

University of Central Missouri
Board of Governors
Plenary Session
April 23, 2020

The University of Central Missouri (UCM) Board of Governors convened in Plenary Session via Zoom Video on Thursday, April 23, 2020, at 9:00 a.m. The meeting originated from Room 204 of the Administration Building on UCM's main campus in Warrensburg, Missouri. Presiding over the meeting was Board President John Collier. Others participating in the meeting via Zoom Video included Governors Stephen Abney, Marvin E. Wright, Mary Long, Mary Dandurand, Gus Wetzel II, and Kenneth Weymuth; 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; Controller Sondra Savage-Moore; Director of Procurement Lisa Butler; Vice Provost for Academic Programs and Services Lisa Toms; Assistant Vice Provost for Admissions and Financial Aid Drew Griffin; and Director of Career Services Amber Goreham. Assistant Board Secretary Monica Huffman participated from Room 204. Student Governor Casey Short was unable to participate and was excused.

Note: Items appear in the order of the published agenda, but may have been taken out of order.

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 commented on the format of today's Zoom Video meeting and expressed appreciation for everyone's flexibility during these challenging times.

Remarks by the University President – Agenda Item No. 3

President Best said he was thankful for the work that has been done over the past several weeks by faculty and staff to ensure students stay on course and operations continue. President Best congratulated the Board, noting this is the first time in the Board of Governor's history to conduct a meeting via video conference. He thanked the Board for its support and responsiveness to the University's needs.

Plenary Session

Approval of March 26, 2020, Plenary Session Minutes – Agenda Item No. 4

Mr. Wright moved that the Board of Governors to approve the March 26, 2020, Plenary Session Minutes. The motion was seconded by Ms. Dandurand and carried with the following roll call vote:

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

Reports and Updates

Written Governance Groups Reports – Agenda Item No. 5

Mr. Collier noted written governance groups reports were included in the meeting packet under Tab 3 (Attachment 1).

University Update – Agenda Item No. 6

President Best provided a University Update that included the following information:

- University-sponsored travel previously restricted through May 10, is extended through May 31, 2020.
- UCM’s “work remote” status was extended from May 4 through Sunday, May 17, 11:59 p.m. This requirement applies to all employees with the exception of those designated as “essential employees.” Additional information regarding the return to work will be communicated in the coming week(s).
- Spring Commencement is rescheduled from May 8-9 to August 1. Three ceremonies – 9:00 a.m., 12:00 noon, and 3:00 p.m. – will be held.
- Missouri’s General Assembly resumes meeting April 27. The State estimates a revenue shortfall of anywhere from \$500 million to \$1 billion. In addition to the withhold made earlier in the month, a second State budget withhold was made last week totaling \$47 million. Higher education’s share of this withhold was \$450,000. UCM will monitor budget proceedings closely. The General Assembly must submit a proposed budget to the Governor by May 8.
- Since the last Board meeting, Congress passed the CARES Act. UCM will receive \$6.9 million, half of which must be appropriated to students for financial aid. UCM will serve as a pass through for the students’ funds. President Best added students are not required to spend the money on education expenses. The remaining funds will go directly to UCM; however, the University has already spent this amount (\$3.4 million) on refunds to students for housing.

Legislative Update – Agenda Item No. 7

Mr. Pearce provided state and federal legislative updates. Highlights from the report included:

State –

- The Legislature returns to session Monday, April 27, and has a May 8 deadline to submit a proposed budget to the Governor.
- The Governor withheld \$170 million in April, with a majority of the funds coming from higher education institutions. UCM had \$4.5 million withheld from its \$13.5 million allotment. Earlier this week, the Governor withheld another \$47 million but spared higher education with the exception of two small projects at other universities.
- Estimated shortfall in revenue for next year is expected to be anywhere from \$500 million to \$1 billion.
- Very few policies are expected to pass this year. Indications are the Senate may pass a Broadband expansion bill, a domestic violence bill and possibly hold discussion on Wayfair-Internet sales tax. Most policy issues dealing with higher education will not pass this session.

Federal – The CARES Act was passed providing \$6.2 trillion. Of this amount, \$30.8 billion was allocated for education, with higher education receiving \$13.8 billion. Half the \$13.8 billion will go to students and the other half will go to institutions to help with costs associated with COVID-19. UCM has applied for CARES Act funding and is expected to receive \$6.8 million. Of this amount, \$3.4 million will be allocated for students and \$3.4 million for UCM. Most students are eligible to receive \$300, but they must apply for it. A smaller number of students could be eligible to receive up to \$6,000 based on exceptional need. The CARES Act also provided another \$3 billion in Governor’s Emergency Education Relief (GEER) Fund dollars. Missouri will receive \$56 million, for which the Governor has discretion to determine how the money is distributed.

