



SOUTHEAST MISSOURI STATE UNIVERSITY • 1873

BOARD OF REGENTS MEETING 9 a.m., Thursday, February 14, 2019 Academic Hall Board of Regents Room*

[Open Session Agenda](#)

Welcome, Call to Order and Roll Call

Swearing-in Ceremony for James P. Limbaugh, New Member of the Board of Regents

ACTION ITEMS:	Attachment	iPad Page #
1-O. Consideration of Approval of Minutes for: Open Session Meeting of December 14, 2018	A	3-20
2-O. Consideration of Approval of Resolution of Honor for Donald G. LaFerla	B	21

REPORT ITEM:

3-O. University President's Report *verbal*

ACTION ITEMS:

4-O. Consideration of Approval of Awarding External Auditing Services	C	22-25
5-O. Consideration of Approval of Resolutions of Honor for Retirees	D	26-27
6-O. Consideration of Approval of FY20 Residence Life Room & Board Rates	E	28-30
7-O. Consideration of Approval of Proposed Contract for Southeast Bookstore operations	F	31-33

	Attachment	iPad Page #
8-O.Consideration of Approval of Academic Program Changes	G	34-46
A. Revisions to Marketing Major: Professional Selling Option		
B. Revisions to Marketing Minor: Professional Selling Minor		
C. Revisions to BA In Communication Studies – Addition of New Options		

REPORT ITEMS:

9-O. Student Presentation - Mary Ramey	H	47
10-O. Report from Student Government Representative	<i>verbal</i>	
11-O. Report from Faculty Senate Chair	<i>verbal</i>	
12-O. Missouri Innovation Corporation (MIC) Update	<i>verbal</i>	
13-O. Progress Report on Contracts and Facilities Management Projects	I	48-49
14-O. Presentation of Utility Tunnel Condition Assessment	<i>verbal</i>	

ACTION ITEMS:

15-O. Consideration of Motion for “Closed Session for Appropriate Considerations:”

- A. RSMo 610.021.1 – pertaining to legal actions, causes of action or litigation involving a public governmental body and confidential/privileged communications between the Board and its attorneys
- B. RSMo 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel
- C. RSMo 610.021.13 – pertaining to personnel records, performance ratings

ACTION ITEMS:

- 17-O. Reconvene Open Session
- 18-O. Announcement of Actions Taken in Closed and Closed Executive Session
- 19-O. Election of Board of Regents Officer – Vice President
- 20-O. Consideration of Motion to Adjourn

**Accessible to Physically Handicapped or Disabled*

**MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
FOURTEENTH DAY OF DECEMBER 2018**

The Board of Regents for Southeast Missouri State University convened at 9:00 a.m. on Friday, December 14, 2018, in the Board of Regents Room, Academic Hall, on the campus of Southeast Missouri State University. Mr. Donald G. LaFerla, President of the Board of Regents called the meeting to order and asked Board of Regents Secretary Mr. Christopher R. Martin to call roll to establish quorum. Regents responding present were: Mr. Donald G. LaFerla, President of the Board of Regents; Mr. Edward P. Gargas, Vice President of the Board of Regents; Mr. Phillip M. Britt; Mrs. Tina L. Klocke; Mr. Jay B. Knudtson; Ms. Kendra Neely-Martin, and Mr. Luke M. LeGrand, student representative. Quorum having been established, Board President LaFerla welcomed those in attendance and outlined the Board's various agendas for the meeting and proceeded to the first order of business.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. Tammy Randolph, Interim Provost; Dr. Debbie Below, Vice President of Enrollment Management and Student Success; Dr. Trudy G. Lee, Interim Vice President of University Advancement; Mr. Brady Barke, Director of Athletics; Ms. Sonia Rucker, Assistant to the President for Equity and Diversity and Dean of Students; Ms. Kathy Mangels, Board Treasurer; and Mr. Christopher R. Martin, Board Secretary. Board President LaFerla presided.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA

A motion was made by Regent Gargas and seconded by Regent Neely-Martin to approve the Consent Agenda and the items included thereon [Attachments A-E]. The motion carried unanimously.

The items included and approved on the Consent Agenda included:

- Consideration of the Approval of Minutes for the Board of Regents Open Session Retreat on September 20, 2018 and the Board of Regents Open Session Meeting on September 21, 2018. [Attachment A]
- Consideration of Approval of Reappointments to the Show Me Center Board of Managers. [Attachment B]
- Consideration of Approval of Reappointments of MIC Board Members. [Attachment C]
- Consideration of Approval of Reappointment to the River Campus Board of Managers. [Attachment D]
- Consideration of Approval of Academic Program Changes for a new Minor in Data Science. [Attachment E]

UNIVERSITY PRESIDENT'S REPORT

Board President LaFerla called upon University President Vargas to provide his University President's Report. University President Vargas shared the following information with the Board of Regents:

- Executive Staff held a two-day retreat in November focused on “Meeting the Enrollment Challenge – Enhancing Recruitment and Student Success.” We had discussions addressing leadership in turbulent times – meaning, how do we enhance Southeast Missouri State University while dealing with declining state appropriations, fewer high school graduates, negative public perceptions of higher education, internal strife, and several other pressuring factors. We also discussed issues pertinent to institutional alignment and how we can work to ensure that leaders at all levels of the University are aligned to support the institution's key priorities. We reviewed data on overall enrollment, retention and graduation rates, time and cost to degree, graduate outcomes and looked at information that will be necessary to help us narrow achievement gaps. Executive Staff is continuing to have conversations on these topics and we plan to engage the broader University community in them after the first of the year. Specifically, we will discuss where we are now, seek consensus on goals for each area, establish a target date by when we plan to achieve the goal, identify action steps that will be necessary to achieve the goals, and assign responsibility to individuals that will oversee needed initiatives to achieve the goals set. If done correctly, we believe that rather than embarking on a new multi-year strategic planning process, we can develop a comprehensive plan to guide us for the next 3-5 years focused on the critical areas of recruitment, enrollment and student success.
- The Southeast Missouri State University Autism Center for Diagnosis and Treatment will expand its outreach to residents in the Missouri Bootheel beginning in January by providing its services at Southeast's Sikeston Regional Campus. Programming is expected to meet a growing demand in the region for autism services without having to travel to Cape Girardeau.
- Southeast Missouri State University's MBA Program has been ranked among the nation's outstanding business schools by The Princeton Review. Princeton Review included only three Missouri schools in its 2019 Best Business School rankings – Southeast's Harrison College of Business and Computing, the Olin School of Business at Washington University in St. Louis and the Trulaske College of Business at the University of Missouri.
- Two Southeast Missouri State University horticulture students have been selected to serve on the 2019 Student Advisory Committee of the Western Nursery and Landscape Association (WNLA). Leah Schumacher, a senior from Bridgeton, Missouri, and Kelly Hurley, a sophomore from De Soto, Missouri, will join a group of 20 of the most outstanding agriculture students from institutions and colleges across the Midwest to serve on the 2019 board.

- The River Campus was honored with the City of Cape Girardeau's "Keep Cape Beautiful, Property of the Month" award for October.
- Southeast Missouri State University's Continuing Education department was recently recognized and commended by the City of Cape Girardeau with a proclamation for its collaborative role in connecting the University with the local community. The City Council recognized Continuing Education for providing the community with quality, customer service, access, innovation, diversity, flexibility, partnership and collaboration while inspiring a love of learning through innovative educational experiences for all ages and all people.
- Southeast Missouri State University senior Aaron Wendel was recently honored with the Rising Star Award from the St. Louis chapter of the Public Relations Society of America (PRSA) during its St. Louis ImPRessions Awards ceremony Nov. 15. Wendel is the first student to receive this new award, established to recognize a Public Relations Student Society of America (PRSSA) member in the St. Louis region who's achieved early career successes, demonstrates outstanding leadership potential, possesses an enthusiasm for the future of public relations and is actively involved in the St. Louis community.
- Southeast Missouri State University graduate student Seth Sievers of Jackson, Missouri, has been awarded a Student Research Grant by the Central States Chapter of the American College of Sports Medicine for his thesis project surrounding a study of Division I American football linebackers. He was awarded one of two research grants presented to doctoral, graduate and undergraduate level students in the chapter.
- Three Southeast Missouri State University students from the Department of Health, Human Performance and Recreation won the Student Quiz Bowl at the Central States Chapter of the American College of Sports Medicine (ACSM) Conference Oct. 18 in Kansas City, Missouri. The annual quiz bowl is an opportunity for students to put their knowledge of sports medicine to the test. The Southeast team was comprised of Michael Berra of Chesterfield, Missouri; Logan Page of Malden, Missouri; and Kory Kasper of Springfield, Illinois.
- Southeast was recognized by Quality Matters with a 2018 QM Making a Difference for Students Award. Southeast was honored in the Outstanding Impact by an Institution category for implementing Quality Assurance in its online programs, establishing faculty training and creating an approach for collaborative course design.
- Southeast Online's Flipped Student Service Model, an innovative approach to providing student support services using technology, just-in-time messaging, customer service and community-building, was recognized by the Online Learning Consortium (OLC) with a 2018 Effective Practice Award. Online Learning Consortium effective practices focus on five pillars of quality in online education, including access, learning effectiveness, faculty satisfaction, student satisfaction and scale.

- Southeast Biology students Cole Bearden, Naomi Burr, and Grace Boyum won second place in a poster competition at the Midwest Drosophila Conference. The students are doing research with Dr. Rebeccah Kurzahls in the Biology department investigating the role that different genetic backgrounds have on how cells respond to a type of DNA damage called telomere loss.
- Southeast undergraduate student Cody Long and Dr. Siegal from the Biology Department recently had a paper accepted for publication in the journal *Copeia*. The title is, "Comparative histomorphology of oviducts from metamorphic and paedomorphic *Ambystoma talpoideum* (Caudata: Ambystomatidae)". A former Southeast student who is currently a graduate student at the University of Tulsa started this project 3 years ago and is also a co-author on the paper.
- Four of our senior students Noah Krull, Dhanurja De Silva, Zihao Zhu, and Nick Ward were asked to observe and make recommendations regarding machine tool changeover on Mondi's Flex Printing machine as a part of a senior project. Mondi is a global leader in packaging and paper and has a facility in Jackson. Mondi staff commented: "Time motion studies like the one you guys performed are extremely important to the company. If we are able to employ these recommendations into our processes, it has the potential to save the company approximately \$250,000 a year."
- The Department of Mathematics made changes concerning their classes that has resulted in financial savings for students. Specifically, they switched from Pearson to the new Lumen Online Homework Manager, which means a \$25 per course fee instead of rates that sometimes exceeded \$130.
- Southeast's Intercollegiate Debate Team won first place in a competition in Anderson, IN, and third place in its only other competition in Dayton, OH.
- Faculty from the Department of Communication Studies and Modern Languages collaborated with faculty from the Department of Criminal Justice, Social Work, and Sociology to submit an NEH Connections Planning Grant application to improve cultural and linguistic competency among law enforcement professionals in an area with a growing Hispanic population.
- The Arrow, the university's award-winning student-run newspaper, placed first in two categories of the College Media Association Pinnacle Award and was honored with seven awards in total at the Associated College Press (ACP) /College Media Association (CMA) Fall National College Media Convention Oct. 25-28 in Louisville, Kentucky. They won the first-place Writing Pinnacle in the "Best Special Section: More than Four Pages" category for a special report titled "The Impact Zone," a special report which detailed the impact of the opioid epidemic facing Missouri and southeast Missouri in particular. A Black History Month feature titled "Until We All Make It" won the first-place Best of Collegiate Design Pinnacle in the "Best Feature Page/Spread" category. The Arrow also won a third-place Organizational Pinnacle in the "Four-Year Less-Than Weekly Newspaper of the Year" category.

