossing – Agenda Item No. 2

Mr. Dennis Strait and Ms. Amanda Garbach of Gould Evans Architect reviewed a PowerPoint (Attachment 1) of commemorative signage graphics for the Student Recreation and Wellness Center and The Crossing South - South at Holden. The cost of signage is dependent on the materials used to construct the two signs. Signage for The Crossing ranges from \$15,000 to \$25,000 and for the Student Recreation and Wellness Center, from \$8,000 to \$14,000. The time frame for completion and installation is approximately four to five months. Mr. Strait anticipates the new signage could be ready for installation after the New Year. The Board expressed support of the conceptual design, which allows the University to move forward with this project.

Board of Governors Policies – Agenda Item No. 3

President Ambrose stated that proposed revisions to BOG Policy 2.3.010 – Employee Vacation Accrual, will standardize vacation accrual for all employees based solely on years of service and without regard to employment status of exempt/non-exempt. He explained changes to the Fair Labor Standards Act (FLSA) do not require changes to the policy;

however, without these changes, employees whose status is changing to non-exempt may be negatively impacted based on the University's current vacation accrual rates.

Dr. Hawks reviewed the proposed changes that include a new maximum vacation accrual of 280 hours. He stressed employees who currently have more than 280 hours banked under the previous cap, will not lose vacation hours, and that a "transition bank" will be established for these individuals to deposit hours in excess of 280 hours. Also, Dr. Hawks is exploring other options for the excess hours to offer employees.

Under the revised policy employees may now take vacation in one-hour increments instead of the previous four-hour increments. Mr. Brady asked if the University has the necessary system in place to help track vacation hours. Dr. Hawks responded the current system in will permit employees to report actual time taken.

Dr. Hawks reviewed a *Frequently Asked Questions* document (Attachment 2) distributed to the Board and to meeting guests to help answer questions related to the proposed policy revisions. The document will be posted to the University website on September 16.

President Ambrose said the proposed policy revisions address fairness and equity to all employees, as well as institutional stewardship. He noted the greatest impact will be to managers/supervisors who will be responsible for scheduling work appropriately and ensuring that employees are being compensated for all time worked. Dr. Wetzel asked if the University has budgeted to accommodate unused vacation time that must be paid to departing employees. Dr. Hawks responded yes, these funds are annually appropriated in the budget.

Ms. Hanson next reviewed a proposed new policy – BOG Policy 2.3.050 – Compensatory Time Off for Non-Exempt Employees that result s from amendments to the FLSA. This policy will allow the University to grant compensatory time off in lieu of overtime payments to non-exempt employees. Ms. Hanson noted that compensatory (comp) time would apply only to those departments or units that serve or support Student Services, Alumni Relations, Athletics and Information Technology. However, it may also apply to other positions if approved by a supervisor or Vice President.

Comp time is accrued at a rate of time and one-half and is capped at 60 hours (40 hours actual worked time). Managers may determine when a non-exempt employee must use comp time, and any unused comp time remaining at the fiscal year end must be paid to the employee. UCM's current system will allow comp time to be tracked.

President Ambrose acknowledged that these changes will require deliberation, reflection, and perhaps even greater efficiencies in how employees work. UCM's employees are hardworking and dedicated to their jobs, but it's important that they are appropriately and accurately compensated for all time worked.

In closing, President Ambrose noted that a lot of work has gone in to preparing for these changes that will become effective December 1, 2016, and that information sessions are scheduled for the following weeks to explain the requirements and changes to managers/supervisors and employees.

Request for Closed Session – September 15, 2016 – Agenda Item No. 4

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, and personnel matters. The motion was seconded by Mr. Collier and carried with the following roll call vote:

<i>Walter Hicklin</i>	<i>aye</i>	<i>Mary Dandurand</i>	<i>aye</i>
<i>Weldon Brady</i>	<i>aye</i>	<i>Marvin E. Wright</i>	<i>aye</i>
<i>John Collier</i>	<i>aye</i>	<i>Gus Wetzel II</i>	<i>aye</i>
<i>Mary Long</i>	<i>aye</i>		

The Work Session concluded at 1:50 p.m.

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Attachments Listing**

<u>Attachment No.</u>	<u>Attachment Description</u>
1	PowerPoint – Commemorative Signage
2	Frequently Asked Questions – Proposed Vacation Accrual Policy Changes