Mr. Weymuth asked for examples of students’ “exceptional needs.” Mr. Hawley said this could include such items as travel abroad expenses and technology, among other items. Mr. Abney asked if a student could use the funds to pay outstanding debt owed to the University. Dr. Best responded if students chose to pay outstanding debt of their own accord, they could, but the University cannot direct them to do so or withhold the funds. Ms. Dandurand asked if part-time students qualify for the funds, or is it restricted to full-time students. Ms. Moore responded the determinant is whether a student was enrolled in an on-campus class, regardless of whether they are part-time or full-time. UCM conferred with an audit firm to establish justification for the set amount of \$300. Justification is the cost incurred as a result of transitioning to an online format. Dr. Long asked what happens to any unspent funds. Mr. Pearce said if the University did not spend all of the allotted \$3.4 million, it would have to be set aside for students’ needs. Mr. Hawley added the University has one year to use the funds, and then what is left must be returned to the federal government.

Board Committee on Student Engagement and University Advancement

Ms. Dandurand, Chair of the Board Committee on Student Engagement and University Advancement, said the Committee did not meet this month; however, Student Experience and Engagement and University Advancement have been very busy with activities to help address the impact COVID-19 is having on UCM and its students.

Board Committee on Academic Affairs

Dr. Long, Chair of the Academic Affairs Committee, thanked Provost Bridgmon for the work he has done related to Project Data formatting. She asked him to present the following agenda items.

Emeritus Status – Agenda Item No. 8

Provost Bridgmon presented the names of employees who will retire May 31, 2020, and are eligible for emeritus status under BOG Policy 2.1.070, *Privileges Extended to Emeriti and Retired Employees* (Attachment 2). *Dr. Long moved that the Board of Governors approve the award of emeritus status to Mr. Patrick Bradley, Ms. Kelly Edmondson, Mr. Michael Neudigate, Ms. Cynthia Moore, and Dr. Steve Boone. The motion was seconded by Mr. Wright and carried with the following roll call vote:*

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

Census – Spring Enrollment Report – Agenda Item No. 9

Mr. Griffin was asked to present the Census – Spring Enrollment Report (Attachment 3). Highlights from his report included:

- Total enrollment headcount was down -4.06% and down more than 6,500 credit hours;
- Total headcount for undergraduate students decreased 4.66% from Spring 2019 to Spring 2020, which is attributed to higher graduation rates and fewer new students;
- International enrollment increased 15.67% from Spring 2019 to Spring 2020;
- 76% of international students are from India;
- The greatest decline in undergraduate enrollment was in the number of male students, which decreased by more than 200;
- Persistence declined .01% from Spring 2019 to Spring 2020;
- Conditionally admitted students increased .06%; and
- Pell eligible students increased .01%.

Highlights for Fall 2020 included:

- Freshmen applicants increased 10% and admits increased 6%;
- Transfer applicants and admits are down. The University has received Spring graduation lists from local community colleges, purchased more names from a third-party vendor and is pursuing other initiatives to increase this number;
- International applicants increased 23% and admits increased 76%; and
- Fall enrollment headcount is down 11% and credit hours are down 10%. The majority of the decline is attributed to currently enrolled students;

Dr. Long expressed concern about the decline in Black/African-American students and asked if the University is looking at trends and focusing marketing efforts to address the decline. Mr. Griffin responded the University is partnering with community-based organizations and high schools to ensure students are aware of UCM's offerings and see it as a college of choice. In addition to campus visits, the University continually looks for ways to improve marketing efforts. He added there is a strong focus on Fall 2021 recruitment strategies. Dr. Long said she would be interested in knowing more about the planned strategies. Mr. Griffin stated he would be happy to follow-up with Dr. Long.

Mr. Abney noted some regional universities have cut programming dramatically and asked if the University has conducted research to see what those programs are and if we can recruit affected students into our programs. Mr. Griffin has talked with UCM's Integrated Marketing and Communications Office to see how we can target those specific students. Staff is developing a plan for how those students can be captured. Mr. Abney asked if the plan is one that we can move quickly on. Mr. Griffin responded it is.

Provost Bridgmon said in December 2019 the Board approved additional work with EAB for comprehensive enrollment services. The Board asked at that time when we would begin gaining some traction and he said around March 2020. In looking at the data included in the Spring Enrollment Report, we are moving in a positive direction. Other efforts include President's Council members writing personal notes of welcome to incoming students, and Admissions staff is continuing to build relationships with school counselors and other school personnel.