- On November 7, A1 Auditions held regional auditions for the A1 Conference at the River Campus. The Conference is an opportunity for actors to be seen by the Artistic Directors and Casting Directors of the country's leading regional theatres all in one weekend. Eight of our students made it through the prescreen to attend the national professional conference in January, where they will audition in front of elite professional companies and national tours.
- Campus Life and Event Services hosted the University's 9th annual Carpe Diem on October 27th. Carpe Diem is an event celebrating cultural diversity at Southeast and the program is largely planned by students, with support from several university staff and faculty. Approximately 800 people attended the event including university students, employees and community members.
- Facilities Management applied for and received \$134,367.90 in Ameren rebate incentives during calendar year 2018 for energy savings projects. Projects included replacement of air handling units in Grauel Building and Johnson Hall, and LED lighting upgrades in various buildings across campus including Dempster Hall and the Student Recreation Center.
- Office of Research and Sponsored Programs have submitted two National Science Foundation and are included as subaward on a third.
- University Transit was recognized by the Missouri Public Transit Association among small urban public transit systems in Missouri with an award for 7% increase in ridership. Additionally, transit has improved service to students after reviewing routes and service hours with a student focus group by adding Dempster as a stop to the River Campus route and increasing evening service from 1 bus to 2 buses between the high demand hours of 4:00 p.m. to 8:00 p.m.
- Football hosted the first ever FCS Playoff game at Houck on November 24. The Redhawks won its first ever playoff game, defeating Stony Brook 28-14 and advancing to the 2nd round before ending its historic season with a loss to Weber State on December 1.
- Senior Running Back Marquis Terry was named a finalist for the National Offensive Player Award, Junior Linebacker Zach Hall was named a finalist for the National Defensive Player of the Year Award, and Coach Tom Matukewicz was named a finalist for the National Coach of the Year. Additionally, Zach Hall, Marquis Terry and offensive tackle Drew Forbes were named to the 2018 Associated Press Football Championship Subdivision All-America Team.
- Senior Track & Field student-athlete Stephen Zagurski was selected to receive the Ohio Valley Conference Scholar Athlete Award for the 2018-19 academic year. The award is the highest individual honor that can be earned by OVC student-athletes and is given annually to three men and three women student-athletes for their accomplishments in both the classroom and athletic arena, and because of their leadership qualities.

- The most recent NCAA report showed the federal graduation rate for the 2011-12 cohort of first-time full-time student-athletes at Southeast was 63%, which was 11% higher than the student body as a whole.
- George Gasser started in the position of Director of Alumni Services on November 26. Mr. Gasser was selected after a national search to replace Jay Wolz who retired in July. He is a Southeast alumnus from 2008 and 2010 and has been employed in the Office of Admissions since graduation. In his new role, George will be responsible for administration and evaluation of the alumni program, including strategic planning, program development, volunteer management, communication and relationship development.
- SEMO Giving Day was held on November 27 resulting in \$26,469.99 raised from 298 donors, which was more than double the previous year's total. The goal for this year was to fund 12 projects in 24 hours, and all exceed their goal. The projects focused on supporting student success in a variety of ways, including experiential learning, educational equipment, undergraduate research, scholarship support, and professional development across all colleges and various departments.

REPORT ON THE STATE OF HIGHER EDUCATION IN MISSOURI

Board President LaFerla called upon University President Vargas to introduce Ms. Zora Mulligan, Commissioner, Missouri Department of Higher Education, to provide a report on higher education in Missouri.

In introducing Commissioner Mulligan, University President Vargas shared that she was appointed Commissioner by the Coordinating Board for Higher Education in August 2016, and that Ms. Mulligan has extensive experience in Missouri higher education having previously served the Department as assistant commissioner, general counsel and legislative liaison from 2007 to 2010, and from her service as Executive Director of the Missouri Community College Association from 2010-2014. Prior to rejoining the Department in 2016 Commissioner Mulligan was Chief of Staff for the University of Missouri System. University President Vargas noted that Commissioner Mulligan holds bachelor's degrees in political science and psychology from Drury College and a master's degree in education and juris doctor from the University of Kansas.

Commissioner Mulligan thanked University President Vargas for the introduction and commented that she was pleased to provide a report to the Board of Regents. She commented the Missouri Department of Higher Education was originally established to coordinate higher education institutions in Missouri and that over the years the Department has gotten more involved in affordability. In the last ten years, Commissioner Mulligan shared that the Department has been looking hard at access and success and is also focused on outreach to counselors, parents and students. She noted that current conversations in Missouri are focusing on workforce development.

Turning to the future of higher education, Commissioner Mulligan commented that there will be five things that influence higher education – urbanization, climate and resource scarcity, shifts in global economic power, demographic changes, and technological breakthroughs. Citing information from the World Economic Forum, Commissioner Mulligan noted that the tradition is important to higher education but that the industry is on the brink of change that will require institutions to move and adapt, and that colleges and universities will have to be ready to prepare people for new jobs (e.g. robotics and artificial intelligence, etc.).

Continuing her comments about the future of higher education, Commissioner Mulligan stated that durable skills will matter most in the long run. Examples cited included working in teams, communicating effectively – skills she said will serve people well no matter where they are. Commissioner Mulligan commented that if the future is like the past, the highest growth jobs will be in occupations that require social and analytical skills, and that tough to touch intangible skills will be important too (e.g. emotional intelligence, curiosity, creativity, adaptability, resilience and critical thinking).

Commissioner Mulligan then spoke about the importance of developing a workforce that has specific skills and noted that most of Missouri is growing in the right places citing opportunities in health, public service, engineering/technology, life/physical studies, mathematics, agriculture, and computer science. She did note that one area where there is likely to be decline is in education. Commissioner Mulligan stated that many students and employees need skills now and that the state and its institutions need to think of options for students, such as apprenticeships and certificates, to ensure they are not drifting in the economy. She commented that short term and skill based training is equally important and that many people including legislators, employers and others are equally invested in workforce development but reality is people think institutions of higher education are slow to respond so the industry needs to be able to adjust. In summary, Commissioner Mulligan commented that many people recognize that on-going training and skills acquisitions are essential in today's workforce environment.

The Commissioner then presented some big questions facing higher education:

1. Value to Students: Will higher education allow them to get a better job, earn more money, and/or keep their current job? Is higher education something they cannot teach themselves? Will the value of a credential depreciate faster than the time needed to pay for it?
2. Value to Employer: Does the employer know what the credential means? Do they believe the skills behind the credential matter? Do they believe student can learn the skill better through an organized course of study than by teaching it to themselves? Does the employer know the credential is more than a certificate of attendance?
3. For the University: How will you engage faculty in workforce development? Can you be flexible enough to meet the needs of a rapidly changing economy? Can you design workforce programs that pay for themselves, or even generate revenue? How will a shift in workforce preparation affect your overall business model?

Commissioner Mulligan then discussed ways in which government can help. She provided an overview of the state's recent Talent for Tomorrow and Best in Midwest initiatives, stating they

are designed to increase the number of people in Missouri's workforce, increase the productivity of Missouri's workforce, and position Missouri to win. She opined that the single best way to have a great workforce is to have an educated workforce. Some examples she provided of possible areas in which government could help included: providing financial support for programs that meet specific workforce needs, rethinking student financial aid, focusing on populations that are not currently being served, and walking the walk.

Following the Commissioner's presentation, the Board engaged in discussion with her.

Board President LaFerla commented that technology was important to his career and that is rapidly development and noted that the cost of computing and equipment has dropped. He recalled his experiences recruiting students for employment and that to him the human skills were just as important as the technical skills. Commissioner Mulligan responded that developing the human skills remains a big challenge for career services professionals at institutions of higher education because there are a lot of resources for students but the trouble is getting students to take advantage of them. In response, Student Representative LeGrand shared that he believes Career Services at Southeast, and its Director, does a great job.

Regent Gargas stated that perhaps those need services the least use services the most because they are often putting in more time to be successful. He opined that the current generation likes to do things themselves, which could also speak to the decline in services rendered or being taken advantage of. He asked how the industry can respond to industry pressures to respond quicker while balancing industry's own rapid change. Commissioner Mulligan responded that she hears often that industry sees institutions of higher education as outsourced human resource departments and that large employers have the resources to pursue talent while small to mid-size employers may struggle to keep up.

Regent Knudtson asked about the overall state of higher education in Missouri and for insights into the budget. Commissioner Mulligan responded that the in the next twenty-five years, higher education is likely to see a shrinking middle class, which for schools like Southeast she said, could present a challenge. She also stated her opinion that the nation is likely to be approaching a bubble in student loans, and if this happens and has an impact on federal financial aid, institutions could struggle. She concluded by sharing the belief that financial changes will be big drivers for higher education over the next twenty-five years. Regarding the budget, Commissioner Mulligan stated that Missouri is a state where revenue does not grow as fast as needed and that the budget will continue to be a challenge.

Commissioner Mulligan concluded her report by again thanking University President Vargas and the Board of Regents and providing compliments to Southeast staff.

STUDENT PRESENTATION

University President Vargas introduced, Ms. Ke-La Harris at the Student Presenter [Attachment F]. In introducing Ms. Harris, University President Vargas noted that she is a senior at Southeast who is originally from the St. Louis area. She is pursuing a degree in Middle School Education with a minor in Mathematics. For the 2018-2019 year, Ms. Harris serves as the President of

Southeast's Black Student Union and is a member of the Holmes Honors Program. University President Vargas also shared that Ms. Harris is a student worker in the President's Office and is doing great work.

Ms. Harris commented that she is a transfer student who attended Lift for Life Academy in St. Louis for grades 6-12, which is the Charter School sponsored by Southeast, which she said makes her a "super Redhawk." She shared her personal background stating she is from a single-parent household and that she has a twin sister. Ms. Harris noted that she resides in LaFerla Hall and is a member of a Learning Community. She stated that she did not know she wanted to be an educator until she came to Southeast. Ms. Harris talked about her interest in mathematics and the influence that a number of teachers have had on her, both before coming to Southeast, and during her time at the institution. She closed her remarks by providing a summary of her campus involvement, which includes being a member of the Holmes Honors Program and serving in leadership roles for the Black Student Union.

