



BOARD OF REGENTS MEETING

9:00 a.m., June 22, 2020

Via LiveStream at <https://semo.edu/board/live-meeting>
or <https://semo.edu/board/>

[Open Session Agenda](#)

Welcome, Call to Order and Roll Call

Swearing-in Ceremony for Lloyd Smith, New Member of the Board Regents

Presentation of Resolution of Honor to Jay B. Knudtson and Luke M. LeGrand

ACTION ITEM:

Attachment

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Page #

1-O. Consideration of Approval of Minutes for:

- Open Session Meeting of May 15, 2020
- Open Session Meeting of June 11, 2020

A

REPORT ITEM:

2-O. University President's Report

verbal

ACTION ITEMS:

3-O. **Consideration of Motion for "Closed Session for Appropriate Considerations:"**
(Gargas)

- 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 610.021.9 – pertaining to discussion of a public governmental body for negotiations with employee groups
- D. RSMo 610.021.13 – pertaining to personnel records, performance ratings

4-O. Reconvene Open Session

5-O. Announcement of Actions Taken in Closed Session

6-O. Consideration of Approval of Proposed FY21 University General Operating and Auxiliary Budgets B

7-O. Consideration of Approval of Course Fees for Electronic Course Materials Effective Fall 2020 semester C

8-O. Consideration of Approval of Replacing the Existing Orientation Fees (First STEP, New Transfer and New International) with an Enrollment Fee (New First-Time Student, New Transfer Student and New International Student) Effective with Fall 2021 Enrollments D

9-O. Consideration of Approval of Academic Program Changes/Additions: E
 A. Harrison College of Business and Computing: New Computer Science Graduate Certificate in Cybersecurity
 B. Holland College of Arts and Media: New Minor in Jazz Studies
 C. College of Humanities and Social Sciences: Option Title Change - Master of Arts in Public History: Heritage Interpretation to Digital Heritage

REPORT ITEMS:

10-O. Progress Report on Contracts and Facilities Management Projects F

11-O. Operating Budget to Actual Budget G

12-O. Report on Status & Timeline Program Prioritization Process H

ACTION ITEMS:

13-O. **Consideration of Motion for “Closed Executive Session for Appropriate Considerations:”**
 RSMo 610.021.13 – pertaining to personnel records, performance ratings

14-O. **Reconvene Open Session**

15-O. Announcement of Actions Taken in Closed Executive Session

16-O. **Consideration of Motion to Adjourn**

**MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
FIFTEETH DAY OF MAY 2020**

The Board of Regents for Southeast Missouri State University convened at 9:03 a.m. on Friday, May 15, 2020, in the University Center Ballroom, on the campus of Southeast Missouri State University. Mr. Edward P. Gargas, President of the Board of Regents called the meeting to order. Regents present were: Mr. Edward P. Gargas, President of the Board of Regents; Ms. Tina L. Klocke, Vice President of the Board of Regents; Mr. Phillip M. Britt; Mr. James P. Limbaugh; Mr. Vivek Malik; Mr. Lloyd F. Smith; and Mr. Luke M. LeGrand, Student Representative to the Board of Regents. Regent Malik participated remotely via Zoom teleconference. Quorum having been established, Board President Gargas welcomed those in attendance and outlined the Board's various agendas for the meeting.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University and members of the University's Executive Staff; Dr. Nic Wilkins and Dr. Diane Wood from Faculty Senate; Mr. Matt Rolwing and Mr. Logan Phillips from Student Government; Ms. Harman Mahli, the Student Presenter; Mr. Floyd Davenport; Ms. Kathy Mangels, Board Treasurer; Mr. Christopher R. Martin, Board Secretary; and Mr. Al Spradling, Legal Counsel. Board President Gargas presided.

CONSIDERATION OF APPROVAL OF MINUTES

Board President Gargas introduced consideration of approval of the Open Session minutes from the February 21, 2020 and April 16, 2020 Board of Regents meetings

A motion was made by Regent Limbaugh and seconded by Regent Britt to approve the open session minutes of February 21, 2020 and April 16, 2020 [Attachment A]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF RESOLUTION OF HONOR

Board President Gargas introduced consideration of approval of a Resolution of Honor for Mr. Jay B. Knudtson recognizing his service to the Board of Regents. A draft copy of the Resolution was included in the meeting materials [Attachment B] and reads as follows:

Whereas, Jay B. Knudtson served as a role model for the region, returning to college after 35 years to graduate from Southeast Missouri State University in 2018, achieving a Bachelor of Science degree in General Studies with minors in sociology and criminal justice; and previously attended the Graduate School of Banking, the Graduate School of Real Estate Finance, and the University of Minnesota; and

Whereas, Jay B. Knudtson has had a successful career, refereeing minor league hockey, establishing a mortgage loan production office in Cape Girardeau, successfully advancing positions with the Bank of America during a 12-year tenure, and subsequently becoming executive vice president of First Missouri Bank and a member of the executive team that launched the bank in 2002; and

Whereas, Jay B. Knudtson has been recognized for his significant contributions to his community through service and volunteerism, including serving as chair of the Board on the Cape Girardeau Chamber of Commerce in 2015, receiving the prestigious Rush H. Limbaugh Award in that same year; serving as treasurer and executive board member of the Cape Girardeau Chamber of Commerce, chair of the Transamerica Corridor, past chair of the Cape Girardeau Parks and Recreation Board, past president of the Cape Girardeau Noon Lions Club, and past member of the Easter Seals, chair of the Area Magnet Board of Directors, and served on the Homeland Security Committee for the State of Missouri; and

Whereas, Jay B. Knudtson was elected mayor of Cape Girardeau in April 2002, and reelected for a final four-year term, serving until 2010 when term limits prevented him from seeking re-election; and during his tenure, worked tirelessly with the University, the city, and the state of Missouri, ultimately leading to the creation of the River Campus; and was subsequently awarded Southeast's prestigious Vandiver Show Me State Award for his outstanding efforts in the River Campus creation; and was named one of Ingram Magazine's "50 Missourians You Should Know"; and

Whereas, Jay B. Knudtson was appointed to the Southeast Missouri State University Board of Regents by Missouri Governor Jay Nixon to serve from January 2013 to a term expiring January 1, 2019, and continued to serve until February 2020; and during his tenure, served admirably as President of the Southeast Missouri State University Board of Regents from March 2015 to December 2017; and during his tenure on the Board, 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, 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 Center for Media, the Holcomb Success Center, and the International Village, renovations of Academic Hall, Magill Hall, Memorial Hall, the Grauel Building, Crisp Hall, the opening of the new Center for Speech and Hearing; and the dedication of the NPHC Plaza; and

Whereas, the leadership and thoughtful deliberation of Jay B. Knudtson led to the adoption and execution of the first ever Board of Regents By-Laws; an institutional Strategic Plan; a facilities master plan; multiple new programs, degrees, and accreditations; the commission, design and adoption of the Louis Houck Board of Regents Presidential Medallion; and the reaffirmation of Southeast's institutional accreditation by the Higher Learning Commission; and

Whereas, during the tenure of Jay B. Knudtson, Southeast Missouri State University achieved the largest overall enrollment, the largest freshman class, the largest number of minority and international students, and a record high fall-to-fall retention rate for first-time full-time students in the history of the University; and

Whereas, in his role as Board of Regents President, Jay B. Knudtson played a pivotal role in facilitating the transition of leadership of Southeast Missouri State University from its 17th President, Dr. Kenneth W. Dobbins to Dr. Carlos Vargas, the 18th President of the University; and

Whereas, Jay B. Knudtson 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 Jay B. Knudtson 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 twenty-first day of February in the year two thousand twenty

A motion was made by Regent Klocke and seconded by Regent Britt to approve the Resolution of Honor for Jay B. Knudtson [Attachment B]. The motion carried unanimously.

UNIVERSITY PRESIDENT'S REPORT

Board President Gargas called upon University President Vargas to deliver his University President's Report, which focused on the University's COVID-19 response.

University President Vargas stated that his report would offer information and insights in three areas: (1) Pre-COVID challenges; (2) actions taken by the University and impacts had as a result of COVID-19; and (3) the University's post-COVID planning.

Discussing pre-COVID challenges, University President Vargas touched briefly on continued enrollment declines and reductions in state appropriations.

Turning to the institution's COVID respond and associated impacts, University President Vargas walked through a timeline of the actions taken, which he said began January 24, 2020 with a decision by Executive Staff to not approve a proposal for summer study abroad program in China.

University President Vargas then offered a summary of actions taken by each division.

Academic Affairs

- Beginning with the decision on March 12 announcing the suspension of in-person classes the week of March 23 to limit the possibility of exposure to COVID-19, faculty and staff in academic affairs have been working non-stop to transition their instruction.
- Over a two week period starting around March 18, faculty worked to adapt nearly 1600 face-to-face classes for remote delivery.

- In addition to impacting in-person instruction, students also experienced significant disruptions to experiential learning, study abroad and distance seminars, and classes that required hands-on learning.
- Southeast's Regional Campuses and colleagues in Extended Studies worked with area internet service providers to encourage matching of other offers for free or low-cost internet during this time of remote instruction and successfully convinced three providers to participate.
- Beyond adjusting their instruction, faculty were also innovative in identifying ways to continue serving our community during this time lending their expertise to producing in-demand Personal Protective Equipment, engineering ways to retrofit doors and other items to decrease touches and make them easier to open, creating sanitizers and disinfectants and serving as consultants to various organizations on everything from respirator usage to federal agencies for leadership briefings and performing home assessment surveys for people in high-risk demographics such as asthma patients.

University Advancement

- Since the beginning of the University's COVID response, staff in University Advancement have worked hard to maintain contact with donors and initiated efforts to continue supporting our students.
- Through participation in Giving Tuesday Now, Southeast raised more than \$16,000 for the Emergency Relief Fund, which will assist students with various needs they have after all other aid has been exhausted.
- One of the specific area within Advancement that has been impacted by COVID-19 is KRCU. Because of the environment, KRCU had to cancel its April pledge drive and has received notice that some underwriters have declined to renew their support. As part of the CARES Act, KRCU received \$112,136 from the FY2020 Emergency Stabilization Funds from the Corporation for Public Broadcasting.

Athletics

- Like all other divisions, Athletics has not been immune from COVID impacts.
- As many of in the community know, the women's basketball team was scheduled to play in the NCAA Tournament which was ultimately cancelled and the Gymnastics team was competing well and on a path to compete at the USAG National Championship that was also cancelled. Both of these would have been tremendous opportunities for Southeast's student athletes and the institution.
- In addition, spring sports were cancelled and adjustments had to be made to how and where student athletes can train and how coaches recruit.
- Because of all of this, Southeast will see decreases in its NCAA distribution both this year and next and could incur additional losses in revenue from cancelled sport competitions if play cannot resume later this year.