Program Data Options – Agenda Item No. 10

Provost Bridgmon said he has been working on an interactive website (<https://app.powerbi.com/view?r=eyJrIjoiZGZiMTM1YTctMWEwMC00YTl2LTgwMjAtOWEzMWwNjODg1NTYxliwidCI6IjdhZmI5ZTIyLTkzMDgtNDE4Ni04ZTI5LWVhMjMxZmYzYmFmNyIsImMiOiN9>) of UCM institutional and College level data that includes visual displays and types of data that can be changed as desired. He reviewed examples included in a briefing paper included under Tab 6 of the meeting materials (Attachment 4).

Dr. Long asked with a new data format in place, will this provide a greater focus for the next academic year. Provost Bridgmon answered yes. When looking at Fall and Spring classes the data will help to ensure greater efficiency models. For example, staff can see courses likely to have a higher enrollment and determine where additional sections need to be added. It will also help to identify classes that are overscheduled and should be reduced. The data will assist with a review of general education, as well as financial outcomes.

Mr. Wright said he would like for the Board to receive a written summary of the data information with recommendations of what should be done to improve signature programs and where funds should be allocated. Provost Bridgmon said he would be happy to do so, noting that several things have already been put into place that he is happy to share with the Board.

Dr. Wetzel remarked that UCM has always been a strong partner in safety and education, and noted a decline in this area. He asked if this is a public trend. Provost Bridgmon said he did not believe it to be a public trend, but more about program leadership which is important to growth. He assured the Board they should see improvement in this area going forward.

Career Services Annual Report – Agenda Item No. 13

Ms. Amber Goreham provided a detailed account of the Career Services Annual Report included under Tab 7 of the meeting materials (Attachment 5). Following the presentation, Dr. Long noted during last year’s presentation, there was discussion regarding ways to better serve UCM’s diverse student body. Ms. Goreham said Career Services is continuing to build on-campus partnerships. This past Fall Career Services hosted a Professional Networking and Career Day event that was sponsored by the Office and the Center for Multiculturalism and Inclusivity. Following this event, Career Services has had ongoing conversations with Dr. Lover Chancellor on ways to continue serving UCM’s diverse student body. As a result of these conversations, Career Service is working with her office as well as alumni to coordinate a networking event during Homecoming weekend.

Board Committee on Finance and Administration

Mr. Abney, Chair of the Board Committee on Finance and Administration, stated the Committee did not meet this month. He asked Mr. Hawley to present the following agenda items.

FY 2020 Third Quarter Investment Report – Agenda Item No. 20

Ms. Brockhaus reviewed the FY 2020 Third Quarter Investment Report included in the meeting materials under Tab 8 (Attachment 6). She also discussed the impact of COVID-19 on the economy and the projected recovery time which could be well into the next year. This information was outlined and included as part of PFM Asset Management’s report. In reference to the Portfolio Performance – Accrued Earnings, Mr. Abney asked why March earnings - \$473,639 – were so high. Ms. Brockhaus said she would research this and follow up with a response.

FY 2020 Third Quarter Statement of Revenues and Expenses – Agenda Item No. 13

Mr. Hawley noted the third quarter statement of revenues and expenses (Attachment 7) was prepared using a new format that was first presented in January. Ms. Moore detailed some of the changes, noting the new format is still being fine-tuned. Future changes include adding actuals to the budget, allocating other auxiliary revenue and scholarship expenses, and making prepaid expense adjustments at each quarter end. Ms. Moore said some adjustments made to arrive at the March 31 net position include items such as accruing and adding payroll, and depreciation for the first three quarters at the month end. Additionally, an adjustment was made for Auto Capitalization. This results from software that includes items as an asset on the balance sheet, but also list them as an expense. The items must then be removed from expenses.

Grants receivable (grant funds that have been expended but that billing has not been included in revenue) were added to revenue. CIP expenses reflect construction in progress that will be capitalized and moved to an asset account at the year-end (supply expenses were reduced by this amount). Under the current Sodexo contract, Sodexo gave UCM a \$500,000 equipment allowance. To date, UCM has earned 75% of this amount, or \$375,000 for FY20, and the Capital Investment portion has earned \$937,500 of the \$1,250,000 for this fiscal year. The report reflects an increase in net position of \$7.3 million, however, when preparing GASB financial

statements, the MOSERS liability will be included in expenses. The average from the past few years were used to estimate the expense, which is expected to be an additional \$15 million dollars per year, or \$11.3 million at the end of March 31, which would result in a net loss of approximately \$4 million dollars at the end of the third quarter of FY20. And lastly, UCM is notified in May of each year of what its MOSERS contribution will be for the next year. At that time, year-end adjustments are made to liability and expenses.

Mr. Abney asked if the refunds being issued to students are reflected in the report. Ms. Moore said they are not, but would be reflected in the fourth quarter report. He also asked if UCM anticipates using all of the \$3.4 million received from the CARES Act. Mr. Hawley responded all the funds will be used towards the refunds made to students. Mr. Wright asked if \$15 million is UCM's expected MOSERS contribution for next year. Ms. Moore affirmed this is the contribution amount UCM anticipates.