Regent Neely-Martin shared her own experience as a transfer student that attended Southeast and her own leadership involvement while on campus. She commented that she was glad to hear Ms. Harris had a good experience attending Lift for Life Academy and thanked her for remarks.

Board President LaFerla thanked Ms. Harris for her presentation and commented that she is a credit to the University.

STUDENT GOVERNMENT PRESENTATION

University President Vargas introduced, Mr. Matthew Rolwing, President, Southeast's Student Government Association (SGA) to provide an update.

Mr. Rolwing opened by reminding Regents that there is a lot of restructuring happening within Student Government, specifically the elimination of three positions on the Executive Board and the addition of a new Diversity and Inclusion Chair. He shared that SGA will be restarting the "Ask a ___" series to encourage more conversations on campus. Mr. Rolwing also noted that SGA will be doing a "Freaky Friday" series where students will switch with each other so they can experience things they may usually not experience. He talked about SGA's Sustainability Committee and that they are hoping to improve recycling on campus and they are looking at applying for a Pepsi Grant to get more recycling bins on campus. SGA is also working with Facilities Management and Chartwells to enhance recycling education/promotion too. Mr. Rolwing informed Regents that SGA's Safety Committee met with the Department of Public Safety (DPS) in an effort to create stronger relationships with campus police and to share information from an SGA survey that asked students to note what they wanted/needed for campus security (e.g. security cameras). He noted that SGA has also started the first PR Committee and that they are doing "pop-up" events and have started a traveling comment box to gather feedback from across campus.

Regent Neely-Martin asked how many cameras there are on campus. Vice President Mangels responded that there are several hundred cameras across campus. She also shared that in addition to cameras, the University also has Blue Lights, Red Emergency Phones, a new

Everbridge communication system, and other resources that aid in campus safety and security efforts.

As a follow-up, Regent Neely-Martin asked if there has been a proposal to see what the cost would be to add additional cameras throughout campus. Mr. Rolwing responded that this is something the SGA Safety Committee is looking at. University President Vargas added that this is a topic he has spoken to Mr. Rolwing about and that he will be talking more with Vice President Mangels about too.

Regent Klocke asked whether the University has done an overall security audit. Vice President Mangels responded that a security audit has not been done recently.

FACULTY SENATE PRESENTATION

University President Vargas introduced, Dr. David Powell, Chair, Southeast's Faculty Senate to provide an update.

Dr. Powell stated he was inspired by Ms. Harris' presentation and started by sharing of his personal story with the Board. Following his comments, he commented on the following:

- Faculty Senate has passed four bills, three of which have been approved by University President Vargas and entered into the Faculty Handbook.
- Two Resolutions have been passed dealing with evaluations and overload.

Dr. Powell commented that the last time he presented to the Board of Regents he shared that the Faculty Senate was going to work on building a culture of communication and advocacy for faculty, which resulted in the completion of a survey to faculty. He noted that about a third of the faculty responded and that some of the areas that emerged for possible discussion included workload and compensation, shared governance and faculty morale. Dr. Powell said that Faculty Senate has been working with the University President and Interim Provost to address these items. He shared that the January meeting of Faculty Senate included representatives from Chairs Forum, the February meeting will feature the Deans, and he hopes to have another meeting to include members of the Administration talking about Shared Governance. Dr. Powell stated that Faculty Senate will likely be convening a number of Task Forces later in the semester to address a variety of topics that emerged in the survey.

Board President LaFerla asked Dr. Powell to expand on the concern of faculty regarding workload and compensation. Dr. Powell responded that it was simply the idea of doing more with less.

ADVANCEMENT DIVISION – TELEFUND UPDATE

University President Vargas introduced, Ms. Ally Holland, Coordinator of Annual Giving at Southeast, and Telefund Student Workers, Mannat Varshney and Courtney Taylor, to provide an overview and update of Southeast's Telefund. [Attachment G]

Ms. Holland introduced herself and shared that while she was as a student at Southeast, she started calling for the Telefund in 2009 and believes it is the best job on campus. She noted that it is a student led, student work position that engages alumni for donations, usually in the form of unrestricted gifts. Ms. Holland commented that for some alumni, this interaction may be their only involvement with Southeast. She stated that she believes students learn a lot in the position, mainly soft skills that cannot be taught. She expressed gratitude for Southeast's alumni, commenting that they are very generous to the University, not just in their financial support, but also in the advice they share with students. Ms. Holland stressed the importance of Telefund because it serves as a pipeline for donor acquisition.

Ms. Holland then introduced student Courtney Taylor. Ms. Taylor shared that she joined the Telefund team as a transfer student in 2015. She advised Regents that the call center operates Monday through Thursday evenings and Sunday afternoons. In her role as a supervisor, Ms. Taylor engages in hiring callers and supervising their work. She shared that the call center has recently moved from the basement of Kent Library to the third floor of the Alumni Center and that the morale of students has improved, the students have been able to make more relationships with people in the Advancement and Alumni Services team, and that callers have seen an increase in gifts and the amounts of them.

Ms. Taylor then introduced Ms. Varshney. Ms. Varshney shared that she joined the team in 2016 as a student caller and is now Operations Supervisor. She noted that the various roles she has played have helped her better understand professional relationships and she feels better prepared for future jobs.

Board President LaFerla asked whether the same student calls the same donor each year. Ms. Taylor responded not right now because the system operates through a process of random generation to assign calls, but that supervisors and Ms. Holland try to segment the list the best they can.

As a follow-up, Board President LaFerla inquired about the default rate for pledges. Ms. Holland responded that the pledge fulfillment rate is very high compared to peers, noting it is about 96% and that they do not have a lot of defaults, but that they do make reminder calls.

Regent Klocke asked how the Telefund uses data to set goals. Ms. Holland responded that the University Fund usually has a goal of raising approximately \$200,000 and that they are always looking at what practices have worked in the past and studying what other schools are doing to be successful.

In closing, Board President LaFerla thanked the presenters for all that they do for Southeast.

Following the Telefund report, Board President LaFerla called for a brief recess at approximately 11:01 a.m. The Board reconvened at approximately 11:15 a.m.

CONSIDERATION OF ACCEPTANCE OF ANNUAL AUDITS FROM RUBINBROWN FOR YEAR ENDING JUNE 30, 2018

Board President LaFerla called upon University President Vargas to introduce Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to accept the University's annual financial statement, the Single Audit Report and the System Facilities financial statement for year ending June 30, 2018, from RubinBrown, LLP. [Attachment H]

Vice President Mangels referred Regents to Attachment H in their Board materials for complete details. She stated that RubinBrown LLP has served as the external auditors for the University for several years and then introduced Ted Williamson and Brandi Lawyer from RubinBrown to present the materials.

Mr. Williamson opened by thanking the Board of Regents and stating that while the firm does render an opinion on the financial picture of the University, the ultimate responsibility for accuracy rests with the institution. He shared with the Board the following reports were issued:

- An unmodified opinion on the University's financial statements for the year ended June 30, 2018.
- A report on compliance and on internal control over financial reporting based on an audit of the financial statements in accordance with Government Auditing Standards.
- An unmodified opinion on compliance and a report on internal controls over federal financial assistance in accordance with Uniform Guidance.
- An unmodified opinion of the System Facilities financial statements for the year ended June 30, 2018.
- An independent accountant's report on agreed-upon procedures applied pursuant to NCAA Bylaw 3.2.4.15.

Mr. Williamson stated that there were no unusual transactions found and no significantly new principles reported. He also reported no difficulties in conducting the audit and noted that they did not identify any audit adjustments, which he commented as rare and speaks to the quality of the books at Southeast Missouri State University.

Mr. Williamson referred Regents to the Single Audit and shared that there were two findings. He elaborated that Single Audit Finding #1 states that the University must return funds for federal direct student loans and report the reduction in Pell grant funding to the Common Origination and Disbursement (COD) system within 45 days for students who have withdrawn from the University and for whom a completed return calculation indicated that a return or and reduction in funding was required. Single Audit Finding #2 provides that the University must notify recipients of loans or TEACH grants no earlier than 30 days before and no later than seven days after crediting the student's ledger account. Mr. Williamson shared that both items have been addressed by Student Financial Services staff and that neither is cause for alarm, but rather they appear to be isolated incidents. Regent Klocke asked if based on these limited findings whether additional testing was warranted, to which Mr. Williamson responded no.

Following Mr. Williamson's remarks, Ms. Lawyer reviewed the Schedule of Assets, the Schedule of Liabilities, the Schedule of Revenues and the Schedule of Expenses.

At the end of the presentation, Vice President Mangels shared that there is an RFP out to provide auditing services to both the University and the Foundation, and that she anticipates presenting a recommendation at the February Board of Regents meeting.

A motion was made by Regent Britt and seconded by Regent Gargas to accept the University's annual financial statement, the Single Audit Report and the System Facilities financial statement for year ending June 30, 2018, from RubinBrown, LLP [Attachment H]. The motion carried unanimously.

CONSIDERATION TO APPROVE REVISIONS OF THE BUSINESS POLICY AND PROCEDURES MANUAL

Board President LaFerla called upon University President Vargas to introduce Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to approve the revisions of four policy statements in Section 02, Finance (Attachments 1-4) of the Business Policy and Procedures Manual effective Fall 2018 semester. [Attachment I]

Vice President Mangels referred Regents to Attachment I in their Board materials for complete details. For brief context regarding each proposed change, she shared the following:

- 02-05 Cash Funds – eliminates petty cash
- 02-08 Financial Probation/Suspension/Administrative Withdrawal – currently there is a three step process which can be very cumbersome for staff and students and it is a process that starts late in the semester. The change would start the process earlier and make it two steps.
- 02-09 Collection of Delinquent Accounts – the revised language makes policy consistent with current collection practices and assigns a responsible party for managing the policy.
- 02-18 Refund for Tuition, General and Course-Related Fees – changes some terms and makes timing business days instead of weeks

Regarding the changes proposed for 02-18, Regent Neely-Martin asked how the proposed schedules relate to the findings in the Audit. Vice President Mangels stated that the changes are more related to University matters and the findings were related to federal regulation.

A motion was made by Regent Klocke and seconded by Regent Knudtson to approve the revisions of four policy statements in Section 02, Finance (Attachments 1-4) of the Business Policy and Procedures Manual effective Fall 2018 semester [Attachment I]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF CONFERRING OF DEGREES FOR SUMMER AND FALL 2018

Board President LaFerla called upon University President Vargas to introduce Dr. Tammy Randolph, Interim Provost, to present a motion to approve the conferring of degrees upon the candidates for Summer 2018 and Fall 2018 Graduation pending final verification of their completion of degree requirements. [Attachment J]

Interim Provost Randolph shared that 657 degrees are being proposed for awarding. This includes 528 undergraduate, 122 Masters and 7 Specialist. She further shared that there are 91 students graduating Cum Laude, 58 Magna Cum Laude, 38 Summa Cum Laude, 11 graduates with a 4.0, and 12 students from the Jane Stephens Honors Program. The list also includes a candidate for the Cooperative Doctorate.