Enrollment Management and Student Success

- COVID-19 has not only required the institution to make changes to how we recruit new students but also how we continue to support and recognize currently enrolled students.
- One significant decision that impacted the Division of Enrollment Management and Student Success was restricting access to residence halls in March and the initiation of a move-out process that took place over multiple weeks, all led by the staff in the Office of Residence Life.
- Other offices throughout the Division that provide Student Support Services also had to make adjustments such as Academic Advising and Career Services.
- One significant and difficult decision that was made was the one to postpone spring commencement. All students have been invited to participate in either the December 2020 or May 2021 commencement ceremonies.
- The Office of Admissions, University Marketing and others have worked to provide virtual tours of campus and staff have coordinated virtual appointments and virtual orientations will be offered this summer.
- Digital marketing efforts and direct mail efforts have increased.
- While all students have been impacted by COVID-19 there is some heightened uncertainty for our international and transfer students. With regard to international students, a record number of applications for fall 2020 have been received; however, many of these students may encounter challenges securing visas or may feel unsafe about traveling in the fall. To that end, we have developed a plan to recruit international students to begin their studies as online learners for their first semester or year.
- Lastly, changes have been made to our Admissions Guidelines expanding our test optional admissions guidelines to students with a 3.0 cumulative GPA and permitting students to self-report their academic record. The Scholarship deadline was extended from March 1 to June 1.
- While the overall financial impacts related to COVID will be discussed more later, here are some examples of the losses experienced by the Enrollment Management Division because of COVID-19 that include Room and Board Fee Adjustments exceeding \$4 million; loss of room and board revenue from fewer students expected on campus in summer 2020 estimated at nearly \$40,000; reduced commissions from vending, Chartwells and Follett (for bookstore) of roughly \$150,000; increased costs related to textbook return (assuming 60% of students choose to ship their books back, with postage paid by the University, cost could be nearly \$60,000); cancellation of summer camps in May and June which could reach \$62,000; lost revenue from the cancellation of 54 birthday parties at the Student Aquatic Center which totals nearly \$11,000; lost revenue from rentals in the University Center of about \$2,000; and the cancellation of the Greek Week food drive will result in a projected \$35,340 reduction in donations to the Redhawk Food Pantry.

Institutional Equity and Diversity

- Another office that greatly impacts students is the Office of Institutional Equity and Diversity, which includes the Dean of Students and provides support to the Office of Student Conduct and Counseling and Disability Services.

- Each of these areas has worked hard to be creative, adaptive, supportive and focused in their efforts to continue providing the best possible service to our students and we couldn't have asked for a better team.
- The Dean of Students and the Office of Student Conduct worked to move a number of processes to Zoom, Skype, or email platforms.
- Counseling and Disability Services has provided 976 appointments to students via telehealth since mid-March.
- A survey has been distributed to students seeking feedback about their transitions and challenges during this time.

Finance and Administration

- Declining state appropriations and the COVID pandemic have significantly impacted Southeast's budget.
- As an institution, the current estimated negative financial impact due to COVID-19 is nearly \$12.4 million.
- Because of these financial impacts, the institution has had to work strategically and deliberately to identify one-time funds to ensure we maintain a balanced budget for FY20.
- Through these efforts, \$12,370,000 in one-time funds have been identified from salary savings from vacant faculty and staff positions, salary savings from position holds in April through June 2020, estimated FY20 budget reallocations, and the institution's 50 percent share of CARES Act funding.
- As President, I would be remiss not to thank our entire federal delegation, and particularly U.S. Senator Roy Blunt, U.S. Senator Josh Hawley and U.S. Congressman Jason Smith for their support of the CARES Act and other programs that have provided some assistance to Southeast.
- We also know that Governor Parson, Commissioner Mulligan and others are evaluating the Governor's Emergency Education Relief Fund and other programs with regard to how they can support institutions of higher education with resources from those allocations.
- In addition to federal funding from the CARES Act, the institution is also eligible to submit requests for reimbursement of certain expenses to FEMA. To date, Southeast has submitted a request for reimbursement to FEMA totaling \$111,801 for supplies, equipment and other costs incurred as a result of us responding to the pandemic.
- Beyond dealing with the financial challenges presented by COVID, staff in the Division of Finance and Administration have worked in other areas to keep the University operational during this unprecedented time. Staff in DPS have worked around the clock to monitor campus and keep it safe and the Emergency Manager and others have engaged daily with local officials and public health professional to help inform our response, action and planning. Staff in the budget office, accounts payable, Controller's Office, purchasing, student financial services and so many others have worked to adjust policies to minimize disruptions in services and to respond to student needs and requests. Maintenance, grounds and custodial crews have remained at work to clean buildings and work spaces for those employees that need to maintain access to campus and in the weeks ahead they will be assisting with office modifications, room layouts and more to accommodate our return to campus. And staff in Information Technology and Human

Resources have worked to ensure that our employees have what they need to be successful.

President's Office and Community Engagement

- Despite the University's internal challenges many faculty and staff continue to positively impact the region during this time.
- Thanks to the work of faculty in the Department of Engineering and Technology and other colleagues at Catapult Creative House, the Edvolution Center, the Holland College of Arts and Media and the Heather McDonald Greene Multimedia Center in Kent Library Southeast has made and distributed more than 3,300 units of Personal Protective Equipment in the form of face shields, masks and hand sanitizer to nearly 30 organizations, businesses, emergency operations centers, government entities and others in Missouri, Illinois, Tennessee and Pennsylvania. One faculty member in particular in the Holland College of Arts and Media created nearly 500 face masks for individuals and organizations in the community and trained her students through video in how to create one for themselves and their families as part of the restructuring of her Costume Construction class for online learning.
- Faculty in Chemistry and others in the College of Science, Technology, Engineering and Mathematics have produced 75 bottles of hand sanitizer and other disinfectant.
- Staff in the Edvolution Center are supporting the Folding@Home initiative where individuals volunteer to run simulations of protein dynamics on their personal computers.
- 300 boxes of nonperishable food items have been distributed to students, faculty, staff and Chartwells employees using supplies in the Redhawk Food Pantry and with the assistance of donations from Chartwells, the SEMO Food Pantry and others.
- The Kent Library's Special Collections and Archives has created a new special digital collection titled "Documenting the Pandemic: Stories from Southeast" that allows students, faculty, staff and community members the opportunity to share their photos, videos and stories of how the pandemic has affected their daily life.
- Services were maintained via telehealth and other technologies to continue care for the clients and families served by our Autism Center, the Center for Speech and Hearing and the University School for Young Children

Following the division overviews, University President Vargas offered closing comments on the University's post-COVID planning and operations noting that the the Emergency Response Team, meeting under the umbrella of the Emergency Operations Center, continues to meet and is discussing how Southeast can safely and strategically return to campus from Telework and how we prepare to have students on campus in the fall.

CONSIDERATION OF APPROVAL OF TUITION AND GENERAL FEE SCHEDULE, EFFECTIVE FALL 2020

Board President Gargas called upon Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to approve the proposed Tuition and Fee Schedule including tuition for the Cape campus, regional campuses and online degree programs, effective for fall 2020. [Attachment C]

Vice President Mangels directed Regents to the materials in their packet. For the benefit of new Regents Malik and Smith, she gave an overview of the University's Budget Review Committee (BRC) and stated that it meets annually to recommend a general operating budget to the President for the following fiscal year. The BRC has representation from all employee groups and divisions, including Student Government.

As part of the background, Vice President Mangels discussed the impact COVID-19 has had on state appropriations noting that the pandemic caused the Missouri Legislature to pause its proceedings causing work on the state budget to be delayed, which impacted the BRC's work. She noted when the Legislature returned for business, they crafted and passed a revised FY21 budget that includes a 10 percent reduction to higher education budgets and that speculation indicates the Governor may announce FY21 withholds as early as July 1st. To anticipate the unknown, Vice President Mangels stated that the budget that will eventually come to the Board for approval will include a 25 percent reduction in appropriations over the next three years, with 20 percent being modeled for FY21.

Vice President Mangels then reviewed the Higher Education Student Funding Act, also known as SB 389, which states that institutions of higher education in Missouri can only increase tuition charged to residential undergraduate students by the amount of the annual percentage increase in the consumer price index (CPI), which is 2.3 percent for the timeframe in question and equals a \$5.78 allowable increase in residential undergraduate tuition for Southeast. She reminded the Board that they have approved tuition increases in previous years by the allowable change in CPI; but that some of the increase was waived and the full amount of the increases was not assessed to students. Currently, the University has \$11.05 per credit hour of fees approved but not assessed to students that is recorded as a fee waiver in the University's accounting records.

Vice President Mangels proceeded to review the attachments to the Motion noting that Attachment 1 provides a summary of approved tuition and general fees for undergraduate resident students; Attachment 2 is a resolution from Student Government; and Attachment 3 includes a summary of tuition and general fees based on the allowable 2.3 percent increase for the fall 2020 semester. The recommendation made to the Board was that they approve the \$5.78 per credit hour allowable tuition increase per state statute for residential undergraduate tuition effective fall 2020; and that the University would still waive \$11.08 per credit hour of residential undergraduate tuition for FY21, with the understanding that the recommendation may be amended at a future meeting based on final budget projections.

Based on all recommendations, the total tuition and fees charged to residential undergraduate students would be \$267.75 per credit hour for the fall 2020 semester. Vice President Mangels advised that nonresidential undergraduate and graduate rates would increase by the same percentage. She noted that web tuition, applicable to all students in an online degree program, would increase by the same percentage as nonresident undergraduate students; and that tuition and general fees on lower division courses at the regional campuses would increase by \$3.00 per credit hour for a total rate of \$181.00 per credit hour. In total, all recommendations would net approximately \$1.06 million of revenue in the FY21 budget.

Following Vice President Mangels' comments, discussion ensued.

Regent Smith asked whether it would take future action by the Board of Regents to approve waived increases should budget estimates be worse than projected, to which Vice President Mangels responded yes.

A motion was made by Regent Limbaugh and seconded by Regent Klocke to approve the proposed Tuition and Fee Schedule including tuition for the Cape campus, regional campuses and online degree programs, effective for fall 2020 [Attachment C]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF COURSE FEES, EFFECTIVE FALL 2020

Board President Gargas called upon Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to approve course fees effective with the fall 2020 semester. [Attachment D]

Vice President Mangels directed Regents to the materials in their packet. She stated that the University has a limited number of fees assessed at the course level, in addition to tuition, and that part of the annual budget process is to review existing course fees and make recommendations on new or revised fees. Vice President Mangels explained that Special Course Fees cover the cost of consumable supplies or other unique expenses related to a course, and that high cost programs are defined as a program in which the three-year average direct cost per student credit hour is greater than the current tuition rate.

Vice President Mangels summarized the recommendation reflected in Attachment 1, which is to add or modify special course fees associated with sixteen courses in Arts & Media, add one course fee in Kinesiology, Nutrition and Recreation, and remove five course fees, add one course fee and transfer one course fee in Agriculture.

During discussion, Regent Britt asked for clarification about the fees proposed for elimination and whether one could imply the course is being eliminated. Regent Smith expressed interest in the inquiry too. Vice President Mangels and Provost Mike Godard responded that the classes are still on the books but that they are not currently in the rotation of classes being currently offered. Continuing the inquiry, Regent Smith asked if the elimination of the fee is the first step to eliminating the course. Provost Godard replied that the statement made is not necessarily true and that the action item before the Board would just eliminate the fee, not the class.

A motion was made by Regent Britt and seconded by Regent Limbaugh to approve course fees effective with the fall 2020 semester [Attachment D].

CONSIDERATION OF APPROVAL OF BUSINESS POLICY STATEMENT 01-18, NO. TRESPASSING

Board President Gargas called on Ms. Kathy Mangels, Vice President of Finance and Administration to present a motion to approve the addition of a new policy statement 01-18 No

Trespass (Attachment 1) in Section 01, Administration of the Business Policy and Procedures Manual. [Attachment E]

Vice President Mangels referred Regents to the materials in the Board Packet behind Attachment E. She stated that over the past year there have been some instances on campus that University leaders felt warranted the proposed policy statement to ensure the safety of the University's faculty, staff and students. Vice President Mangels advised that the proposed statement was prepared in consultation with legal counsel; and that if approved, signage would be posted around campus. She shared that the policy would be overseen by the Director of the Department of Public Safety.

A motion was made by Regent Limbaugh and seconded by Regent Britt to approve the addition of a new policy statement 01-18 No Trespass (Attachment 1) in Section 01, Administration of the Business Policy and Procedures Manual [Attachment E]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF BOND RESOLUTION

Board President Gargas called upon Ms. Kathy Mangels, Vice President of Administration and Finance, to present a proposed bond resolution authorizing the issuance of System Facilities Revenue Bonds Series 2020, the proceeds of which shall be used for the refunding of the System Facilities Revenue Bonds, Series 2013A. [Attachment F].

