

University of Central Missouri
Board of Governors
Special Plenary Session
May 30, 2017

The University of Central Missouri's (UCM) Board of Governors convened in a special Plenary Session via teleconference on Wednesday, May 30, 2018, at 10:00 a.m. The call originated from ADM 204 on UCM's main campus in Warrensburg, Missouri. Presiding over the meeting by phone was Board President Gus Wetzel II. Other Board members participating by phone were Marvin E. Wright, Mary Long, Weldon Brady, John Collier, and Walter Hicklin. University President Charles Ambrose and General Counsel Hayley Hanson also participated by phone. Participating in the meeting from ADM 204 were Governor Mary Dandurand, Drs. Roger Best and Mike Godard, Assistant Secretary to the Board Monica Huffman, Susan Brockhaus, Lisa Butler, Jeff Murphy, Jennifer Hinton and Chris Holmberg of *The Muleskinner*.

Call to Order – Agenda Item No. 1

Dr. Wetzel called the meeting to order and asked Ms. Huffman to take the roll. Dr. Wetzel determined a quorum was present to conduct business. He asked President Ambrose to present the following agenda items.

Advising Center Renovation Project – Agenda Item No. 2

President Ambrose said establishing a centralized advising center will be one of the most important things we do in FY 2019, not only for the budget, but also for serving our students and increasing retention. Space identified for the Central Advising Center is on the lower level of the Elliott Student Union previously occupied by the University Bookstore.

As part of the college realignment of academic student support services, all advising units will be relocated to the Center. Dr. Godard discussed personnel moves and the Center's leadership, which consists of a Director and three Senior Academic Advisors. An internal search was conducted for all positions and resulted in the hire of Ken Schueller as Director, and three of the current advisors as Senior Academic Advisors. Mr. Schueller is currently Director of the Gateway Center, and oversaw the 2017-2018 pilot that utilized a holistic advising model with students who were undecided in a major. The pilot was very successful and was the basis for establishing a Central Advising Center.

The Board had questions concerning the number of staff required to support the Center; the ratio of advisors to students; communication with faculty about the change; advisors' compensation; and the utilization of space that is vacated as part of the new advising model.

Responses to these questions included -- the current ratio of advisors to students range from 1:500 to 1:750; under the new model, a smaller ratio of 1:300 is expected. This reduction is anticipated as faculty provide advice to juniors and seniors, and as students who are more successful become less reliant on their academic advisor. This new model will not require new staff, and in fact, will eliminate the need for seven current positions. Of these seven positions, four are vacant and three are filled. The four vacant positions will be eliminated along with three filled positions which are included with the 30 staff positions eliminated across campus. Pay for the academic advisors under the new model will remain the same, with the exception of two positions that will experience a pay reduction due to changes in their job descriptions.

With regard to space, Dr. Godard shared under the current model seven separate advising offices exist. The new Center will create new efficiencies that allows the University to recapture some of its cost, and more importantly help increase the student retention rate to 80%. He added a list reflecting all available space on campus and a strategic plan will be prepared for future utilization of space. Equipment and furnishings from current advising offices will move to the Center in an effort to keep the cost of establishing the Center down.

A question regarding the length of time it would take to recover project costs was asked. Dr. Best stated he anticipates it will take 2 to 2-1/2 years based only on cost savings, noting there is also significant potential for revenue enhancement as well.

In relation to the bids, a cost difference of \$25,000 for “Alternate 1” bid between Reasbeck Construction and Harline Construction was noted; and staff was asked if they attempted to negotiate a lower Alternate 1 bid with Reasbeck. Ms. Butler explained Reasbeck Construction asked for more detail related to Alternate 1 that resulted in the issuance of a change order to the bid and the firm’s bid of \$43,460 for Alternate 1. Hartline Construction, who was privy to the information, did not incorporate the change into its bid, resulting in a much lower bid for Alternate 1.

When discussion concluded, *Mr. Collier moved that the Board of Governors approve a contract with Reasbeck Construction, Inc. of Warrensburg, Missouri to include the base base, Alternate #1, and Alternate #3 in the amount of \$693,875 for the Advising Center Renovation Project (Attachment 1). The motion was seconded by Dr. Long and carried with the following roll call vote:*

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

Contracted Printing Services – Agenda Item No. 2

President Ambrose stated outsourcing print services has been a consideration since the last academic review was conducted in 2011. Dr. Best provided background information included in a briefing paper (Attachment 2) and shared that Dr. Greife and Ms. Butler recently met with Printing Services staff to inform them of the possible change.

Printing Services currently has seven positions. One person recently retired, leaving six filled positions. If the Board approves outsourcing printing services, the six staff positions and the director position would be abolished. A new position would be created to serve as project coordinator for external print jobs and to fill small orders in house. As a tenured faculty member, the director is returning to full-time faculty. The six remaining staff are eligible to apply for the project coordinator position. Dr. Best estimates total cost savings including personnel and operations will be \$200,000 to \$250,000.

The two firms recommended to provide printing services are Neal/Settle Printing, Inc. of Grandview, Missouri and PrintLynx (Jostens) of Sedalia, Missouri. Board members asked questions concerning how distribution of a print job would be made when two different firms are used and what the expected turnaround time is. Ms. Butler stated standard turnaround time for routine orders is three to five days and 24 hours for rush orders. Under current operations, turnaround time varies depending on where an order falls in line. Outsourcing printing services will create costs savings and efficiencies across campus. Mr. Hicklin acknowledged the importance of creating efficiencies and costs savings during difficult financial times, but also expressed concern for the employees impacted by the changes made.

Following discussion, *Mr. Wright moved that the Board of Governors approve contracts with Neal/Settle Printing, Inc. of Grandview, Missouri and PrintLynx (Jostens) of Sedalia, Missouri for the outsourcing of printing operations. The motion was seconded by Mr. Collier and carried with the following roll call vote:*

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

Note: Ms. Brockhaus departed the meeting prior to discussion of Agenda Item No. 3

University Designated Treasurer – Agenda Item No. 3

President Ambrose explained due to reorganization and efforts to reduce costs, the Board/University Treasurer position is vacant. The Associate Vice President for Finance, one of the positions recently eliminated as part of the reorganization, previously filled the Treasurer role. Susan Brockhaus, Executive Director for Administrative Services, has been with the University since 2006, and currently has access to most University bank and investment accounts. In order to maintain continuity of operations, it was recommended the Board appoint Ms. Brockhaus as Treasurer (Attachment 3).

Mr. Wright moved that the Board of Governors designate Susan Brockhaus as University Treasurer. The motion was seconded by Mr. Collier and carried with the following roll call vote:

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

Other – Agenda Item No. 5

President Ambrose stated with the announcement of Governor Greitens' resignation, all indications are that Lieutenant Governor Parsons, who will step in as Governor on Friday, will sign the budget bill. He also discussed a late bill that, if signed, would allow public higher education institutions to increase tuition by CPI plus 5% if state appropriations are reduced.

Adjournment – Agenda Item No. 6

There being no further business to discuss, *Mr. Wright moved that the meeting adjourn. The motion was seconded by Mr. Collier and carried with the following roll call vote:*

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

The meeting concluded at 10:55 a.m.

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Attachment Listing**

<u>Attachment No.</u>	<u>Attachment Description</u>
1	Advising Center Renovation Project
2	Contracted Printing Services
3	University Designated Treasurer