During discussion, Regents acknowledged the fact that Regent Knudtson appeared on the list for consideration and they commended him for his accomplishment. In reply, Regent Knudtson talked briefly about his journey, the significance of his accomplishment, and thanked Regents and other University leaders for their support.

A motion was made by Regent Britt and seconded by Regent Gargas to approve the conferring of degrees upon the candidates for Summer 2018 and Fall 2018 Graduation pending final verification of their completion of degree requirements [Attachment J]. The motion carried with a vote of 5-0, with Regent Knudtson abstaining.

PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT

Board President LaFerla called upon Ms. Kathy Mangels, Vice President of Finance Administration, to provide a progress report update on Contracts and Facilities Management Projects. [Attachment K]

Vice President Mangels called the Board's attention to the following items on Attachment K:

- Crisp Hall Renovation: a \$4.2 million project with an anticipated completion date of July 2019.
- Campus Utility Tunnel Condition Surveys: an update will likely be provided at the February Board of Regents meeting.
- Cottonwood (International Village) Renovation: Phase 1 is complete and offices will begin moving in for the start of the spring semester.
- Cyber Range: Bids were received in late fall, and work will begin near the start of the spring semester, with work likely to be completed by mid-spring.
- Student Rec. Center Roof Replacement: Initial meetings have taken place and drawings are being made. Work will likely occur in summer 2019.

UNIVERSITY MASTER PLAN PRESENTATION

Board President LaFerla called upon Ms. Kathy Mangels, Vice President of Finance Administration, to introduce the University Master Plan presentation.

Vice President Mangels introduced Tim Rowbottom and Julie Steffens from the Lawrence Group and noted that both had appeared before the Board of previous occasions to discuss the Master Plan. Vice President Mangels stated that the report is a culmination of a nearly 30-month process that included over 70 meetings with individuals at all levels of the University. She reminded Regents that while the original plan was to provide a report to the Board at an earlier meeting, the process was briefly delayed due to the University's institutional reorganization – a delay she said allowed team members to regroup and take needed changes and recommendations into consideration.

To start the presentation, Mr. Rowbottom outlined the agenda for their remarks – review common themes, recap space utilization, and discuss recommendations and implementation strategy. He noted that the last Master Plan was completed in 1996 making the current review timely and relevant.

The Common Themes that the plan sought to address included:

- Enhancing the student experience
- Academic Excellence – respond to Academic Restructuring and Plan for the Future
- Improve Space Utilization
- Address Aging Facilities and Infrastructure
- Improve Campus Safety and Security

Regarding space utilization, Mr. Rowbottom noted that they reviewed three years of data and from a qualitative prospective there is adequate space on campus, however, the issue really is how is it used. He stated that on the Cape and River campuses, classroom space, in aggregate, is sufficient and can support enrollment growth capacity of about 32 percent. At the Kennett and Sikeston campuses he noted that there are deficits for both calculated current and projected need; while at Malden there is capacity, likely due to classes being discontinued there in spring 2018. Regent Klocke asked whether there was a reason the consultants used data from three years ago. Mr. Rowbottom responded that the reason was because they began their work in 2016 so the data was relevant and because that point in time provided a higher data set which gave a baseline to work from. He also noted that it would have led to delays and increased cost to update with data.

Concerning on-going recommendations, Mr. Rowbottom and Ms. Steffens shared thoughts regarding the following University wide enhancements and upgrades:

- Student Collaboration Spaces
- Landscape
- Wayfinding (i.e. signage)
- Technology (i.e. Wi-Fi and the ability to accommodate students and others that bring multiple devices to campus)

- Safety/Security (i.e. card control access)
- Parking (i.e. desire for more centralized parking)
- Accessibility

The consultants then shared 1-3 year recommendations, 4-5 year recommendations and 6-10 year recommendations consisting of the following:

Examples provided of 1-3 year recommendations included: full renovations of Art Building, Crisp Hall and Brandt Hall; construction of new Cyber Range in Dempster Hall; expand services for the Autism Center; renovate Seabaugh Polytechnic to enhance UAS program, renovate Dempster to include an Experiential Learning Lab, and renovate Carnahan to improve departmental synergies. They also recommended additional ITV classrooms at the Kennett and Sikeston campuses, among other items. Concerning Athletics they discussed needed renovations for Houck Stadium, the Track Building, and possibly the Holcomb Success Center and Rosengarten Complex. Regarding Residence Life, they challenged the University to assess the future of Cheney Hall and to continue with the International Village renovations. They also recommended demolition of the former Grants Office located at 902 College Hill.

Examples of 4-5 year recommendations included: renovations to Parker Hall to include a biomechanics lab, renovations to main campus residence halls to incorporate band practice rooms for students on the main campus; and a full renovation of Johnson Hall. There were also recommendations to the River Campus, which included the construction of a Cultural Arts Center due to academic restructure and new “Dirty Arts” facility to support programs in painting, sculpture and ceramics, among others. Another recommendation included the addition of classroom space at the University Farm, the relocation of support buildings for Facilities Management, the construction of a new building to support testing services, and renovations to Pacific Hall to accommodate the co-locating of several departments such as Southeast Online, Dual Credit, Advance Placement, Institutional Research, and possibly others. The consultants also made recommendations regarding Athletics, specifically addressing the Tennis Complex, Capaha Field and the Track and Field Complex. The closed the 4-5 year recommendations by recommending demolition of the former International House and the paving of gravel lots to improve student parking.

Examples of 6-10 year recommendations included suggestions pertinent to the Student Recreation Center, the creation of a campus quad on Normal Avenue, renovations to Serena Building and Scully Building, renovations to the Show Me Center to improve patron and student athlete experiences, and demolishing Henderson Hall due to its aging condition.

The consultants shared that the total cost of all recommendations was approximately \$240 million.

Regent Neely-Martin referred back to the 1-3 year recommendations noting that it included a “Phase 1” renovation for Houck Stadium, but asked whether additional phases would be necessary. The consultants responded yes and noted that renovations to Houck would likely require multiple phases.

Regent Knudtson inquired whether the work was approached strategically or if it was really just an overall inventory analysis. The consultants responded that they tried to address this through a strategic lens and that they met with academic units and others in an effort to make recommendations based on their needs.

Board President LaFerla asked why a recommendation was made to demolish Dearmont and Henderson Halls but not Cheney. The consultants responded that but for the historical significance of Cheney to Southeast's campus, it should be demolished.

University President Vargas reminded Regents that it is important to understand that the report presented includes only recommendations and that any action will require further discussion and possible approval of the Board of Regents. He noted that there does not appear to be any current recognition by the state of deferred maintenance or other facilities needs on campuses, which means it may be difficult to find the resources to address many of the items presented. Vice President Mangels added that the University may need to get creative and look at possible public-private partnerships or explore different financing models.

Vice President Mangels shared that in addition to the Master Plan, the University will also be doing a comprehensive energy plan and assessment. She stated that additional information on this will be shared at a future Board of Regents meeting.

CONSIDERATION OF MOTION FOR CLOSED SESSION

A motion was made by Regent Gargas and seconded by Regent Klocke to recess the Open Session and convene Closed Session for the consideration of the following:

- A. RSMo 610.021.1 – pertaining to legal actions, causes of action or litigation
- B. RSMo 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel

A roll call vote was taken. Voting in favor were Regents Britt, Gargas, Klocke, Knudtson, LaFerla, and Neely-Martin and the Open Session was recessed at approximately 1:02 p.m. and the Closed Session convened.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED AND CLOSED EXECUTIVE SESSIONS

The Open Session was reconvened at approximately 3:07 p.m. Upon reconvening the Open Session, Board President LaFerla asked Board Secretary Martin to make the following announcements concerning the Board's Closed and Closed Executive Sessions:

Closed Session Announcements:

- The Board approved the minutes of the Board of Regents Closed Session Retreat of September 20, 2018 and the Closed Session Meeting of September 21, 2018 by a vote of

6-0 with Regents Britt, Gargas, Klocke, Knudtson, LaFerla, and Neely-Martin voting to approve.

- By a vote of 6-0 the Board approved the Offering of a 2nd Voluntary Retirement Incentive Program. Regents Britt, Gargas, Klocke, Knudtson, LaFerla, and Neely-Martin voted to approve.
- The Board also had a discussion with University Counsel on legal matters.

Closed Executive Session Announcements:

- The Board approved the minutes of the Board of Regents Closed Executive Session Retreat of September 20, 2018 by a vote of 6-0 with Regents Britt, Gargas, Klocke, Knudtson, LaFerla, and Neely-Martin voting to approve.
- The Board also had a discussion concerning matters related to a negotiated contract for strategic communication assistance.

NCAA COMPLIANCE EDUCATION

Board President LaFerla called upon Mr. Brady Barke, Director of Athletics to provide brief NCAA Compliance Education for the Board.

Mr. Barke provided Regents with a handout [Exhibit B] that provided information on NCAA rules and engaged them in a discussion with providing examples of activities they and other University leaders may engage in under NCAA rules.

CONSIDERATION OF MOTION TO ADJOURN

A motion was made by Regent Knudtson and seconded by Regent Klocke to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 3:13 p.m.

Christopher R. Martin
Secretary, Board of Regents

APPROVED:

Donald G. LaFerla
President, Board of Regents
Southeast Missouri State University



A Resolution

**by the Board of Regents
of
Southeast Missouri State University**

Whereas, Donald G. LaFerla graduated from Southeast Missouri State College in 1962, achieving a Bachelor of Science degree with majors in biology and geology, and subsequently earned a certificate in systems analysis and data processing from St. Louis University; and he has completed coursework towards a Master of Science in engineering administration from the University of Missouri-Rolla, now Missouri University of Science and Technology; and

Whereas, Donald G. LaFerla has had a successful career, retiring as a corporate officer and vice president of administrative services with Leggett and Platt, Inc., in Carthage, Missouri, where his tenure began in October 1973. He progressed through six higher-level positions before retiring in April 2001. Prior to his work with Leggett and Platt, he served as a senior system analyst and requirements planner at Emerson Electric Company and was employed by McDonnell Douglas in St. Louis; and

Whereas, Donald G. LaFerla has been recognized for his significant contributions to his local community through service and volunteerism, including serving as a member of the Mercy McCune-Brooks Hospital Board, having been both president and vice president; serving on the hospital's Foundation Board, holding both the offices of president and secretary-treasurer; serving for many years on both the Southeast Missouri University Foundation Board and the Missouri Southern State University Foundation Board; holding the position of president of the Carthage Community Foundation, and serving on the Missouri Hospital Association Board, the Community Foundation of Southwest Missouri, and the Carthage Chamber of Commerce; and having been awarded the Southeast Missouri State University Alumni Merit Award in 1998; and