Vice President Mangels directed the Board to the materials in Attachment F and introduced Attorney Sara Kotthoff from Thompson Coburn, the University's bond counsel for this particular transaction; and Ms. Reagan Holliday, from Hilltop Securities, the underwriter for this particular transaction.

Providing background, Vice President Mangels commented that on February 28, 2013, the Board of Regents issued \$82,555,000 of Systems Facilities Revenue Bonds Series 2013A and \$2,050,000 of Taxable System Facilities Revenue Bonds Series 2013B for a variety of different purposes. She further explained that the Series 2013A bonds have \$67,000,000 principal outstanding and are 23-year bonds with interest rates ranging from 2.60 percent to 4 percent, and that current market conditions indicate a potential net present value debt service savings of 5.64 percent or approximately \$3.691 million from refunding this bond issue.

Vice President Mangels noted that the proposed resolution would give the University the most flexibility in monitoring market conditions and being ready to sell bonds when debt service savings are at an acceptable level. As with previous bond resolutions presented to the Board for consideration, the one before them included parameters for a transaction such as it cannot exceed the current principal amount of \$67,000,000; the interest rate cannot exceed 3.2 percent; and that the date of maturity cannot be later than 2043, which is the original date of the bonds.

During discussion, Regent Limbaugh asked if the proposal is really just refinancing the debt to take advantage of lower rates, to which Vice President Mangels said yes. Ms. Holliday added that the requested action is also about providing flexibility and options to pursue should market conditions warrant. Ms. Holliday continued by saying that the S&P recently reaffirmed the

University's A-rating, which would help any transaction as well – a rating she said was reaffirmed in part because of S&P's satisfaction with Southeast's engagement throughout the reaffirmation process and because of the way it has quickly worked to address FY20 budget challenges. Before ending discussion, Vice President Mangels stated that the Office of Residence Life pays 75 percent of the debt service on the bonds being discussed and that refinancing would help them and their budget.

A motion was made by Regent Limbaugh and seconded by Regent Knudtson to approve the proposed bond resolution authorizing the issuance of System Facilities Revenue Bonds Series 2020, the proceeds of which shall be used for the refunding of the System Facilities Revenue Bonds, Series 2013A [Attachment F]. The motion carried unanimously.

Following the voice vote, Bond Counsel requested a roll call vote for the record. Board Secretary Martin called the roll. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith all voted to approve the proposed bond resolution authorizing the issuance of System Facilities Revenue Bonds Series 2020, the proceeds of which shall be used for the refunding of the System Facilities Revenue Bonds, Series 2013A [Attachment F].

CONSIDERATION OF APPROVAL OF FY2021 ROOM AND BOARD RATES

Board President Gargas called on Dr. Debbie Below, Vice President of Enrollment Management and Student Success, to present a motion to approve the proposed fiscal year (FY) 2021 Residence Life room and board rates, effective fall 2020. [Attachment G]

Vice President Below referred Regents to the materials in Attachment G in the Board packet and shared that the room and board rate is an item presented to the Board of Regents annually. She started by reminding Regents of the actions they took in February 2019 concerning FY20 rates, which resulted in an average combined room and board rate increase of 2.83 percent.

Dr. Below called attention to Attachment 1 which puts forward an average combined room and board rate increase of 1.94 percent for FY21 for Board consideration. She talked about a proposed increase in the board rate for FY21 of 2.52 percent, and a proposed increase in the average room rate for FY21 of 1.70 percent. Dr. Below advised the Board of Regents that the proposed rates do not include an increase to six of the nine residence halls and reminded Regents that some of the residence halls are not currently used, such as Cheney Hall, Henderson Hall and Dearmont Hall.

During discussion, Regent Britt asked for clarification on how single rooms in Towers will be handled for FY21.

A motion was made by Regent Britt and seconded by Regent Klocke to approve the proposed fiscal year (FY) 2021 Residence Life room and board rates, effective fall 2020 [Attachment G]. The motion carried unanimously.

Following the Room and Board item, the Board took a brief recess at approximately 10:35 a.m. and reconvened at 10:49 a.m.

CONSIDERATION OF APPROVAL OF CONFERRING OF DEGREES FOR SPRING 2020 AND SUMMER 2020

Board President Gargas called upon Dr. Mike Godard, Provost, to present a motion to approve the conferring of degrees upon the candidates for Spring 2020 and Summer 2020 Graduation pending final verification of their completion of degree requirements. [Attachment H]

Provost Godard shared that 1,337 degrees are being proposed for awarding. This includes 1,092 undergraduate, 231 Masters and 14 Specialist. He further shared that there are 201 students graduating Cum Laude, 141 Magna Cum Laude, 109 Summa Cum Laude, 34 undergraduates with a 4.0, and 46 students from the Jane Stephens Honors Program.

A motion was made by Regent Limbaugh and seconded by Regent Smith to approve the conferring of degrees upon the candidates for Spring 2020 and Summer 2020 Graduation pending final verification of their completion of degree requirements [Attachment H]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF ACADEMIC PROGRAM CHANGES

Board President Gargas called upon Dr. Mike Godard, Provost to present a motion to approve five academic program changes. [Attachment I]

Provost Godard directed Regents to the materials behind Attachment I in the Board packet and read the items for consideration:

- Authorize and approve a New Option to the BSBA in Management: Applied Management
- Authorize and approve a New Option to the BSBA in Marketing: Fashion Marketing
- Authorize and approve a New Degree – BS – Professional Pilot
- Authorize and approve a New Computer Science Graduate Certificate in Cloud Computing
- Authorize and approve a New Computer Science Undergraduate Certificate in Web Development

He then opened it up for discussion.

With regard to the BS – Professional Pilot program, the following discussion ensued.

- Regent Klocke asked whether the institution currently has many students looking at such a program. Provost Godard stated that there are couple of similar programs at other institutions in Missouri and all of them are at capacity with wait lists, which indicates there will likely be strong interest in the program at Southeast.
- Regent Limbaugh asked if the program would present an opportunity to partner with the Cape Girardeau airport, to which Provost Godard and University President both

responded yes. Board President Gargas further commented that there are approximately 60 school districts in southeast Missouri that have access to an airport, which suggests Southeast could reach capacity in the program if just 1-2 students from each district attended Southeast.

- Regents Smith and Limbaugh talked about industry reports that show the need for pilots given mandatory requirements; findings echoed by Board President Gargas based on comments shared with him by National Guard colleagues.
- Regent Malik inquired about the start date for the program. Provost Godard responded that if the Board approves the request, the proposal will then be forwarded to the Missouri Department of Higher Education and Workforce Development for final consideration, and if approved at the state level, a fall 2021 start date would be anticipated.
- Continuing his inquiry, Regent Malik asked if the institution will look at opportunities to bid out planes, maintenance, training and other services. University President Vargas said yes and discussed research University leaders have done, which included a trip to another institution with similar program to understand what has worked and how that particular school has worked with a third-party partner-vendor to provide the planes, instruction, maintenance and other services.
- Student Representative LeGrand asked about the cost of the program. Provost Godard commented there will be associated flight fees and programmatic fees associated with the program above and beyond the institution's regular tuition and fees.
- Regent Malik suggested that the once the program is launched, the institution should also consider developing private pilot certificates or other related credentials. This was also of interest to Board President Gargas. In reply, Provost Godard said such alternative credentials will be explored; however, he cautioned that one of the bottlenecks often associated with aviation-related programs is the access to flight time and that Southeast would just need to be mindful with any program created that it can deliver the instruction and flight time that a student will need.

A motion was made by Regent Klocke and seconded by Regent Limbaugh to approve the five academic program changes included in Attachment I. The motion carried unanimously.

STUDENT PRESENTATION

Board President Gargas called upon University President Vargas to introduce the Student Presentation. University President Vargas introduced Ms. Harman Malhi. He stated that Ms. Malhi is from New Delhi, India, and she is currently completing her first year as a graduate student in Southeast's Master of Science in Cybersecurity program. University President Vargas further noted that Ms. Malhi has a MBA from Southeast and a BSBA in Accounting, also from Southeast. He talked briefly about some of Ms. Malhi's work experience and then called upon her to share her experience as a student at Southeast.

In her remarks, Ms. Malhi thanked the Board and University President Vargas for the opportunity to speak at the meeting. She talked about how Southeast has been her family since arriving at the University and in the United States in 2012 and that during her time at Southeast

she has had so many experiences with faculty and staff members that have made her who she is and have moved her as a person.

Following Ms. Malhi's remarks, Regent Limbaugh asked her about her decision to come to Southeast and what guided it. In response, Ms. Malhi commented that she had been to the United States several times to visit family and as she began to look at programs that would place her close to relatives in Chicago she was impressed with what she learned about Southeast as a school and about its characteristics such as AACSB accreditation for its Business programs. Regent Smith then initiated a discussion that asked about Ms. Malhi's family, and, what, if any impacts she or they have experienced as a result of COVID-19. Regent Malik asked Ms. Mahli what she hopes to pursue as a career when she graduates in 2021, to which she responded with plans to work at a big-four accounting firm with the long-term goal of opening up her own accounting firm. At the end of discussion, Board President Gargas thanked Ms. Malhi for her time and congratulated her on her accomplishments and wished her continued success for her remaining time at Southeast.

STUDENT GOVERNMENT PRESENTATION

University President Vargas introduced, Mr. Matt Rolwing, immediate Past-President, and Mr. Logan Phillips, in-coming President, Southeast's Student Government Association (SGA) to provide an update.

Mr. Rolwing expressed sincere gratitude for the ability to engage in dialogue with the Board of Regents during his time as SGA President commenting that it was one of the highlights of his time at Southeast. Focusing on the just-completed academic year, Mr. Rolwing shared that SGA was able to accomplish a lot during the year, despite having to move everything online for much of the second semester due to COVID-19. He elaborated that committees such as the Student Issues Committee and the Diversity and Inclusion Committee both continued their work and that other business addressed By-Law revisions and election of new officers. Mr. Rolwing finished by again thanking the Board and stating that while he will be graduating with his undergraduate degree, he plans to pursue a Masters at Southeast. Following the remarks, Board President Gargas thanked Mr. Rolwing for his service and offered best wishes for his future endeavors. Student Representative LeGrand also thanked Mr. Rolwing for his service.

Mr. Phillips provided some brief biographical background sharing that he is from the St. Louis area and just completed his sophomore year pursuing a double major in corporate communications and political science. He stated that he decided to run for SGA President after having served as a College Senator. Mr. Phillips advised the Board that some of the things he hopes to work on during his term include making the campus more environmentally friendly, increasing pride, improving the web presence, and enhancing inter-campus communication. Board President Gargas thanked Mr. Phillips for his remarks.

FACULTY SENATE PRESENTATION

University President Vargas introduced, Dr. Nic Wilkins, out-going Chair, and Dr. Diane Wood, in-coming Chair, Southeast's Faculty Senate to provide an update.

Dr. Wilkins stated that since his February report to the Board, Faculty Senate passed some bills and a resolution aimed at aiding students in the transition to remote learning brought about because of COVID-19, and changing restrictions on when a student can take an incomplete course grade. He referred to one open business item dealing with student evaluations, which he said will be addressed by the in-coming Senate. Dr. Wilkins thanked the Board for their time and commented that one of the things he has gotten the most out of by being Chair is gaining a better understanding of how the University operates. Board President Gargas thanked Dr. Wilkins for his commitment to his peers and the institution and wished him continued success in his career.

Dr. Diane Wood provided some brief biographical background and stated that Faculty Senate will continue unresolved agenda items from the just-completed session during the up-coming year. She briefly reflected on the impact COVID-19 has had on her and colleagues and commented that she is looking forward to being back on campus in the fall. Dr. Wood offered appreciation to University administration commenting that they already had a lot on their plates but have taken on much more to navigate the institution through COVID and expressed her opinion that everyone is doing the best they can. She singled out Provost Godard saying he's been a great source of information for the faculty since his arrival at Southeast and that he's been wonderful to work with. Dr. Wood shared that Dr. Laura Hatcher will serve as the Vice Chair/Chair-Elect and Dr. Kim Louie will serve as Membership Chair. Board President Gargas thanked Dr. Wood for her comments and stated that the Board looks forward to working with her in the coming year.

PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT

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

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

- Tunnel 51-52-53-54-55 Repair
- Facilities Management Service Center (FMSC) Chiller/Boiler Replacement
- General Construction Contract 2020
- General Electrical Contract 2020
- Towers East Fire Alarm Upgrade
- Towers West and North Elevator Upgrades

Vice President Mangels also encouraged the Board to visit the recently completed Veterans Plaza near Academic Hall, which she stated will have a formal dedication in September 2020.

FY20 OPERATING BUDGET TO ACTUAL REPORT

Board President Gargas called upon Ms. Kathy Mangels, Vice President for Finance and Administration to provide a report to the Board on the FY20 Operating Budget. [Attachment M]

In presenting the update, Vice President Mangels directed Regents to the materials marked Attachment M in the Board packet and provided comments about Southeast's annual budget cycle and reviewed trends to provide insights into when revenues are received and expenses are incurred. She noted that the report provided includes numbers through March 31, 2020.

CONSIDERATION OF MOTION FOR CLOSED SESSION

A motion was then made by Regent Limbaugh 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 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

A roll call vote was taken. Voting in favor were Regents Britt, Gargas, Klocke, Limbaugh, and Smith. Regent Malik was participating remotely via Zoom teleconference and experienced a temporary service disruption limiting his ability to participate in the vote. The motion carried.

The Open Session was recessed at approximately 12:09 p.m.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Upon reconvening the Open Session at approximately 1:55 p.m., Board President Gargas called upon Board Secretary Martin to make the following announcements related to the Closed and Closed Executive Sessions:

Closed Session Announcements

- By a vote of 6 to 0 the Board voted to approved the minutes of the Board's February 21, 2020 Closed Session Meeting. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith voted to approve.
- Pursuant to RSMo 610.021.3 pertaining to hiring, firing, disciplining or promotion of personnel and by a vote of 6 to 0 the Board approved personnel actions January to March 2020. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith voted to approve.

- By a vote of 6 to 0 the Board of Regents voted to adjourn Closed Session and convene Closed Executive pursuant to RSMo 610.021.13 for the purpose of continuing the annual performance evaluation of the University President. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith voted to approve.
- The Board also engaged in discussions with legal counsel pursuant to RSMo 610.021.1 pertaining to legal actions and causes of action or litigation.

Closed Executive Session Announcements

- By a vote of 6 to 0 the Board voted to approved the minutes of the Board's April 16, 2020 Closed Executive Session Meeting. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith voted to approve.
- The Board of Regents continued the annual performance evaluation for the University President pursuant to RSMo 610.021.13.
- By a vote of 6 to 0 the Board of Regents voted to adjourn Closed Executive Session and reconvene the Open Session. Regents Britt, Gargas, Klocke, Limbaugh, Malik and Smith voted to approve.

CONSIDERATION OF MOTION TO ADJOURN

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

The meeting adjourned at approximately 1:57 p.m.

Christopher R. Martin
Secretary, Board of Regents

APPROVED:

Edward P. Gargas
President, Board of Regents

**MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
ELEVENTH DAY OF JUNE 2020**

The Board of Regents for Southeast Missouri State University convened at 1:03 p.m. on Thursday, June 11, 2020, via Zoom Web Conference, originating from Room 143 in Academic Hall on the campus of Southeast Missouri State University in Cape Girardeau, MO. Mr. Edward P. Gargas, 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. Edward P. Gargas, President of the Board of Regents; Ms. Tina L. Klocke, Vice President of the Board of Regents; Mr. Phillip M. Britt; and Mr. Lloyd F. Smith. Ms. Lauren Kohn, student representative, was also in attendance. Quorum having been established, Board President Gargas welcomed those in attendance and proceeded to the first order of business.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. Mike Godard, Provost; Mr. Christopher R. Martin, Board Secretary; Ms. Hayley Hanson and Mr. Sean Tassi, Legal Counsel; and Ms. Christie Renner, Assistant Board Secretary.

Regent Vivek Malik joined the meeting at approximately 1:10 p.m. and Regent James P. Limbaugh joined at about 1:20 p.m., both after the initial roll call was conducted.

CONSIDERATION OF APPROVAL OF RESOLUTION OF HONOR

Board President Gargas introduced consideration of approval of a Resolution of Honor for Luke M. LeGrand recognizing his service as Student Representative on the Board of Regents. A copy of the Resolution was included in the meeting materials [Attachment A] and read as follows:

Whereas, Luke M. LeGrand enrolled at Southeast Missouri State University in the Fall of 2015 and received a Bachelor of Science in Business Administration with a major in Accounting and a minor in Spanish; passed the CPA Sections: Business Environment and Concepts in March 2020; and currently is pursuing a Master of Business Administration in Accounting with expectations of graduating in December 2021; and

Whereas, Luke M. LeGrand was appointed by Governor Eric Greitens in March 2018 to a term as Student Representative to the Board of Regents; and

Whereas, Luke M. LeGrand has served as an effective spokesperson for the interests of the students of Southeast Missouri State University by regular attendance at and participation in meetings of the Board of Regents since his appointment and has been a true ambassador for the University through his involvement with the Student Government Association, Presidential Ambassadors, Lambda Chi Alpha, the Student Advisory Council to the Dean of the College of Business, the Dr. Martin Luther King, Jr. Celebration Committee, Beta Gamma Sigma Business Honor Society, Interfraternity Council Judicial Board, and other organizations; and he has achieved such honors as All Greek

Man of the Year, President's Spirit of Southeast Award, a finalist for the University Man of the Year, and other awards; and

Whereas, during Luke M. LeGrand's tenure as Student Representative to the Board of Regents, the University expanded KRCU, created a number of new academic programs, including a Professional Pilot Bachelor of Science; extended the BSBA program to the regional campuses; approved expansion of the River Campus with a new art complex; recognized military service of veterans with a new Veterans Plaza, and highlighted National Pan-Hellenic Council with dedication of a new plaza and green space; created the Will to Do and Copper Dome Scholarship programs; launched the eSports Arena in Towers; opened the Cyber Range in Dempster Hall and created the Institute for Cybersecurity; renovated the Rosemary Berkel Crisp Hall of Nursing; opened the International Village, just to name a few; and

Whereas, during the tenure of Luke M. LeGrand, Southeast Missouri State University set an all-time retention rate and saw an increase in its six-year graduation rate; secured signification designations like being named a National Security Agency-Department of Homeland Security Center of Academic Excellence in Cyber Defense Education; had its accreditation reaffirmed for the maximum number of years by The Institutional Actions Council of the Higher Learning Commission;; and

Whereas, Luke M. LeGrand 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 grateful appreciation of the University community be expressed to Luke M. LeGrand for his performance as Student Representative to the Board of Regents, and that this expression of gratitude and thanks, as well as congratulations for his other achievements and best wishes for his future success 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 twenty-second day of June in the year two thousand twenty.

A motion was made by Regent Klocke and seconded by Regent Britt to approve the Resolution of Honor for Luke M. LeGrand [Attachment A]. The motion carried unanimously.

CONSIDERATION OF MOTION FOR CLOSED EXECUTIVE SESSION

A motion was made by Regent Britt and seconded by Regent Klocke to recess the Open Session and convene Closed Executive Session to engage in conversations with legal counsel on matters related to institutional governance and control pursuant to the following:

- 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

A roll call vote was taken. Voting in favor were Regents Britt, Gargas, Klocke, and Smith. The motion carried.

The Open Session was recessed at approximately 1:09 p.m.

CONSIDERATION OF MOTION TO ADJOURN

Upon reconvening in Open Session at approximately 2:45 p.m., Board President Gargas asked Board Secretary Martin to make the following announcements regarding discussions and actions from the Closed Executive Session:

- The Board of Regents engaged in conversations with legal counsel regarding issues of University governance pursuant to RSMo 610.021.1.
- By a vote of 6 to 0 the Board voted to adjourn Closed Executive Session and reconvene the Open Session. Regents Britt, Gargas, Klocke, Limbaugh, Malik, and Smith voted to approve.

Following announcements, a motion was made by Regent Limbaugh and seconded by Regent Smith to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 2:49 p.m.

Christopher R. Martin
Board of Regents Secretary

APPROVED:

Edward P. Gargas, President
Board of Regents
Southeast Missouri State University



SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873

BOARD OF REGENTS

MOTION CONSIDERATION FORM

June 22, 2020

Open Session

I. Motion to be Considered:

Approve the attached proposed FY21 University Operating budgets.

II. Background:

The proposed FY21 University Operating Budget includes the University's Education and General (E&G), Designated and Auxiliary fund budgets. The E&G budget supports academic instruction and general operations. Funding for general operations primarily comes from state appropriations and tuition. Designated funds include those revenues designated for specific purposes (student general fees) or assessed/collected for a specific service or activity (daycare fees, camp fees, NCAA/OVC distributions). Auxiliary funds operate as profit centers that need to generate enough revenue to account for their expenses. Examples of auxiliary units are Residence Life, Textbook Rental, and Student Recreation Center/Aquatic Center.

Attachment 1 summarizes the proposed FY21 Operating Budget by fund category. The total proposed University operating budget for FY21 is \$139,026,852, a 2.7% decrease from the FY20 operating budget (see Attachment 2). This budget incorporates tuition and fee actions taken by the Board at their May 15, 2020 meeting along with the recommendations of the University to reduce expenditures and increase revenues as a result of the budget process.

As discussed with the Board at their May 15, 2020 meeting, the University anticipates a multi-year impact of revenue fluctuations from enrollment, state appropriation funding levels and other economic impacts related to COVID-19 pandemic. Therefore, the University developed a three-year budget plan that not only allows the University to plan for future budget needs, it provides the opportunity to strategically implement initiatives to increase revenues or reduce expenditures over multiple fiscal years.

The University has identified a budget need of \$20.8 million dollars between FY2021 and FY2023. Attachment 3 outlines the anticipated budget need of \$13.39 million for FY21 developed by the

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _____
VP, Finance & Admin. <i>Dr. M. Mangels</i>	<i>[Signature]</i>
VP, University Advancement _____	President _____

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

President, executive leadership and Budget Review Committee (BRC). This budget need is based on a 20% reduction in state appropriations (\$8.96 million), \$1.2 million of costs to continue operations including increased retirement contributions, an anticipated enrollment decline of 581 headcount and \$170,000 investment in a new Learning Management System platform to support all modes of classroom instruction.

While the House and Senate approved HB03 which includes a 10% reduction in base operating appropriations for public higher education institutions, Governor Parsons has not signed this bill and his office has indicated there will have to be substantial additional withholdings to bring the FY21 budget in line with projected revenues. The 20% reduction in state appropriations in the FY21 operating budget is based on the Governor's most recent budget modeling with state agencies.

The three-year budget need of \$20.8 million identified by University leadership recognized the need to invest in employee compensation, even during periods of declining revenues, as the recruitment and retention of quality faculty and staff is paramount to the University's execution of its mission. Related to this goal, the University completed a salary equity study during the past year to identify the effects of only being able to fund a cumulative 1% salary increase over the last three fiscal years and impact of market demand in certain disciplines. Due to budget constraints the University is proposing to implement the results of the equity study in three phases. The first phase proposed for FY21 would bring all employees to the minimum of their new salary range and 5% towards market on July 1, 2020. A second 5% salary increase towards market for impacted employees would be implemented January 1, 2021 along with a 1% mid-year salary increase for all employees, contingent upon actual revenues recognized compared to budget during the first half of the fiscal year. The total cost to the E&G budget of these proposed compensation actions is \$761,363.