Procurement Report – Agenda Item No. 14

Ms. Lisa Butler reviewed the Procurement Report included under Tab 10 of the meeting materials (Attachment 8). Of particular note were change orders #27 and #28 for the Elliott Student Union auditorium addition that is part of the Elliott Student Union Project. Mr. Castilaw shared the following information:

Change Order No. 27 - Is a credit change order in the amount of \$121,565.00. UCM has developed new Audio Visual Design and Engineering standards that are different from what was contained in the bid documents. UCM requested that the bulk of the AV package be removed from Westport's Contract. UCM has contracted with AVI Systems of Lenexa Kansas to provide the AV equipment and integration per the new standards. Westport and their subcontractor proceeded with installation of the base-bid pathways (cable hooks/ trays, conduits, raceways, outlet boxes, floor boxes, back boxes, sleeves, fire rated boxes, penetration fire stopping) for the AV equipment being supplied by AVI Systems. AVI Systems contracted amount for the AV package is \$103,313.23.

Change Order No. 28 - In the amount of \$2,786.96 with no days added to the schedule. This is for additional work in the Smiser Link Corridor.

- Paint Hallway - Additional painting added due to new paint terminating in the middle of a wall and not extended to natural termination point. This was added to allow the whole corridor walls to match at the end of the project. Cost is \$1,095.60.
- Remove Glass and Add Insulated Panel - The location of the new roof overflow drain was not resolved at the time of bid. Working in the field with existing conditions of the ceilings fully exposed a code compliant pathway for the new overflow drain through the ceilings and out of the north exterior wall of the Smiser link was necessary. A piece of spandrel glass was removed and replaced with an insulated panel to allow the overflow pipe to make its final exit from the building. Cost is \$275.00.
- Remove and Relocate (supply) Registers and Return Air Grills - The scope for what to do with the existing air device grills in the ceiling above the link ramp where omitted on the mechanical drawings at time of bid. For the corridor to be tempered correctly at the end of the project, it was necessary to relocate the air devices. Cost is \$688.00.

- New Soffit - A soffit was required to allow the overflow drain line to cross over the link corridor without being obstructed by existing conditions. Cost is \$475.00.
- Overhead & Profit - \$253.36

Mr. Castilaw anticipates the project will be completed next week. The acoustic panels for the auditorium have shipped and due in anytime. The fencing at the South end of the Union will remain in place to the area can be used as a staging area for the panels. Once the panels are installed the fencing will be removed.

Mr. Abney asked if the Cru5h project is on time and on budget. Mr. Castilaw responded yes, it is 95% complete. Construction is scheduled to complete by May 8, which is one week ahead of the May 15 contract date. Atlantic Culinary has delayed equipment installation until next week due to Covid19 travel restrictions. Cru5h exterior handrails have been installed, storefront panels are installed, exterior steps are under construction, and the interior railing is being installed along ramp. Cru5h remains on schedule with the equipment installation adjustment.

Board Business

Appointment of Nominating Committee – Agenda Item No. 15

Mr. Collier announced that Mr. Wright and Dr. Wetzel would serve as the Board’s Nominating Committee for 2020-2021 Board officers and will be prepared to make a recommendation at the June meeting.

Other Business – Agenda Item No. 16

Following the conclusion of Closed Session, the Board resumed meeting in Plenary Session. President Best shared a complimentary note from a student’s parents acknowledging and expressing gratitude for the refund recently provided to their student.

Mr. Collier discussed the need for two special meetings in May to consider budget-related matters. *Dr. Wetzel moved that the Board of Governors approve the addition of two special meetings – May 13 and May 27 – for the purpose of considering budget-related matters. The motion was seconded by Mr. Wright and carried with the following roll call vote:*

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

Request for Closed Session – April 23, 2020 – Agenda Item No. 17

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

Note: *The Board recessed from Plenary Session at 11:30 a.m. and resumed meeting in Closed Session at 11:45 a.m. The Closed Session ended at 1:05 p.m. at which time the Board resumed meeting in Plenary Session.*

Adjourn – Agenda Item No. 18

Mr. Wright moved that the meeting adjourn. The motion was seconded by Ms. Dandurand and carried with the following roll call vote:

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

The meeting concluded at 1:15 p.m.

**University of Central Missouri
Board of Governors
Special Plenary Session
April 23, 2020
Attachment Listing**

<u>Attachment No.</u>	<u>Attachment Description</u>
1	Written Governance Groups Reports
2	Emeritus Status Requests
3	Census – Spring Enrollment Report
4	Program Data Options
5	Career Services Annual Report
6	FY 2020 Third Quarter Investment Report
7	FY 2020 Third Quarter Statement of Revenues and Expenses
8	Procurement Report