Whereas, Donald G. LaFerla has not only been generous with his service and volunteer contributions, but he, along with Mrs. Gloria King LaFerla, has also donated significant funds to Southeast Missouri State University, resulting in the building of the Donald G. and Gloria King LaFerla Residence Hall, dedicated in May 2014, and the establishment of the Donald G. LaFerla Endowed Scholarship for Health Science; the Gloria King LaFerla Endowed Scholarship for Technology; the Robert M. King Endowed Scholarship; the Luther A. King Endowed Scholarship; the Jessica Winkle Endowed Scholarship; and generous gifts to the Tau Kappa Epsilon, Delta Zeta Chapter, Alumni Memorial Scholarship, and the LaFerla Hall Learning Communities Fund; and

Whereas, Donald G. LaFerla was appointed to the Southeast Missouri State University Board of Regents by Missouri Governor Jay Nixon to serve from December 2013 to a term expiring January 1, 2019; and during his tenure, he served admirably as President of the Southeast Missouri State University Board of Regents from December 2017 to January 2019; and the Board of Regents completed such major physical enhancements at Southeast as the development and the opening of Southeast's Autism Center for Diagnosis and Treatment, the Catapult Creative House, Ken and Jeanine Dobbins River Campus Center Residence Hall, the launch of the Show-Me Gold program, the planning and opening of Donald G. and Gloria King LaFerla Hall, the Greek Village, the Rust Media Center, the Holcomb Success Center, renovations of Academic Hall, Magill Hall, Memorial Hall, the Grauel Building, and the opening of the new Center for Speech and Hearing; the dedication of the NPHC Plaza, the adoption and execution of a new Strategic Plan, the planning of a new facilities master plan, as well as multiple new programs, degrees, and accreditations; and

Whereas, Donald G. LaFerla has represented the University well in various civic activities and public appearances, has been faithful in his stewardship of the public trust, and has demonstrated extraordinary dedication to the service of the University and its constituents;

Now, therefore, be it resolved by the Board of Regents of Southeast Missouri State University that the appreciation of the University community be expressed to Donald G. LaFerla for his outstanding service as a Regent, and that this resolution, accompanied by best wishes for his future success and happiness, be placed in the minutes of the Board of Regents, and that a properly inscribed copy of this resolution be presented with appropriate ceremony;

Done in the City of Cape Girardeau, Missouri, this fourteenth day of February in the year two thousand nineteen.



Edward P. Gargas

[Signature]

President of the University

Cheryl R. [Signature]



BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 14, 2019

Open Session

I. Motion to be Considered:

Approve the appointment of RubinBrown, LLP as the external auditor of the University and Foundation effective for the fiscal year ending June 30, 2019, with four optional annual renewal periods.

II. Background:

The University issued Request for Proposal 5922 on November 8, 2018 for University and Foundation auditing services. Vendors had the option to bid on the University or Foundation audit only or to submit a combined bid for both entities. The Foundation is a component unit of the University and this relationship requires the University auditors to perform some additional procedures if they are not performing the Foundation audit.

Three proposals were received in response to the RFP from BKD, LLP of St. Louis, Missouri, CliftonLarsonAllen, LLP of St. Louis, Missouri and RubinBrown, LLP of St. Louis, Missouri. RubinBrown LLP has provided auditing services for the past ten fiscal years for the University. BKD, LLP has provided auditing services for the past four years for the Foundation.

The proposals were evaluated based on cost, experience and reliability of organization, expertise of personnel, and method of performance. Attachment 1 outlines the fees proposed by each firm for the University only, Foundation only and the combined pricing for the University and Foundation audits. The fees were evaluated based on total cost for the first three years of the five-year contract. Each firm was required to bid their maximum percentage increase to the base year fee for the first two renewal periods. The lowest bid for the three-year period for the University only was from RubinBrown for \$302,940 and CliftonLarsonAllen for the Foundation only for \$58,710. The lowest combined three-year bid was from RubinBrown for \$341,190. This combined bid is \$20,460 less than the two lowest individual bids for the same period.

Recommended By:

Student Government _____
Faculty Senate _____
Administrative Council _____
VP, Enroll. Man. & Stu. Suc. _____
VP, Finance & Admin. *Henry M. Mangels*
VP, University Advancement _____

Chairperson _____
Dean _____
Academic Council _____
Provost _____
President *[Signature]*

Board Action on: _____
Motion By: _____
Second By: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____
Secretary: _____

Based on cost and subjective evaluation, it was determined that RubinBrown, LLP provided the best and lowest proposal (Attachment 2). Their base fee and expenses for the FY19 audit for the University and Foundation would be \$111,500. The University paid \$118,875 to RubinBrown, LLP and the Foundation paid \$21,120 to BKD, LLP for the FY18 audits for a total of \$139,995. The combined bid from RubinBrown for the FY19 audit would result in a savings of \$28,495 between the two entities.

RFP 5922 - AUDITING AND TAX PREPARATION SERVICES
COST POINT ANALYSIS
DECEMBER 7, 2018

Attachment 1

Vendor	BKD	CliftonLarsonAllen	RubinBrown
1. Auditing Services University and Foundation Combined			
University and System Facilities Report	\$ 71,300.00	\$ 69,520.00	\$ 63,500.00
NCAA Agreed Upon Procedures	\$ 12,000.00	\$ 10,000.00	\$ 8,000.00
Single Audit Report	\$ 17,600.00	\$ 19,580.00	\$ 17,500.00
Foundation Report	\$ 19,000.00	\$ 17,000.00	\$ 12,500.00
Related Travel Expenses	\$ 11,500.00	\$ 11,900.00	\$ 10,000.00
Total: Auditing Services University and Foundation Combined	\$ 131,400.00	\$ 128,000.00	\$ 111,500.00
1st Renewal	3% \$ 135,342.00	3% \$ 131,840.00	2% \$ 113,730.00
2nd Renewal	6% \$ 139,284.00	6% \$ 135,680.00	4% \$ 115,960.00
Total - 3 Years	\$ 406,026.00	\$ 395,520.00	\$ 341,190.00
Cost Points - 3 Years	33.6	34.5	40.0
2. Auditing Services University Only			
University and System Facilities Report	\$ 76,800.00	\$ 69,520.00	\$ 63,500.00
NCAA Agreed Upon Procedures	\$ 12,000.00	\$ 10,000.00	\$ 8,000.00
Single Audit Report	\$ 19,500.00	\$ 19,580.00	\$ 17,500.00
Related Travel Expenses	\$ 10,000.00	\$ 9,900.00	\$ 10,000.00
Total: Auditing Services University Only	\$ 118,300.00	\$ 109,000.00	\$ 99,000.00
1st Renewal	3% \$ 121,849.00	3% \$ 112,270.00	2% \$ 100,980.00
2nd Renewal	6% \$ 125,398.00	6% \$ 115,540.00	4% \$ 102,960.00
Total - 3 Years	\$ 365,547.00	\$ 336,810.00	\$ 302,940.00
Cost Points - 3 Years	33.1	36.0	40.0
3. Auditing Services Foundation Only			
Foundation Report	\$ 21,000.00	\$ 17,000.00	\$ 17,000.00
Related Travel Expenses	\$ 2,400.00	\$ 2,000.00	\$ 2,500.00
Total: Auditing Services Foundation Only	\$ 23,400.00	\$ 19,000.00	\$ 19,500.00
1st Renewal	3% \$ 24,102.00	3% \$ 19,570.00	2% \$ 19,890.00
2nd Renewal	6% \$ 24,804.00	6% \$ 20,140.00	4% \$ 20,280.00
Total - 3 Years	\$ 72,306.00	\$ 58,710.00	\$ 59,670.00
Cost Points - 3 Years	32.5	40.0	39.4
Item 2 and 3 Total	\$ 437,853.00	\$ 395,520.00	\$ 362,610.00
Discount Offered in Item 1 (Combined Auditing Services)	\$ 31,827.00	\$ -	\$ 21,420.00
Lowest Bid - Combined RubinBrown			\$ 341,190.00
Lowest Bid - University Only RubinBrown			\$ 302,940.00
Lowest Bid - Foundation Only CliftonLarsonAllen			\$ 58,710.00
Total: Lowest Bids			\$ 361,650.00
Cost Savings on Combined Bid RubinBrown			\$ 20,460.00

Cost and Subjective Evaluation
Request for Proposal 5922

Item 1: Auditing Services – University and Foundation Combined

Offeror	Cost Points (40 points max)	Experience and Reliability (25 points max)	Expertise of Personnel (25 points max)	Proposed Method of Performance (10 points max)	Total Points
BKD	33.6	25	25	10	93.6
CliftonLarsonAllen	34.5	25	25	10	94.5
RubinBrown	40	25	25	10	100



BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 14, 2019

Open Session

I. Motion to be Considered:

Approve issuing Resolutions of Honor for the following faculty and staff members who have retired or are retiring from Southeast Missouri State University:

Faculty:

- Eom, Sean, Professor, Management (1992-2018)
- Essner, Cheryl, Assistant Professor, Nursing (1982-2018)
- Overbey, Gail, Professor, Psychology and Counseling (1989-2018)
- Park, Kang, Professor, Accounting, Economics and Finance (1978-2018)
- Rogers, Michael, Professor, Chemistry and Physics and Director, Advanced Placement (1985-2018)
- Speight, Larry, Instructor, English (2005-2019)
- Warren, Christine, Instructor, English (2009-2019)
- Young, Jill, Instructor, Management (2002-2018)

Staff:

- Ackman, Douglas, Maintenance Custodian, Malden Regional Campus (2001-2018)
- Barrios, Francisco, Dean, College of Liberal Arts (2008-2018)
- Borgsmiller, Stephen, Director, Sikeston Regional Campus (2012-2018)
- Bratton, Lavetta, Administrative Assistant, Chemistry and Physics (1995-2018)
- Buchheit, Karen, Sergeant, Public Safety (2007-2018)
- Cardin, Donna, Administrative Assistant, Regional Professional Development Center (1985-1989; 1991-1994; 2002-2018)
- Chiles, Patty, Administrative Assistant, Counseling and Disability Services (2007-2019)
- Crites, M. Juan, Director of Public Services, University Marketing (1976-2018)
- Gill, Richard, Painter Journeyman, Facilities Management (2000-2018)
- Koeberl, Dennis, General Mechanic Journeyman, Facilities Management (1991-2018)

Recommended By:

Student Government _____
Faculty Senate _____
Administrative Council _____
VP, Enroll. Man. & Stu. Suc _____
VP, Finance & Admin. *Jill H. Hanges*
VP, University Advancement _____

Chairperson _____
Dean _____
Academic Council _____
Provost _____
President *[Signature]*

Board Action on: _____
Motion By: _____
Second By: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____
Secretary: _____

- Lincoln, Debbie, Parent Education Coordinator, Educare (2001-2018)
- Loos, Joyce, Administrative Assistant, Child and Family Studies (2006-2018)
- Mosley, James, Custodial Technician, Facilities Management (2000-2018)
- Phillips, Marjorie, Writing Associate, Center for Writing Excellence (1986-2018)
- Reimann, Carol, Reading Specialist, Regional Professional Development Center (2001-2018)
- Sander, Patricia, Supervisor of Data Control, Facilities Management (1982-2018)
- Scott, Deborah, Administrative Assistant, Academic Advising (1999-2018)
- Sides, Anita, Field & Clinical Experiences Assistant, Field and Clinical Experiences (2006; 2008-2018)
- Smith, George, General Mechanic Journeyman, Facilities Management (1988-2018)
- Stover, Karen, Operations Supervisor, Regional Professional Development Center (2002-2018)
- True, Robin, Contract Compliance Officer, Facilities Management (2002-2018)
- Vaughn, Charles, Lab Technician, Chemistry and Physics (1989-2018)
- Williford, Lonnie, Custodial Supervisor, Facilities Management (2000-2018)
- Wolz, Jay, Director of Alumni Services, University Advancement (2012-2018)

II. Background:

The Board of Regents traditionally honors individual faculty and staff members at the University's annual Employee Recognition Program with the presentation of Resolutions of Honor. This year's recognition program will be held April 26, 2019. The program will recognize those faculty and staff who have already retired but notified the University of their intent to retire after the deadline to be included in last year's program (February 1, 2018), or have notified the University of their intent to retire with a retirement date before October 1, 2019. University administration will review and approve the content of all resolutions prior to their presentation.



BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 14, 2019

Open Session

I. Motion to be Considered:

Approve the proposed fiscal year 2020 Residence Life room and board rates, effective fall 2019.

II. Background:

In February 2018, the Board of Regents approved an average combined room and board rate increase of 1.69 percent for FY19; including a 1.53 percent room rate increase and a 2.00 percent increase in board rates.

As shown in Attachment 1, an average combined room and board rate increase of 2.83 percent is requested for FY20.

The proposed increase in the board rate for FY20 is 0.49 percent. In accordance with the terms of the University's dining contract with Chartwells Educational Dining Services, the cost paid by the University to Chartwells will not increase in FY20. The proposed increase will be used to offset expenses incurred by the University to maintain dining facilities and equipment.

The proposed increase in the average room rate is 3.97 percent. This reflects expenditures for personnel, student labor, operations, technology, maintenance and repair. The table below shows the percent change in room and board rates for fiscal years 2015 through 2019. During this five-year period, room rates increased an average of 1.20 percent.

Fiscal Year	Room Rate	Board Rate	Room & Board Rate
2015	0.50	4.00	1.65
2016	0.50	0.00	0.33
2017	1.51	3.53	2.30
2018	1.97	3.50	2.51
2019	1.53	2.00	1.69
5-YR Average	1.20	2.61	1.70

Recommended By:

Student Government _____
Faculty Senate _____
Administrative Council _____
VP, Enroll. Man. & Stu. Svc. *Debrah Belar*
VP, Finance & Admin. _____
VP, University Advancement _____

Chairperson _____
Dean _____
Academic Council _____
Provost _____

President *[Signature]*

Board Action on: _____

Motion By: _____
Second By: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____
Secretary: _____

The room rate increase proposed for FY20 reflects a need to invest in critical major capital projects. In FY16, Southeast contracted with Hollis+Miller to conduct a residence life facility audit to determine the existing condition of the residence halls. The report, received in July 2016, detailed the current and anticipated maintenance and repair needs for the residence life system including the 12 residence halls, the Towers Complex, the five-building Group Housing system and the four-building Greek Village. The report valued replacement cost of the residence hall facilities at \$343,419,764. Two of the most critical needs identified through this assessment involved fire alarm systems and elevator maintenance. The fire alarm system in Towers South will be replaced in summer 2019 and in Towers East in summer 2020 (tentative date), at an estimated cost of \$750,000 per building. Additionally, a significant upgrade to the Towers North and Towers West elevators is planned in summer 2020 (tentative date) at an estimated cost of \$1,000,000. Fire alarm replacement and elevator maintenance are critical safety enhancements to the residence hall system. The projects will be funded through operating revenues and financial reserves.

As in previous years, private room rates are proposed to reflect 1.5 times the rate of a double-occupancy room.

Average occupancy in FY20 is projected to be 2420 as compared to 2510 in FY19; reflecting a projected loss of 90 residential students. Projected average occupancy is based on projected new student enrollment in fall 2019 and continuing student enrollment trends.

Cheney Hall, closed in FY16, and Henderson Hall, closed in FY19, will continue to remain vacant in FY20. Additionally, the University does not plan to house students in Dearmont Hall in FY20. The Dearmont kitchen lab and other offices spaces located in Dearmont Hall will continue to operate as normal. Dearmont Hall was converted to a single-room residence hall in FY15 and single rooms continue to be popular with students. Consequently, the University plans to operate Towers South as a single-room residence hall to meet student demand.

The proposed rate schedules for both residence halls and board plans have been shared with the Residence Hall Association for review and comment and are presented to the Board with their endorsement. The proposed rate schedule reflects an effort to hold room rate increases to a minimum, as a means of containing costs for students.

SOUTHEAST MISSOURI STATE UNIVERSITY

RESIDENCE LIFE

FY20 ROOM & BOARD RATES (3.97% room increase; 0.49% board increase)

REVENUE SUMMARY:

Room Contracts	\$15,349,735	
Private Rooms	\$147,952	
Contract Cancellation Charges	\$163,650	
Total Room Revenues		\$15,661,337
Board Contracts		\$7,385,632
Summer Room and Board Contracts		\$98,000
TOTAL ROOM & BOARD REVENUES		\$23,144,969

ROOM CONTRACTS:

RATES

REVENUE

	FY19 Room Rate	FY20 Room Rate	Capacity as Built	Capacity as Used	Projected Average Occupancy	Average Private Rooms	Total Paid Beds	FY20 Projected Revenue	FY20 Private Room Revenue
Cheney	\$4,890	\$5,084	131	0	0	0	0	\$0	\$0
Dearmont (singles)	\$5,890	\$6,124	408	0	0	0	0	\$0	\$0
Group/Greek	\$5,380	\$5,594	378	336	308	0	308	\$1,723,457	\$0
Towers East doubles	\$4,890	\$5,084	388	369	348	0	348	\$1,768,439	\$0
Towers South doubles	\$4,890	\$5,084	390	379	0	0	0	\$0	\$0
Towers South singles	\$7,335	\$6,610	390	190	184	0	184	\$1,215,317	\$0
Community-Style Subtotal*	\$5,188	\$5,394	1695	895	840	0	840	\$4,707,213	\$0
Dobbins Center	\$6,570	\$6,832	184	180	171	2	173	\$1,167,865	\$6,832
Henderson	\$6,410	\$6,664	87	0	0	0	0	\$0	\$0
LaFeria	\$6,570	\$6,832	262	254	230	7	237	\$1,568,470	\$23,912
Merick	\$6,570	\$6,832	306	297	266	7	273	\$1,819,697	\$23,912
Myers	\$6,410	\$6,664	202	193	167	7	174	\$1,112,655	\$23,324
Towers North	\$6,410	\$6,664	286	275	249	3	252	\$1,662,360	\$9,996
Towers West	\$6,410	\$6,664	285	271	241	8	249	\$1,602,754	\$26,656
Vandiver	\$6,410	\$6,664	302	293	256	10	266	\$1,708,721	\$33,320
Suite-Style Subtotal	\$6,470	\$6,727	1914	1763	1580	44	1624	\$10,642,522	\$147,952
AVERAGE*	\$5,977	\$6,214							
		3.97%	3609	2658	2420	44	2464	\$15,349,735	\$147,952

* % rate change excludes Towers South singles due to occupancy type change

BOARD CONTRACTS

RATES

REVENUE

	FY19 Board Rate	FY20 Board Rate	Projected Average Contracts	Projected Revenue
CLASSIC PLANS				
19 Meals+\$116 Flex	\$3,182	\$3,198	27	\$86,036
15 Meals+\$140 Flex	\$2,938	\$2,952	314	\$925,642
10 Meals+\$160 Flex	\$2,600	\$2,612	159	\$415,720
5 Meals+\$270 Flex	\$2,244	\$2,254	109	\$245,030
PREMIUM PLANS				
19 Meals+\$116 Flex	\$3,356	\$3,372	171	\$577,551
15 Meals+\$140 Flex	\$3,100	\$3,116	1131	\$3,524,587
10 Meals+\$160 Flex	\$2,724	\$2,738	534	\$1,463,296
5 Meals+\$270 Flex	\$2,346	\$2,358	55	\$129,270
RESIDENTIAL BLOCK PLAN				
90 Block plan*		\$1,850	10	\$18,500
AVERAGE	\$2,811	\$2,825	390	-
		0.49%	2900	\$7,385,632

*% rate change excludes 90 Block plan, new in FY20

2420 Average Resident Student Contracts

90 Average Commuter Contracts

390 Guarantee Contracts - 90 block plan

2900 Total Average Board Contracts

COMBINED ROOM & BOARD (w/Classic 15-Meals):

	FY19 Rate	FY20 Rate
Cheney	\$7,828	\$8,036
Dearmont (singles)	\$8,828	\$9,076
Group/Greek	\$8,318	\$8,546
Towers East	\$7,828	\$8,036
Towers South	\$10,273	\$9,562
Dobbins Center	\$9,508	\$9,784
Henderson	\$9,348	\$9,616
LaFeria	\$9,508	\$9,784
Merick	\$9,508	\$9,784
Myers	\$9,348	\$9,616
Towers North	\$9,348	\$9,616
Towers West	\$9,348	\$9,616
Vandiver	\$9,348	\$9,616
AVERAGE	\$9,006	\$9,261
		2.83%



BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 14, 2019

Open Session

I. Motion to be Considered:

Approve the award of the Southeast Bookstore contract to Follett Higher Education Group, Inc. (Follett), for the fiscal year beginning July 1, 2019, with nine optional annual renewal periods.

II. Background:




On April 10, 2013 the Board of Regents approved a five-year contract with Follett to operate the Southeast Bookstore. Prior to the partnership with Follett, the bookstore operated as an auxiliary enterprise. The five-year contract with Follett ended June 30, 2018. The University opted to extend the contract with Follett for fiscal year 2019. A Request for Proposal (RFP) was issued on November 1, 2018. The RFP sought proposals to operate the Southeast Bookstore for one year with up to nine annual renewals.

To develop the RFP a committee was established that included members from across the campus. The committee evaluated the proposals using 26 performance, 5 experience/reliability, and 6 financial offer criteria. The performance criteria focused on areas such as course materials, customer service, online sales, and overall retail operations. The experience/reliability criteria examined the level of experience each vendor possessed in the college and university bookstore marketplace. The financial offer criteria examined commission, annual incentives, capital investment, and discounts. The University received proposals from Barnes & Noble College, Follett Higher Education Group, Inc. (Follett), and BBA Solutions.

Based on the total evaluation, the committee recommends awarding the contract to Follett for the proposed one-year contract period with up to nine annual renewals. The first contract award would be for the fiscal year beginning July 1, 2019.