The University has identified \$1.13 million in net revenue increases to help meet the FY21 E&G budget need from increased tuition levels. The University has also committed to a 12.5% reduction in total budgets for all divisions, to be implemented over the next three fiscal years to meet the current and long-term budget need. A total of \$4.29 million in expense reductions has been identified to date to meet the FY21 E&G budget need. These expense reductions, recommended by division executives and approved by the President, includes the elimination of 36 vacant faculty and staff positions.

Since these expense reductions will be implemented over multiple fiscal years, a total of \$7.96 million in one-time funds will be needed in FY21 to balance the budget until base reductions are implemented. In order to maintain current operating fund balance levels, these dollars will come from salary savings realized during FY21, undesignating funds held for capital and other initiatives and institutional contingencies for major expense categories like utilities and insurance.

Attachment 4 summarizes the FY21 proposed E&G Budget totaling \$104.68 million, which incorporates all the changes outlined above.

Designated funds receive support from the general operations of the University, but also generate revenues from designated activities. Examples include Intercollegiate Athletics, University Daycare and the University Autism Center. The total proposed budget for designated funds for

FY21 is \$5.36 million (Attachment 5). While this is an increase of \$1.58 million from FY20, the increase is related to base budgeting for smaller designated operations that were not included in the budget document in the past, such as camps and conferences and cell tower leases.

Attachment 6 is the proposed FY21 operating budgets for all auxiliary departments, totaling \$28.98 million, a decline of \$4.54 million from the FY20 budget. Enrollment declines affect the revenues of auxiliaries as well, such as general fees dedicated to the Student Recreation Center/Aquatic Center and reduced number of students renting textbooks through Textbook Rental. The Residence Life budget incorporates applicable rate increases approved by the Board at their May 15, 2020 meeting.

For illustration purposes, Attachments 7, 8 and 9 contain graphs related to the E&G fund budget that display the sources of budgeted revenues and net expenditures by major division and expense category. State appropriations and student fees historically account for almost 95% of the University's revenue for general operations. There has been a shift away from state appropriations to net student fees as the primary revenue source, with student fees accounting for 57.6% of the general operating fund revenues in FY21 and state appropriations 35.8%. Salary and benefits continue to be the largest functional expense category, accounting for 68.4% of the budgeted expenditures in FY21.



SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873

FY21 OPERATING BUDGET

Year ending June 30, 2021

Southeast Missouri State University

FY21 Operating Budget Table of Contents

Total Operating Funds

Summary by Fund

Attachment 1

Fiscal Year Comparative

Attachment 2

Education & General Fund

President/Budget Review Committee Recommended Budget Changes

Attachment 3

Summary/Fiscal Year Comparative

Attachment 4

Designated Funds

Summary/Fiscal Year Comparative

Attachment 5

Auxiliary Funds

Summary/Fiscal Year Comparative

Attachment 6

Exhibits

Education & General Fund - Income by Funding Source

Attachment 7

Education & General Fund - Expenditures by Division

Attachment 8

Education & General Fund - Expenditures by Expense Category

Attachment 9

SOUTHEAST MISSOURI STATE UNIVERSITY
FY21 OPERATING BUDGET - ALL FUNDS

	Education & General Fund	Designated Funds	Auxiliary Funds	Totals
ESTIMATED INCOME:				
STATE APPROPRIATIONS (less 3% withholding)	\$ 35,602,467	\$ -	\$ -	\$ 35,602,467
STUDENT FEES:				
Tuition	65,788,684	595,500	-	66,384,184
Scholarships and Fee Waivers	(16,351,225)	(3,678,002)	(2,047,960)	(22,077,187)
Net Tuition (Gross Tuition Less Scholarships & Fee Waivers)	\$ 49,437,459	\$ (3,082,502)	\$ (2,047,960)	\$ 44,306,997
Student Fees	7,939,400	1,781,200	2,157,000	11,877,600
TUITION AND STUDENT FEES	\$ 57,376,859	\$ (1,301,302)	\$ 109,040	\$ 56,184,597
OTHER SOURCES:				
Investment Income	685,000	-	142,000	827,000
State Grants and Contracts	99,910	528,405	-	628,315
Sales and Services of Academic Departments	485,041	2,365,876	-	2,850,917
Sales and Services of Non-Academic Departments	88,000	1,220,451	25,968,137	27,276,588
Foundation Support	611,877	429,254	100,000	1,141,131
Athletics Revenues	-	1,393,256	-	1,393,256
Miscellaneous Income	1,774,916	720,939	2,665,423	5,161,278
TOTAL OTHER SOURCES:	\$ 3,744,744	\$ 6,658,181	\$ 28,875,560	\$ 39,278,485
TOTAL ESTIMATED INCOME:	\$ 96,724,070	\$ 5,356,879	\$ 28,984,600	\$ 131,065,549
ESTIMATED EXPENDITURES :				
PERSONNEL:				
Faculty/Staff	54,317,663	5,700,944	3,762,550	63,781,157
Benefits	19,212,891	2,523,914	1,782,824	23,519,629
Student Labor	1,712,465	398,957	955,777	3,067,199
TOTAL PERSONNEL:	\$ 75,243,019	\$ 8,623,815	\$ 6,501,151	\$ 90,367,985
EQUIPMENT AND OPERATIONS	\$ 19,190,951	\$ 4,428,615	\$ 13,009,151	\$ 36,628,717
TOTAL ESTIMATED EXPENDITURES:	\$ 94,433,970	\$ 13,052,430	\$ 19,510,302	\$126,996,702
DEBT SERVICE TRANSFERS	3,702,000	-	7,601,129	11,303,129
OPERATING TRANSFERS, NET	6,549,403	(7,695,551)	1,873,169	727,021
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	\$ 10,251,403	\$ (7,695,551)	\$ 9,474,298	\$ 12,030,150
TOTAL ESTIMATED EXPENDITURES & TRANSFERS	\$ 104,685,373	\$ 5,356,879	\$ 28,984,600	\$ 139,026,852
BUDGETED SURPLUS/(DEFICIT):	\$ (7,961,303)	\$ -	\$ -	\$ (7,961,303)
NON-RECURRING FUNDS				
Salary Savings				3,148,450
Designated Contingencies				3,757,853
Unrestricted Designated Funds				1,055,000
				\$ 7,961,303
NET INCOME/(LOSS)				\$ (0)

**SOUTHEAST MISSOURI STATE UNIVERSITY
OPERATING BUDGET - ALL FUNDS**

	FY21	FY20	Change	Percent Change
ESTIMATED INCOME:				
STATE APPROPRIATIONS (Less 3% Withholding)	\$ 35,602,467	\$ 43,533,084	\$ (7,930,617)	-18.22%
STUDENT FEES:				
Tuition	66,384,184	65,631,654	752,530	
Scholarships and Fee Waivers	(22,077,187)	(19,406,063)	(2,671,124)	
Net Tuition (Gross Tuition Less Scholarships & Fee Waivers)	\$ 44,306,997	\$ 46,225,591	\$ (1,918,594)	-4.15%
Student Fees	11,877,600	11,456,490	421,110	
TUITION AND STUDENT FEES:	\$ 56,184,597	\$ 57,682,081	\$ (1,497,484)	-2.60%
OTHER SOURCES:	-	-		
Investment Income	827,000	823,000	4,000	
State Grants and Contracts	628,315	611,938	16,377	
Sales and Services of Academic Departments	2,850,917	2,223,279	627,638	
Sales and Services of Non-Academic Departments	27,276,588	29,637,463	(2,360,875)	
Foundation Support	1,141,131	1,055,079	86,052	
Athletics Revenues	1,393,256	1,751,656	(358,400)	
Miscellaneous Income	5,161,278	5,576,691	(415,413)	
TOTAL OTHER SOURCES:	\$ 39,278,485	\$ 41,679,106	\$ (2,400,621)	-5.76%
TOTAL ESTIMATED INCOME:	\$ 131,065,549	\$ 142,894,271	\$ (11,828,722)	-8.28%
ESTIMATED EXPENDITURES :				
PERSONNEL:				
Faculty/Staff	63,781,157	65,503,042	(1,721,885)	
Benefits	23,519,629	24,173,616	(653,987)	
Student Labor	3,067,199	2,842,988	224,211	
TOTAL PERSONNEL:	\$ 90,367,985	\$ 92,519,646	\$ (2,151,661)	-2.33%
	-	-		
TOTAL EQUIPMENT AND OPERATIONS	\$ 36,628,717	\$ 41,059,010	\$ (4,430,293)	-10.79%
TOTAL ESTIMATED EXPENDITURES:	\$ 126,996,702	\$ 133,578,656	\$ (6,581,954)	-4.93%
DEBT SERVICE TRANSFERS	11,303,129	9,665,724	1,637,405	
OPERATING TRANSFERS, NET	727,021	(410,027)	1,137,048	
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	\$ 12,030,150	\$ 9,255,697	\$ 2,774,453	29.98%
TOTAL ESTIMATED EXPENDITURES & TRANSFERS	\$139,026,852	\$142,834,353	\$ (3,807,501)	-2.67%
BUDGETED SURPLUS/(DEFICIT):	\$ (7,961,303)	\$ 59,918	\$ (8,021,221)	



FY21 Education and General (E&G) Fund

FY 21 BUDGET WORKSHEET

	Budget Review Committee Recommendations	President Recommendations
	FY21	FY21
PRIOR YEARS UNMET NEED/(SURPLUS)	(1,029,918)	(1,029,915)
ESTIMATED COSTS OF CONTINUING		
Anticipated Reduction in State Appropriations - 20%, 2.5%, 2.5%	8,960,535	8,960,535
Rent and Utilities Increase - 0% - 2% - 2%	-	-
Moser's Increase - 1.11% - 1.0% - 1.0%	410,190	410,190
Benefits Increase - 2.75% midyear - 5% - 5%	121,480	121,480
Faculty Promotion Pool (4-Year Rolling Ave)	197,893	197,893
Scholarship Support	500,000	500,000
SUBTOTAL COSTS OF CONTINUING	10,190,098	10,190,098
Overhead and External Support Adjustments	808,650	808,650
Other Fee Adjustments (High Cost Program Fees, Application Fee, etc)	105,325	105,325
Enrollment Declines		
Estimated Loss of Tuition - 581 headcount (200 FTE based on budget)	3,060,551	3,060,551
Less Scholarship Adjustments	(816,775)	(816,772)
Net Estimated Tuition Loss	2,243,776	2,243,779
General Fee Support	141,800	141,803
SUBTOTAL REDUCED REVENUE DUE TO ENROLLMENTS	3,299,551	3,299,557
DIVISION REQUESTS		
LMS - Canvas from Instructure	170,000	170,003
SUBTOTAL DIVISION REQUESTS	170,000	170,003
BENEFIT SUBCOMMITTEE		
Paid Parental Leave	8,560	8,560
Travel Allotment	9,774	9,774
Voluntary Benefits and Family Verified Sick Eligibility	-	-
COMPENSATION REQUESTS		
Compensation Committee Requests - 1% mid fiscal year increase	354,229	354,229
Minimum Wage Adjustment - Benefit Employees (State Minimum Wage)	-	-
Minimum Wage Adjustment - Temporary Employees (\$10 over 4 Years)	5,033	5,033
Minimum Wage Adjustment - Student Employees (\$9.50 over 4 Years)	46,105	46,105
Equity Study - Minimum plus 5% July, Additional 5% Parity mid fiscal year	355,996	355,996
SUBTOTAL COMPENSATION REQUESTS	761,363	761,363
TOTAL FISCAL YEAR KNOWN AND ANTICIPATED NEEDS	13,391,094	13,391,106
REVENUE ENHANCEMENTS		
Increased Retention Tuition - 0.9% Annually	94,400	94,400
Less Scholarship Adjustments	(28,323)	(28,323)
Net Additional Tuition Due to Increased Retention	66,077	66,077
Tuition Increase - 2.3% (\$5.75)/1.6% (\$4)/1.6% (\$4)	1,543,890	1,543,890
Less Scholarship Adjustments	(497,296)	(497,296)
Net Tuition Increase	1,046,594	1,046,594
Lower Level Tuition Increase (Regional Campuses) - \$3.00/\$3.00/\$3.00	29,475	29,475
Less Scholarship Adjustments	(8,505)	(8,505)
Net Tuition Increase Lower Level Regional Campuses	20,970	20,970
SUBTOTAL REVENUE ENHANCEMENTS	1,133,641	1,133,641

	FY21	FY21
EXPENSE REDUCTIONS		
Institutional Services		
Anticipated Replacement Savings - Faculty and Staff	51,889	51,889
Institutional Services - Funding Identified to Date	650,000	650,000
Personnel		
Anticipated Replacement Savings - VRIP FY21	515,363	515,363
<i>12.5% Division Operating Budgets</i>		
President - Future Funding to Be Identified	64,824	64,824
University Advancement - Future Funding to be Identified	22,919	22,919
Finance & Administration - Future Funding to be Identified	463,291	463,291
Athletics - Future Funding to be Identified	138,387	138,387
Enrollment Management & Student Success - Funding Identified to Date	207,656	207,656
Academic Affairs - Funding Identified to Date	1,646,787	1,646,790
SUBTOTAL EXPENSE REDUCTIONS	3,761,116	3,761,119
TOTAL FISCAL YEAR REV ENHANCEMENTS AND EXP REDUCTIONS	4,894,757	4,894,760
REMAINING NEED/(SURPLUS) TO BE CARRIED TO NEXT FY	8,496,337	8,496,346

**SOUTHEAST MISSOURI STATE UNIVERSITY
EDUCATION & GENERAL FUND BUDGET - SUMMARY**

	FY21	FY20	Change
ESTIMATED INCOME:			
STATE APPROPRIATIONS:			
General Revenue Appropriation	36,703,574	44,879,468	(8,175,894)
Less: 3% Withholding	(1,101,107)	(1,346,384)	245,277
STATE APPROPRIATIONS (Less 3% Withholding)	<u>\$ 35,602,467</u>	<u>\$ 43,533,084</u>	<u>\$ (7,930,617)</u>
STUDENT FEES:			
Tuition On Campus	62,265,210	61,783,115	482,095
Tuition IEP	315,901	347,491	(31,590)
Tuition Off Campus	786,129	845,079	(58,950)
Tuition Regional Campus	2,421,444	2,655,969	(234,525)
Scholarships and Fee Waivers	(16,351,225)	(14,916,335)	(1,434,890)
<i>Net Tuition (Gross Tuition Less Scholarships & Fee Waivers)</i>	<u>\$ 49,437,459</u>	<u>\$ 50,715,319</u>	<u>\$ (1,277,860)</u>
General Student Fee	5,187,700	5,309,000	(121,300)
Web Fees	1,087,250	1,087,250	-
Instructional Program Fees	1,535,450	1,264,140	271,310
Workshop Fees	-	-	-
Application Fees	50,000	205,000	(155,000)
Graduation Fees	79,000	72,000	7,000
TUITION AND STUDENT FEES:	<u>\$ 57,376,859</u>	<u>\$ 58,652,709</u>	<u>\$ (1,275,850)</u>
OTHER SOURCES:			
Investment Income	685,000	685,000	-
State Grants and Contracts	99,910	99,910	-
Sales and Services of Academic Departments	485,041	113,541	371,500
Sales and Services of Non-Academic Departments	88,000	43,000	45,000
Foundation Support	611,877	606,825	5,052
Athletics Revenues	-	-	-
Miscellaneous Income	1,774,916	1,849,066	(74,150)
TOTAL OTHER SOURCES:	<u>\$ 3,744,744</u>	<u>\$ 3,397,342</u>	<u>\$ 347,402</u>
TOTAL ESTIMATED INCOME:	\$ 96,724,070	\$ 105,583,135	\$ (8,859,065)
ESTIMATED EXPENDITURES :			
PERSONNEL:			
Faculty/Staff	54,317,663	55,803,776	(1,486,113)
Benefits	19,212,891	19,848,211	(635,320)
Student Labor	1,712,465	1,617,553	94,912
TOTAL PERSONNEL:	<u>\$ 75,243,019</u>	<u>\$ 77,269,540</u>	<u>\$ (2,026,521)</u>
INSTITUTIONAL SERVICES	6,536,139	10,947,509	(4,411,370)
PRESIDENT	477,240	560,257	(83,017)
ATHLETICS			
UNIVERSITY ADVANCEMENT	180,054	199,706	(19,652)
FINANCE & ADMINISTRATION	5,013,788	4,305,179	708,609
ENROLLMENT MANAGEMENT & STUDENT SUCCESS	2,186,757	2,252,433	(65,676)
ACADEMIC AFFAIRS:			
Office of the Provost	615,004	957,332	(342,328)
School of Graduate Studies	31,619	33,283	(1,664)
School of Extended Studies	317,251	237,537	79,714
Kent Library	1,473,422	1,619,932	(146,510)
Harrison College of Business & Computing	204,058	220,417	(16,359)
College of Education, Health, & Human Studies	561,928	579,201	(17,273)
College of Humanities & Social Sciences	255,583	307,655	(52,072)
Holland College of Arts & Media	673,968	407,978	265,990
College of Science, Technology, Engineering, & Mathematics	664,140	617,236	46,904
TOTAL ACADEMIC AFFAIRS:	<u>\$ 4,796,973</u>	<u>\$ 4,980,571</u>	<u>\$ (183,598)</u>
TOTAL EQUIPMENT AND OPERATIONS	<u>\$ 19,190,951</u>	<u>\$ 23,245,655</u>	<u>\$ (4,054,704)</u>
TOTAL ESTIMATED EXPENDITURES:	\$ 94,433,970	\$ 100,515,195	\$ (6,081,225)
DEBT SERVICE TRANSFERS	3,702,000	-	3,702,000
OPERATING TRANSFERS, NET	6,549,403	5,008,022	1,541,381
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	<u>\$ 10,251,403</u>	<u>\$ 5,008,022</u>	<u>\$ 5,243,381</u>
TOTAL ESTIMATED EXPENDITURES & TRANSFERS	<u>\$ 104,685,373</u>	<u>\$ 105,523,217</u>	<u>\$ (837,844)</u>
BUDGETED SURPLUS/(DEFICIT):	\$ (7,961,303)	\$ 59,918	\$ (8,021,221)



FY21 Designated Funds

**SOUTHEAST MISSOURI STATE UNIVERSITY
DESIGNATED FUNDS BUDGET - SUMMARY**

	FY21	FY20	Change
ESTIMATED INCOME:			
STATE APPROPRIATIONS:			
General Revenue Appropriation	-	-	-
Less: 3% Withholding	-	-	-
STATE APPROPRIATIONS (Less 3% Withholding)	\$ -	\$ -	\$ -
STUDENT FEES:			
Tuition On Campus	20,000	-	20,000
Tuition IEP	-	-	-
Tuition Off Campus	-	-	-
Tuition Regional Campus	575,500	-	575,500
Scholarships and Fee Waivers	(3,678,002)	(3,589,728)	(88,274)
<i>Net Tuition (Gross Tuition Less Scholarships & Fee Waivers)</i>	\$ (3,082,502)	\$ (3,589,728)	\$ 507,226
General Student Fee	1,461,600	1,284,500	177,100
Web Fees	-	-	-
Instructional Program Fees	49,600	37,600	12,000
Workshop Fees	270,000	-	270,000
Application Fees	-	-	-
Graduation Fees	-	-	-
TUITION AND STUDENT FEES:	\$ (1,301,302)	\$ (2,267,628)	\$ 966,326
OTHER SOURCES:			
Investment Income	-	-	-
State Grants and Contracts	528,405	512,028	16,377
Sales and Services of Academic Departments	2,365,876	2,109,738	256,138
Sales and Services of Non-Academic Departments	1,220,451	1,042,924	177,527
Foundation Support	429,254	348,254	81,000
Athletics Revenues	1,393,256	1,751,656	(358,400)
Miscellaneous Income	720,939	282,000	438,939
TOTAL OTHER SOURCES:	\$ 6,658,181	\$ 6,046,600	\$ 611,581
TOTAL ESTIMATED INCOME:	\$ 5,356,879	\$ 3,778,972	\$ 1,577,907
ESTIMATED EXPENDITURES :			
PERSONNEL:			
Faculty/Staff	5,700,944	5,282,828	418,116
Benefits	2,523,914	2,339,120	184,794
Student Labor	398,957	279,565	119,392
TOTAL PERSONNEL:	\$ 8,623,815	\$ 7,901,513	\$ 722,302
INSTITUTIONAL SERVICES	-	-	-
PRESIDENT	137,714	38,500	99,214
ATHLETICS	2,630,557	2,437,512	193,045
UNIVERSITY ADVANCEMENT	-	-	-
FINANCE & ADMINISTRATION	17,000	-	17,000
ENROLLMENT MANAGEMENT & STUDENT SUCCESS	300,100	147,500	152,600
ACADEMIC AFFAIRS:	-	-	-
Office of the Provost	-	-	-
School of Graduate Studies	65,000	-	65,000
School of Extended Studies	321,000	-	321,000
Kent Library	-	-	-
Harrison College of Business & Computing	215,027	40,793	174,234
College of Education, Health, & Human Studies	541,922	518,779	23,143
College of Humanities & Social Sciences	100,000	-	100,000
Holland College of Arts & Media	45,000	100,000	(55,000)
College of Science, Technology, Engineering, & Mathematics	55,295	44,500	10,795
TOTAL ACADEMIC AFFAIRS:	\$ 1,343,244	\$ 704,072	\$ 639,172
TOTAL EQUIPMENT AND OPERATIONS	\$ 4,428,615	\$ 3,327,584	\$ 1,101,031
TOTAL ESTIMATED EXPENDITURES:	\$ 13,052,430	\$ 11,229,097	\$ 1,823,333
DEBT SERVICE TRANSFERS	-	-	-
OPERATING TRANSFERS, NET	\$ (7,695,551)	\$ (7,450,125)	\$ (245,426)
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	\$ (7,695,551)	\$ (7,450,125)	\$ (245,426)
TOTAL ESTIMATED EXPENDITURES & TRANSFERS	\$ 5,356,879	\$ 3,778,972	\$ 1,577,907
BUDGETED SURPLUS/(DEFICIT):	\$ -	\$ -	\$ -