The Follett proposal meets and exceeds all specifications of the RFP and is proof of their commitment to a cooperative and productive partnership with Southeast. The submission from

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. 	Provost 
VP, Finance & Admin. _____	
VP, University Advancement _____	President 

Board Action on: _____	Postpone: _____
Motion By: _____	Amend: _____
Second By: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____
	Secretary: _____

Follett included the best projected financial support for the University, including the largest proposed capital investment into the bookstore located in the University Center and a second location at an athletic venue. Follett proposed the highest commission on sales and included a \$5,000 textbook scholarship and \$5,000 athletic scholarship to be paid annually. A comparison of the financial offers is summarized in Attachment 1.

Summary of Financial Offers to operate the Southeast Bookstore

	Barnes & Noble	Follett Higher Education Group Inc.	BBA Solutions
Commission	12% commission on \$0-\$2M	12.1% commission on \$0-\$2.5M	8% base commission
	14% commission on \$2M-\$3M	13.1% commission on \$2.5M+	\$50,000 one-time signing bonus
	15% commission on \$3M+		
	and 7% gross sales First Day and etextbooks	7% on digital textbooks	
Annual Incentives	\$2,500 textbook scholarships \$5,000 Athletic sponsorship	\$5,000 textbook scholarships \$5,000 Athletic sponsorship	\$15,000 Student First incentives; up to \$10,000 Athletic sponsorship; up to \$5,000 textbooks scholarships
Capital Investment	Up to \$150,000 for bookstore & stadium shop; \$59,000 for state of art operating systems	up to \$310,000 to reinvigorate bookstore & up to \$50,000 for stadium fan shop	up to \$200,000 annually in technology
Discounts	10% faculty/staff 20% departmental purchases on mutually agreed upon categories	10% faculty/staff 20% departmental (excludes textbooks, sales, computer hardware, academic discounted software)	20% apparel & gifts 15% used textbook items 10% new textbook items

Cost Points (Commissions based on 2017 sales of \$2,116,099, of which \$730,880 is digital sales)			
Commission-regular	166,226.28	167,611.50	110,817.52
Commission-digital books	51,161.60	51,161.60	58,470.40
Incentives	7,500.00	10,000.00	30,000.00
Signing Bonus	-	-	50,000.00
Capital Investment-1st year	209,000.00	360,000.00	200,000.00 (store technology only)
1st year	433,887.88	588,773.10	449,287.92
Years 2-10	2,023,990.92	2,058,957.89	1,793,591.28
	2,457,878.80	2,647,730.99	2,242,879.20
Point Total	37.13	40.00	33.88



BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 14, 2019

Open Session

I. Motion to be Considered:

Recommend approval of the following changes to Academic Programs:

- Option Title Change – Masters in Marketing with Option in *Professional Selling*
- Minor Title Change – *Minor in Professional Selling*
- Option Additions to Existing Program – Bachelor of Arts in Communications Studies adding *Relational Communication* and *Rhetoric & Public Communication* options

II. Background:

Option Title Change – Masters in Marketing with Option in *Professional Selling*

Rationale: The proposed changes (which entail changing the name of the Marketing Major Option from *Sales Management* to *Professional Selling*, and customizing the list of electives in the major) would produce three key benefits: 1) allow students greater experiential learning and visibility that best match their career goals, 2) increase student communication and soft skill proficiency, and 3) align the sales program at Southeast Missouri State with sales programs at aspirant schools and top academic sales programs across the country. Overview of the changes: Add a course in Advanced Selling to the courses in the Professional Selling Option and remove the choices of management courses listed.

Minor Title Change – *Minor in Professional Selling*

Rationale: The proposed changes entail changing the name of the Marketing Minor from *Minor in Marketing: Sales Management* to *Minor in Professional Selling*. Goals: Available to College of Business majors and non-business majors as a means to add differentiation to student's skill and offerings. The minor will expose students to the vast employment opportunities and prepare

Recommended By:

Student Government _____
Faculty Senate _____
Administrative Council _____
VP, Enroll. Man. & Stu. Suc. _____
VP, Finance & Admin. _____
VP, University Advancement _____

Chairperson _____
Dean _____
Academic Council _____
Provost *Tamela Randolph* _____
President *[Signature]* _____

Board Action on: _____
Motion By: _____
Second By: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____
Secretary: _____

prepare students to excel in sales related positions. Objectives: Connect students with real world applications and career opportunities across industries.

Option Additions to Existing Program – Bachelor of Arts in Communications Studies adding *Relational Communication and Rhetoric & Public Communication* options

The Department of Communications Studies and Modern Languages proposes a revision to the Bachelor of Arts in Communication Studies, updating the curriculum to better prepare our students and to provide two clear-cut options to assist recruitment, simplify advising, and enhance the marketability of our degree. The Communication Studies faculty unanimously approved this revision.

The proposed revision features four new courses. No additional resources/capacity will be required to deliver the courses. The proposed four courses have been reviewed by Kent Library faculty, who have concluded, in each instance, that Kent Library has the resources to support the courses proposed for the revised program.

Budget Office Director Sue Wilde conducted a financial review and approved the program on April 30, 2018 wherein she specified “no budgetary concerns” with the proposed Communications Studies revision.

Attachment 1



PUBLIC ☒
 INDEPENDENT ☐

PROGRAM CHANGE REQUEST FOR STAFF REVIEW

Name of Institution:

Southwest Missouri State University

- ☒ Title or CIP change
☐ Combination program created out of closely allied existing programs
☐ Add option to existing program
☐ Add certificate program (from approved existing parent degree or stand-alone) *attach curriculum

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code
Major in Marketing with Option in Sales Management	Bachelor of Science in Business Administration	52.1401	Major in Marketing with Option in Professional Selling	Bachelor of Science in Business Administration	52.1401

Attach a copy of the "before and after" curriculum, as applicable:

- ☐ Delete program
☐ Delete option
☐ Place program on inactive status

Click here to enter text.	Click here to enter text.	Click here to enter a date.
Name of program/certificate/option	Degree type and CIP code	Date to delete or inactivate

- ☐ Change of address
☐ Closed location

Click here to enter text.

Enter address change or address of closed location

List sites where changes on this form should be applied (such as main campus, all off-site locations, etc.):

Click here to enter text.

AUTHORIZATION

Tamela Randolph, Provost		Click here to enter a date.
Name/Title of Institutional Officer	Signature	Date

Please save and email this form and supporting documents to: hc.academicprogramactions@dhe.mo.gov



Proposed Change to Marketing: Professional Selling Option

Rationale: The proposed changes (which entail changing the name of the Marketing Major Option from Sales Management to Professional Selling, and customizing the list of electives in the major) would produce three key benefits:

- 1) allow students greater experiential learning and visibility that best match their career goals
- 2) increase student communication and soft skill proficiency
- 3) align the sales program at Southeast Missouri State with sales programs at aspirant schools and top academic sales programs across the country

Overview of the changes:

Add a course in Advanced Selling to the courses in the Professional Selling Option and remove the choices of management courses listed. The changes are highlighted in the table provided.



Current Program	Proposed Program
Marketing Major Courses – 24 Hour Major –No Minor Required	Marketing Major Courses – 24 Hour Major –No Minor Required
Required Marketing Core:	Required Marketing Core:
MK 343 Integrated Marketing Communications (3)	MK 343 Integrated Marketing Communications (3)
MK 344 Consumer Behavior (3)	MK 344 Consumer Behavior (3)
MK 345 Into to Business Research (3)	MK 345 Into to Business Research (3)
MK 449 Marketing Management (3)	MK 449 Marketing Management (3)
ELECTIVE: Choose 3 hours MK Courses (300-500 level except MK301), MG560, MK560, ER361 or BA560	ELECTIVE: Choose 3 hours MK Courses (300-500 level except MK301), MG560, MK560, ER361 or BA560
REAL WORLD EXPERIENCE – Choose one option: Department Approved International Academic Program (3)	REAL WORLD EXPERIENCE – Choose one option: Department Approved International Academic Program (3)
OR	OR
Complete departmentally approved Internship (3)	Complete departmentally approved Internship (3)
Sales Management Option:	Professional Selling Option:
MK 342 Professional Selling (3)	MK 342 Professional Selling (3)
MK 547 Sales Management (3)	MK 547 Sales Management (3)
Choose 3 hours from the following:	MIK442 Advanced Selling (3)
MG 354 Business Negotiation: Concepts and Practice (3)	
MG 470 Leadership In Management (3)	
MG 550 Improving Team Performance (3)	



PUBLIC ☒
 INDEPENDENT ☐

PROGRAM CHANGE REQUEST FOR STAFF REVIEW

Name of Institution:

Southwest Missouri State University

- ☒ Title or CIP change
☐ Combination program created out of closely allied existing programs
☐ Add option to existing program
☐ Add certificate program (from approved existing parent degree or stand-alone) *attach curriculum

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code
Minor in Marketing: Sales Management		52.1401	Minor in Professional Selling		52.1401

Attach a copy of the "before and after" curriculum, as applicable

- ☐ Delete program
☐ Delete option
☐ Place program on inactive status

Click here to enter text.	Click here to enter text.	Click here to enter a date.
Name of program/certificate/option	Degree type and CIP code	Date to delete or inactivate

- ☐ Change of address
☐ Closed location

Click here to enter text.

Enter address change or address of closed location

List sites where changes on this form should be applied (such as main campus, all off-site locations, etc.):

Click here to enter text.

AUTHORIZATION

Tamela Randolph, Provost	Click here to enter a date.
Name/Title of Institutional Officer	Signature Date



Department(s) Marketing 9/27/2018

Title of New or Revised Minor: Professional Selling

Title of Original Minor (if proposing revision) Marketing: Sales Management

Goals and Objectives:

1. Goals: Available to College of Business majors and non-business majors as a means to add differentiation to student's skill and offerings. The minor will expose students to the vast employment opportunities and prepare students to excel in sales related positions.
2. Objectives: Connect students with real world applications and career opportunities across industries.

Competencies, Knowledge of Skills to be Achieved: Students will enhance professional selling foundations and gain insights into their soft skills, interpersonal skills, and communication skills. Introspection and self-awareness are also gained.

The proposed change is to replace MK344 Consumer Behavior with a new course, MK442 Advanced Selling. This will provide a third class focused on selling in the minor.

Structure of Revised Minor: Professional Selling

Course Number	Course Title	Credit Hours	Prerequisite
MK301	Principles of Marketing	3	Completion of 45 hours
MK342	Professional Selling	3	MK301
MK442	Advanced Selling	3	MK342
MK547	Sales Management	3	MK301
Elective	Choose any MK course except MK449 and MK473	3	

TOTAL CREDIT HOURS: 15



Structure of Previous Minor: **Marketing: Sales Management**

Course Number	Course Title	Credit Hours	Prerequisite
MK301	Principles of Marketing	3	Completion of 45 hours
MK342	Professional Selling	3	MK301
MK344	Consumer Behavior	3	MK301
MK547	Sales Management	3	MK301
Elective	Choose any MK course except MK449 and MK473	3	

TOTAL CREDIT HOURS: 15



PUBLIC ☒
 INDEPENDENT ☐

PROGRAM CHANGE REQUEST FOR STAFF REVIEW

Name of Institution:

Southeast Missouri State University

- ☐ Title or CIP change
☐ Combination program created out of closely allied existing programs
☒ Add option to existing program
☐ Add certificate program (from approved existing parent degree or stand-alone) *attach curriculum

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code
Communication Studies	Bachelor of Arts	09.0101	Communication Studies: • Relational Communication • Rhetoric & Public Communication	Bachelor of Arts	09.0101

Attach a copy of the "before and after" curriculum, as applicable

- ☐ Delete program
☐ Delete option
☐ Place program on inactive status

Click here to enter text. Click here to enter text. Click here to enter a date.

Name of program/certificate/option Degree type and CIP code Date to delete or inactivate

- ☐ Change of address
☐ Closed location

Click here to enter text.

Enter address change or address of closed location

List sites where changes on this form should be applied (such as main campus, all off-site locations, etc.):

Click here to enter text.

AUTHORIZATION

Click here to enter text. Click here to enter a date.

Name/Title of Institutional Officer

Signature

Date

Please save and email this form and supporting documents to: he.academicprogramaffairs@dhc.mo.gov

**Curriculum Structure
List of Current Options in Communication Studies**

Communication Studies (no options)

**List of Options in the Communication Studies Major if Proposal Approved
(new options in bold)**

Relational Communication

Rhetoric & Public Communication

**Proposed Revision
to the
Communication Studies
Area of Study**

The following two pages lay out the proposed revision to Communication Studies as an area of study. The revision would entail the following changes:

Providing two options:

Relational Communication

Rhetoric & Public Communication

Expanding the hours involved from 30 to 34.

Changing courses in the core as well as in the electives.

Adding four new courses.

Changing the name of two courses (SC 200; SC 482)

This proposal was approved by the Department of Communication Studies on February 7, 2018.

What is proposed will require no new resources.

Revised proposal for core/options

Current Program	Proposed Program (including course title changes)
Communication Studies (30 Hour Major—Minor Required)	Communication Studies (34 Hour Major —Minor Required)
Required Courses: (15 hr. core) SC 001 Exit Interview (0) SC 105 Fund of Oral Comm (3) or SC 155 Fund of Interpersonal Comm (3) SC 200 Advanced Public Speaking (3) SC 320 Group Comm & Decision Making (3) UI 345 Nonverbal Communication (3) UI 425 Persuasion (3) or SC 560 Organizational Communication (3) Choose 15 hours from: SC 215 Intercultural Communication (3) SC 301 Foundations of Health Comm (3) SC 310 Speechwriting (3) SC 314 Argumentation and Problem Solving (3) SC 330 Corporate and Professional Comm (3) SC 335 Interviewing (3) SC 355 Relational Communication Strategies (3) SC 360 Experiential Comm Projects (1), (2), or (3) SC 406 Negotiation & Conflict Management (3) SC 463 Independent Study (3) SC 482 Special Problems in Comm Studies (3) SC 483 Internship In Speech Communication (3) SC 496 Practicum In Communication Studies (3) SC 510 Leadership and Teambuilding (3) SC 560 Organizational Communication (3) UI 301 Managerial Communication (3) UI 320 Modern Presidency (3) UI 423 Political Communication (3)	Required Courses: (19 hr. core) SC 001 Exit Interview (0) SC 105 Fund of Oral Communication (3) SC 155 Fund of Interpersonal Comm (3) SC 200 Communication & Publics (3) [name changed from Advncd Public Speaking] SC 320 Group Comm & Decision Making (3) or SC 314 Argumentation & Public Deliberation (3) SC 491 Investigating Comm Studies (3) or SC 420 Rock-n-Roll & Rebellion (3) SC 360 Experiential Comm Projects (1) UI 425 Persuasion (3) Choose One Option: Relational Communication: Choose 9 hours of upper division courses: SC 301 Foundations of Health Comm (3) SC 355 Relational Comm Strategies (3) SC 316 Gender Comm (3) SC 406 Negotiation & Conflict Mgmnt (3) SC 490 Dark Side of Interpersonal Comm (3) Choose 6 hours from: SC 215 Intercultural Comm (3) SC 301 Foundations of Health Comm (3) SC 335 Interviewing (3) SC 355 Relational Comm Strategies (3) SC 360 Experiential Comm Projects (1), (2), or (3) SC 316 Gender Comm (3) SC 406 Negotiation & Conflict Mgmnt (3) SC 482 Special Topics in Communication (3) [name changed from "Problems"] SC 483 Internship In Speech Communication (3)

<p>UI 425 Persuasion (3) UI 504 Leaders of Social Change (3)</p>	<p>SC 496 Practicum in Communication Studies (3) SC 490 Dark Side of Interpersonal Comm (3) SC 510 Leadership & Team Building (3) UI 345 Nonverbal Communication (3)</p> <p>Rhetoric & Public Communication:</p> <p>Choose 9 hours of upper division courses:</p> <p>SC 310 Speechwriting (3) SC 314 Argumentation & Public Deliberation (3) SC 482 Special Problems In Communication (3) UI 320 Modern Presidency (3) UI 504 Leaders of Social Change (3)</p> <p>Choose 6 hours from:</p> <p>SC 215 Intercultural Comm (3) SC 301 Foundations of Health Comm (3) SC 310 Speechwriting (3) SC 314 Argumentation & Public Deliberation (3) SC 316 Gender Comm (3) SC 360 Experiential Comm Projects (1), (2), or (3) SC 482 Special Problems In Comm Studies (3) SC 483 Internship In Speech Communication (3) SC 496 Practicum in Communication Studies (3) SC 420 Rock-n-Roll & Rebellion (3) UI 320 Modern Presidency (3) UI 423 Political Communication (3) UI 504 Leaders of Social Change (3)</p>
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Mary L. Ramey

(573) 258-1547 • Cape Girardeau, MO 63701 • annielramey@gmail.com

Objective: Utilize and improve upon newly acquired technical skills in a professional setting

Work Experience

- | | |
|------------------------|--|
| Oct 2012 – Current | Kennel Tech/Kennel Manager (Jan 2018), <i>Cape Small Animal Clinic – Cape Girardeau, MO</i> <ul style="list-style-type: none"> • Coordinate kennel activities • Manage kennel staff • Delegate and enforce duties of kennel staff • Interview and hire new employees • Create work schedule for kennel staff |
| May 2018 – August 2018 | Intern, <i>Unilever – Sikeston, MO</i> <ul style="list-style-type: none"> • Worked independently to collect and analyze data • Performed several efficiency and quality tests • Developed efficiency strategies • Presented results and strategies to upper management to be implemented location-wide • Digitized data to be available to all operators on a specified machine |

Education

- | | |
|-----------------|--|
| 2015 – May 2019 | Bachelor of Science – Cybersecurity & Applied Mathematics,
<i>Southeast Missouri State University – Cape Girardeau, MO</i> <ul style="list-style-type: none"> • GPA: 3.98 • Member of Collegiate Problem Solving Team |
|-----------------|--|

Technical Skills

- | | |
|--------------------|---|
| Basic knowledge in | C/C++, HTML/CSS, Android App Development, SQL, Java,
MATLAB, Sage/Python |
| | Windows 7 and 10, Ubuntu Desktop 14.04 and 16.04 |
| | Microsoft Excel, Word, PowerPoint, Notepad++, Cisco Packet Tracer, LaTeX |

References

Available upon request



SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873

**BOARD OF REGENTS
REPORT ITEM
February 14, 2019
Open Session**

PROGRESS REPORT – Contracts and Facilities Management Projects

Part I – Contracts in Excess of \$100,000

The following contract(s) and/or purchase order(s) in excess of \$100,000 for which provisions have been made in the annual operations or capital budgets or designated fund balances of the University or subsequent projects approved by the Board of Regents were executed:

PROJECT	ANTICIPATED COMPLETION	VENDOR	AWARD AMOUNT
<i>Cyber Range Renovation</i>	February 20, 2019	<i>Nip Kelley Equipment Co., Inc.</i>	\$371,391
<i>Capaha Field Indoor Batting Facility</i>	July 15, 2019	<i>Evrard-Strang Construction</i>	\$217,600
<i>Tunnel 51 – 55 Repair</i>	November 8, 2019	<i>The Lawrence Group</i>	\$194,170
<i>Integrated Energy Master Plan</i>	December 15, 2019	<i>Bernhard TME, LLC</i>	\$428,400

Part II – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

PROJECT	ANTICIPATED COMPLETION	STATUS
Crisp Hall Renovation	July 19, 2019	Construction began January 14, 2019. Asbestos abatement is underway.

**B. UNIVERSITY FUNDED AND MAINTENANCE & REPAIR
CAPITAL IMPROVEMENTS OVER \$50,000**

PROJECT	ANTICIPATED COMPLETION	STATUS
Campus Utility Tunnel Condition Surveys	Spring 2019	Condition Survey Report will be presented to the Board in February. First project stemming from the survey will be to address Tunnels 51-55 as listed below.
Capaha Field Indoor Batting Facility	Summer 2019	Project has been rebid and contract documents have been executed. Construction to be completed by July 15, 2019.

Facilities Management Progress Report
February 14, 2019
Page 2 of 2

PROJECT	ANTICIPATED COMPLETION	STATUS
Cyber Range Renovation	Spring 2019	Contract awarded to Nip Kelley Equipment Company. Demolition is complete and renovation of area is in progress. Equipment and furniture are ordered with delivery scheduled for end of February.
General Construction Contract 2018	Multiple projects through 1/31/19	The Seminary Building ADA entrance requiring work to prevent water infiltration into the ADA hardware was completed during Winter Break.
General Electric Contract 2018	Multiple projects through 6/30/19	Group Housing card access completed during Winter break.
Holcomb Success Center Chiller Replacement	Summer 2019	Contract awarded to Nip Kelley Equipment Company. Construction to be completed by June 1, 2019
Magill Biology Greenhouses	Summer 2019	Construction documents are complete. Bid Opening January 29, 2019. Construction to be completed by August 15, 2019.
Student Recreation Center Roof Replacement	Summer 2019	The 90% construction documents are under review. Bid opening in February 2019. Construction to be completed by July 31, 2019.
Towers Complex Mail Room Renovation	Winter 2018	Complete and under warranty.
Towers Fire Alarm Upgrades	Summer 2019	Phase III - Construction documents in progress for replacement and installation of fire alarm system and new devices in Towers East & Towers South. Due to relocation of Campus Health Clinic to Towers East, will only bid Towers South for completion during Summer 2019. Bid opening January 25, 2019. Construction to be completed by July 31, 2019.
Track Building Renovation & Addition	Summer 2019	Construction documents received December 2018. Bid opening February 7, 2019. Construction to be completed by July 31, 2019.
Tunnel 51 - 55 Repair	TBD	Design contract executed for repair/replacement of tunnel. Coordination meeting scheduled for January 31, 2019.
University Master Plan Update	Fall 2018	Complete

Note: Shading indicates completed projects.