FY21 Auxiliary Funds

**SOUTHEAST MISSOURI STATE UNIVERSITY
AUXILIARY FUNDS BUDGET - SUMMARY**

	FY21	FY20	Change
ESTIMATED INCOME:			
STATE APPROPRIATIONS:			
General Revenue Appropriation	-	-	-
Less: 3% Withholding	-	-	-
STATE APPROPRIATIONS (Less 3% Withholding)	\$ -	\$ -	\$ -
STUDENT FEES:			
Tuition On Campus	-	-	-
Tuition IEP	-	-	-
Tuition Off Campus	-	-	-
Tuition Regional Campus	-	-	-
Scholarships and Fee Waivers	(2,047,960)	(900,000)	(1,147,960)
<i>Net Tuition (Gross Tuition Less Scholarships & Fee Waivers)</i>	\$ (2,047,960)	\$ (900,000)	\$ (1,147,960)
General Student Fee	2,157,000	2,197,000	(40,000)
Web Fees	-	-	-
Instructional Program Fees	-	-	-
Workshop Fees	-	-	-
Application Fees	-	-	-
Graduation Fees	-	-	-
TUITION AND STUDENT FEES:	109,040	1,297,000	(1,187,960)
OTHER SOURCES:			
Investment Income	142,000	138,000	4,000
State Grants and Contracts	-	-	-
Sales and Services of Academic Departments	-	-	-
Sales and Services of Non-Academic Departments	25,968,137	28,551,539	(2,583,402)
Foundation Support	100,000	100,000	-
Athletics Revenues	-	-	-
Miscellaneous Income	2,665,423	3,445,625	(780,202)
TOTAL OTHER SOURCES:	\$ 28,875,560	\$ 32,235,164	\$ (3,359,604)
TOTAL ESTIMATED INCOME:	\$ 28,984,600	\$ 33,532,164	\$ (4,547,564)
ESTIMATED EXPENDITURES :			
PERSONNEL:			
Faculty/Staff	3,762,550	4,416,438	(653,888)
Benefits	1,782,824	1,986,285	(203,461)
Student Labor	955,777	945,870	9,907
TOTAL PERSONNEL:	\$ 6,501,151	\$ 7,348,593	\$ (847,442)
INSTITUTIONAL SERVICES	-	-	-
PRESIDENT	-	-	-
ATHLETICS	-	-	-
UNIVERSITY ADVANCEMENT	79,527	80,895	(1,368)
FINANCE & ADMINISTRATION	1,510,176	1,559,039	(48,863)
ENROLLMENT MANAGEMENT & STUDENT SUCCESS	11,362,340	12,786,403	(1,424,063)
ACADEMIC AFFAIRS:			
Office of the Provost	-	-	-
School of Graduate Studies	-	-	-
School of Extended Studies	-	-	-
Kent Library	-	-	-
Harrison College of Business & Computing	-	-	-
College of Education, Health, & Human Studies	-	-	-
College of Humanities & Social Sciences	57,108	59,434	(2,326)
Holland College of Arts & Media	-	-	-
College of Science, Technology, Engineering, & Mathematics	-	-	-
TOTAL ACADEMIC AFFAIRS:	\$ 57,108	\$ 59,434	\$ (2,326)
TOTAL EQUIPMENT AND OPERATIONS	\$ 13,009,151	\$ 14,485,771	\$ (1,476,620)
TOTAL ESTIMATED EXPENDITURES:	\$ 19,510,302	\$ 21,834,364	\$ (2,324,062)
DEBT SERVICE TRANSFERS	7,601,129	9,665,724	(2,064,595)
OPERATING TRANSFERS, NET	1,873,169	2,032,076	(158,907)
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	\$ 9,474,298	\$ 11,697,800	\$ (2,223,502)
TOTAL ESTIMATED EXPENDITURES & TRANSFERS	\$ 28,984,600	\$ 33,532,164	\$ (4,547,564)
BUDGETED SURPLUS/(DEFICIT):	\$ -	\$ -	\$ -

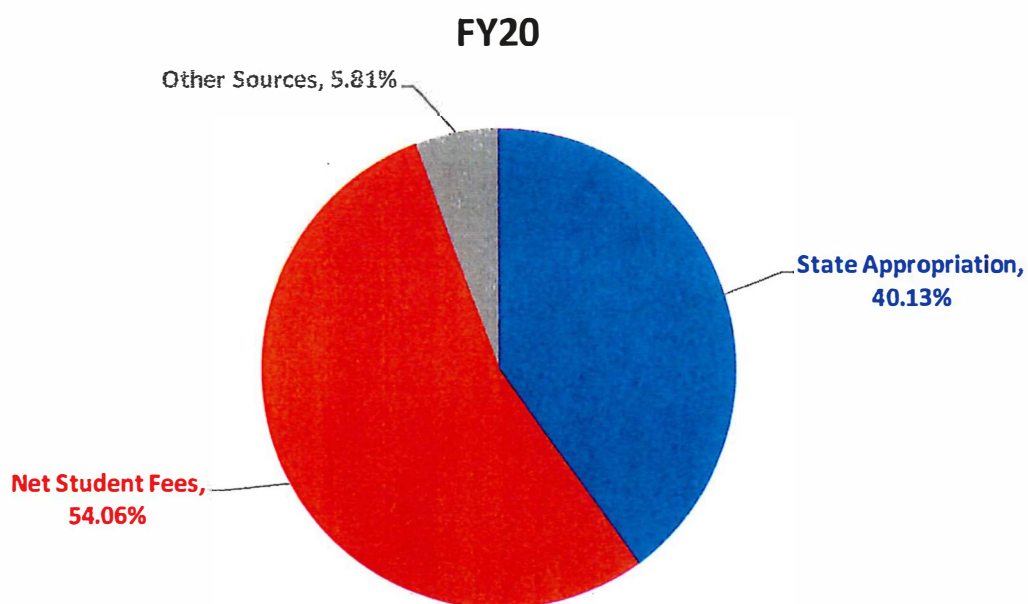
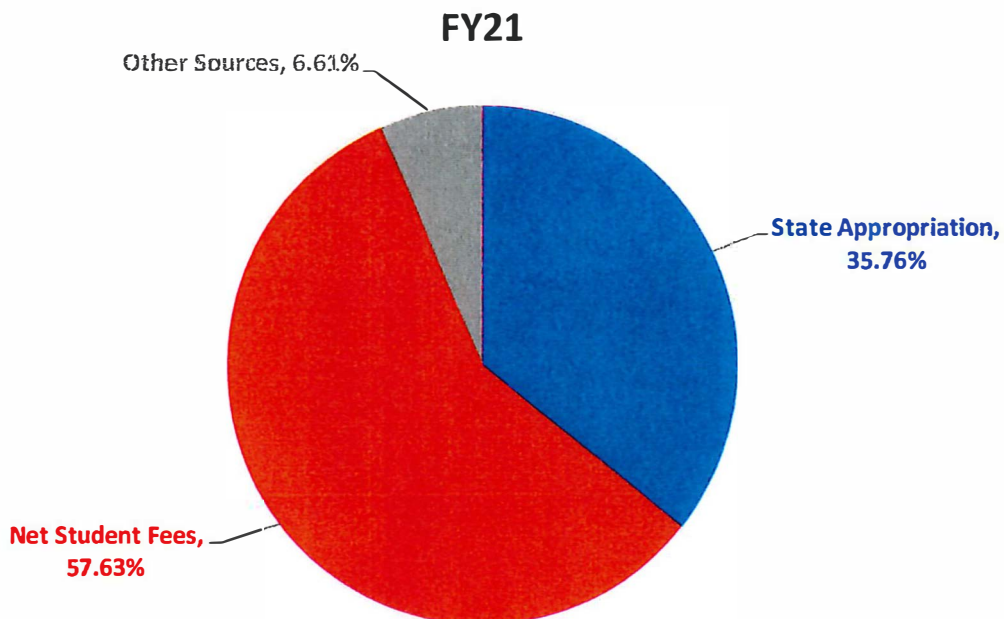


SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Exhibits

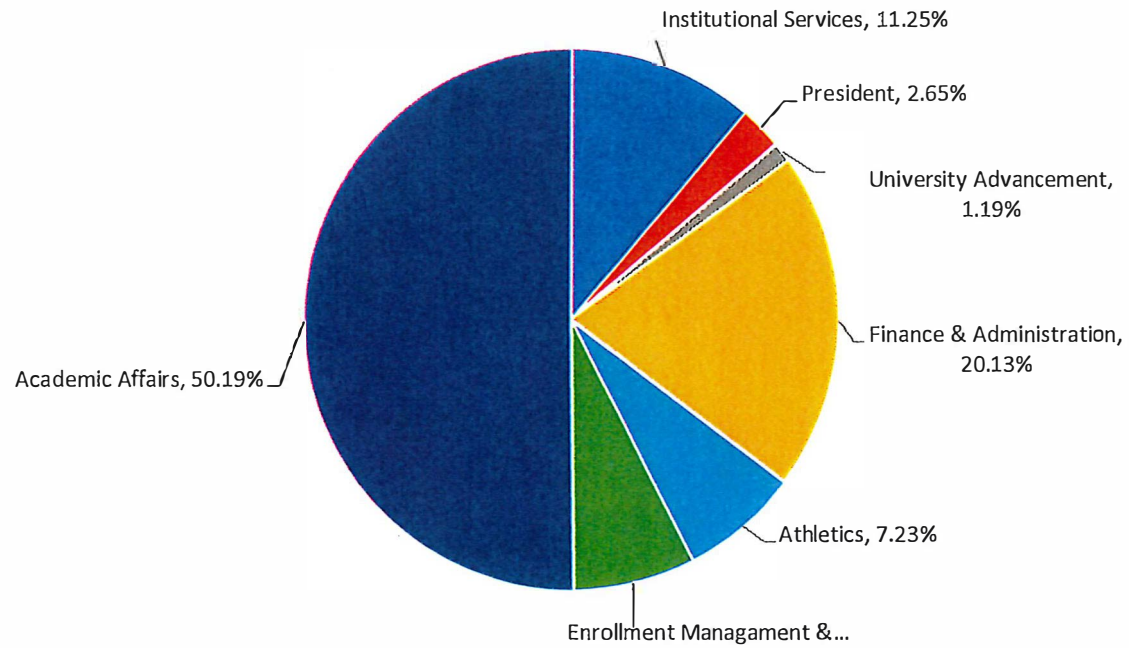
FY21 Operating Budget

EDUCATION & GENERAL FUND INCOME BY FUNDING SOURCE

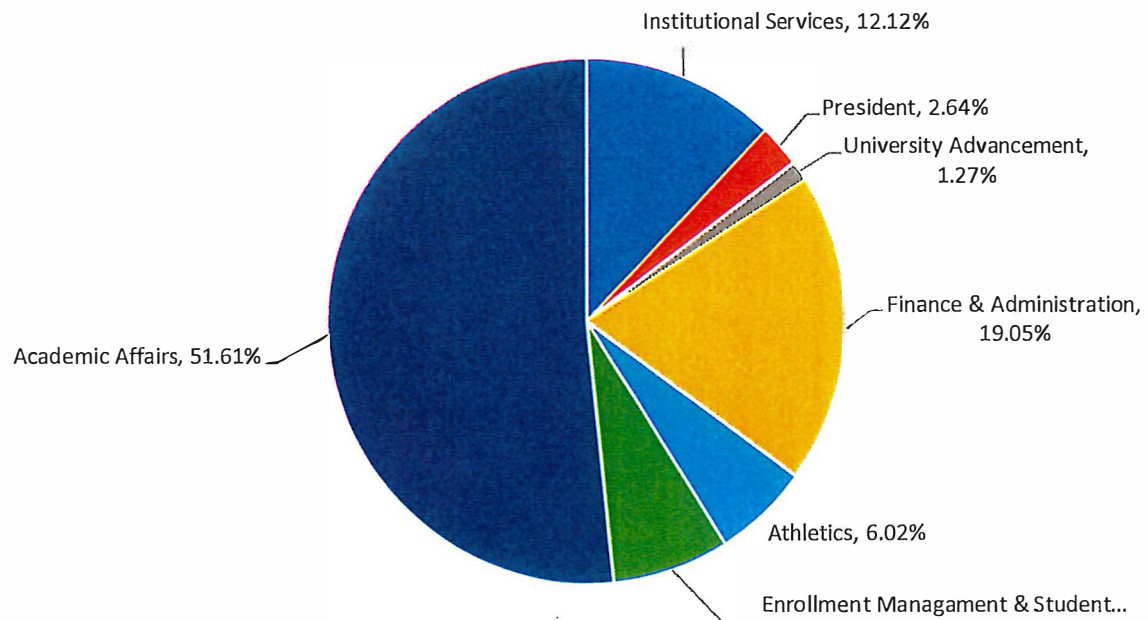


EDUCATION & GENERAL FUND EXPENDITURES BY DIVISION

FY21

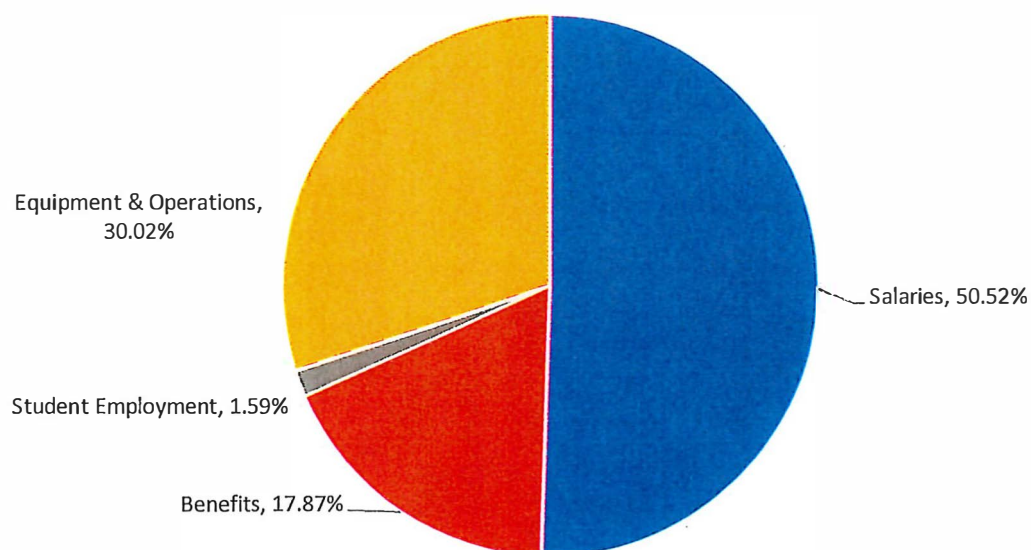


FY20

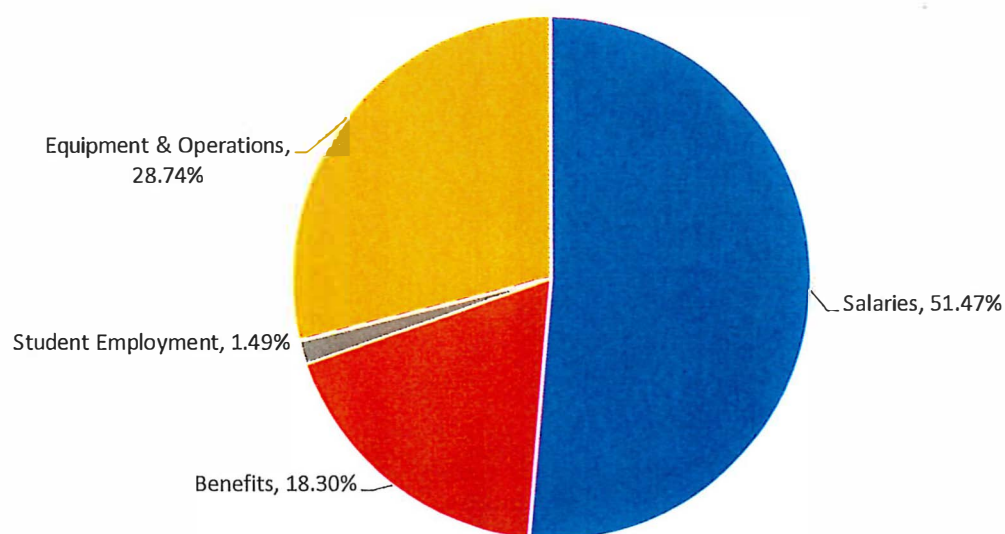


EDUCATION & GENERAL FUND EXPENDITURES BY EXPENSE CATEGORY

FY21



FY20





SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873[®]

BOARD OF REGENTS

MOTION CONSIDERATION FORM

June 22, 2020

Open Session

I. Motion to be Considered:

Approve the attached course fees for electronic course materials effective Fall 2020 semester.

II. Background:

In addition to offering physical textbooks through the Textbook Rental program, the University partners with Follett, the university's Bookstore vendor, to provide seamless access to electronic course materials. Follett's IncludEd program provides students with a single sign-on to access the University's learning management system (Moodle) and their electronic course materials. While this fee does not provide revenue to the University, it eliminates the need for the student to visit the Bookstore to buy a code for an e-text and ensures the faculty member that all students will have access to course materials on the first day of class. This also makes the cost eligible for financial aid and inclusion in payment plans.

Included in Attachment 1 is one new course that will utilize electronic course materials through the IncludEd program for Fall 2020 and nine courses which no longer plan on using Follett electronic course materials and the course fee is being eliminated. The cost assessed as a special course fee is equal to or less than the cost of purchasing a physical code through the Bookstore.

Recommended By:

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

Chairperson _____
Dean _____
Academic Council _____
Provost _____

President *[Signature]*

Board Action on: _____

Motion By: _____

Second By: _____

Vote: Yeas: _____ Nays: _____

Abstentions: _____

Postpone: _____

Amend: _____

Disapprove: _____

Approve: _____

Secretary: _____

Follett Electronic Course Material Fees

College	Department	Courses	Current Fee	Proposed Fee
Business & Computing	Accounting, Economics & Finance	Principles of Accounting I (AC221)	\$ 82	\$ -
Business & Computing	Marketing	Business Communications (BA252)	\$ 100	\$ -
Business & Computing	Marketing	Business Law (BL255)	\$ 100	\$ -
Business & Computing	Marketing	Applied Ethical Leadership (BA400) MindTap Access	\$ 120	\$ -
Business & Computing	Marketing	Business Statistics I (QM257)	\$ 83	\$ -
Business & Computing	Marketing	Quantitative Analysis (QM352)	\$ 80	\$ -
Business & Computing	Marketing	Operations Management (QM358)	\$ 80	\$ -
Humanities & Social Sciences	Communication Studies & Modern Languages	Online Oral Presentations (SC107)	\$ -	\$ 72
Science, Tech, Engineering & Math	Chemistry & Physics	General Chemistry (CH185)	\$ 73	\$ -
Science, Tech, Engineering & Math	Engineering & Technology	Circuit Analysis (EP240)	\$ 55	\$ -

Fees highlighted in blue are new fees to be approved. All other fees are being removed.



SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873®

BOARD OF REGENTS MOTION CONSIDERATION FORM

June 22, 2020

Open Session

I. Motion to be Considered:

Replace the existing Orientation Fees (FirstSTEP, New Transfer and New International) with an Enrollment fee (New First-Time Student, New Transfer Student and New International Student) effective with Fall 2021 enrollments.

II. Background:


Orientation and welcome activities are provided to help a new student connect with the academic, social and student support communities of the university. New student orientation events are organized to provide the student with a high quality advising and registration experience, and to promote university expectations for and of a new student.

FirstSTEP Orientation is required of domestic undergraduate beginning freshmen and new transfer students with fewer than 24 transferable credit hours who are attending the Cape Girardeau campus. Students currently pay a \$150 FirstSTEP Orientation Fee to participate in the one-day program. There is no charge for family and guest participants.

An optional New Transfer Orientation program is offered to domestic undergraduate students with 24 or more transferable credit hours who are attending the Cape Girardeau campus. Students currently pay a \$75 New Transfer Orientation Fee to participate in the one-day program. There is no charge for family and guest participants.

All new international students, including Intensive English Program, undergraduate and graduate students are required to attend International Student Orientation. New international students currently pay a \$200 International Student Orientation Fee. International Orientation is a five-day program held the week prior to the fall or spring semester. Additional pre-orientation events are held for international students who arrive early, and post-orientation events are scheduled to continue to successfully integrate new students into the campus community.

Recommended By:

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

Chairperson _____
Dean _____
Academic Council _____
Provost _____

President  _____

Board Action on: _____

Motion By: _____

Second By: _____

Vote: Yeas: _____ Nays: _____

Postpone: _____

Amend: _____

Disapprove: _____

Approve: _____

Secretary: _____

Optional orientation and enrollment events are offered at the Kennett and Sikeston campuses and new online students have the option of completing an online orientation. Regional Campus and Online students are not required to attend an orientation program. There is no charge for these programs.

All new students are encouraged to participate in Opening Week activities, including a wide variety of academic and social engagement events. Expenses associated with these programs, including the personnel who plan the events, are covered through a combination of institutional and auxiliary funds.

The university is proposing to replace the existing orientation fees with the following new student enrollment fees:

\$150 New, First-Time Student Enrollment Fee for all new, first-time (beginning freshmen) undergraduate domestic students, excluding new students who begin at a regional campus or as an online student.

\$100 New Transfer Student Enrollment Fee for all new transfer undergraduate domestic students, excluding new students who begin at a regional campus or as an online student.

\$200 New International Student Enrollment Fee for all new international students.

New student enrollment fees will be posted to the student account at the same time fall/spring tuition is assessed. If the student is eligible for financial aid, it will be available to offset this enrollment fee along with other charges the student may have incurred. A student will only be assessed a new student enrollment fee one-time. The revenue generated from the proposed fees will be used to offset expenses related to personnel and event operations such as promotions, print and postage, meals, and student labor.



**BOARD OF REGENTS
MOTION CONSIDERATION FORM**

June 22, 2020

Open Session

I. Motion to be Considered:

Authorize and approve a new Graduate Certificate in Cybersecurity

II. Background:

The Graduate Certificate in cybersecurity offered by the Department of Computer Science is a total of 12 credit hours. The certificate is designed to appeal to individuals having an undergraduate degree, not necessarily in computer science or cybersecurity, who seek a current working knowledge of system security. The undergraduate Cybersecurity has grown to over 150 majors in a short period of time, highlighting the demand for the discipline and skillsets provided. The newly developed graduate degree in Cybersecurity was launched in 2019, has 53 applicants and 14 already for fall 2020. The Graduate Applied Computer Science numbers have grown from 44 students enrolled in the fall of 2018 to over 119 in the fall of 2019. These programs highlight the demand in the field and these majors, along with non-CS majors, are candidates for the certificate in cybersecurity.

According to the Missouri Economic Research and Information Center (MERIC), the computer occupations - information security analysts annual growth rate is 3.55% with over 350 openings annually in Missouri alone. MERIC lists the average wage as \$87,140. Nationally, according to the Bureau of Labor Statistic, there is a projected increase of employment of over 30% by 2028.

The coursework would be directly applicable to a MS in Cybersecurity and would allow the student to apply the 12 hours earned toward the 30 credit hours required for the MS degree.

Recommended By:

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

Chairperson _____
 Dean _____
 Academic Council _____
 Provost _____

President _____

Board Action on: _____

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

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



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Graduate Certificate in Cybersecurity

Parent Program: MS in Cybersecurity (11.1003)

Program Delivery: Classroom (all locations) and online

Required Courses

CS500: Fundamentals of Programming (3 hours)

CS503: Fundamentals of Computing (3 hours)

CY501: Introduction to Cybersecurity (3 hours)

CY520: Information Security in Systems Administration (3 hours)

Total Credit Hours = 12



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

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*

☐ Add or change mode of delivery: classroom, hybrid or online (indicate current mode(s) in Title of Old Program/Certificate and changed modes in Title of New Program/Certificate in table below)

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code
	Click here to enter text.	Click here to enter text.	Grad Cert: Cybersecurity	MS Cybersecurity	11.1003

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

☐ Existing Program Added to a New or Existing Site (these actions will be posted for review)

Click here to enter text.

Enter address change, address of closed location or Program Title, Degree Level, CIP and mode of delivery of previously approved program to be added to a new site.

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

Doug Koch/Vice Provost		5/28/2020
Name/Title of Institutional Officer	Signature	Date



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

BOARD OF REGENTS
MOTION CONSIDERATION FORM

June 22, 2020

Open Session

I. Motion to be Considered:

Authorize and approve a new Minor in Jazz Studies

II. Background:

The new minor in Jazz Studies offered by the Holland College of Arts and Media is a total of 20 credit hours. The minor and new courses associated with it are designed to supplement the full range of degrees offered within the department, creating new opportunities for engaging students in a new medium of performance style and technique including Jazz Improvisation, Jazz Harmony & Analysis, Jazz History, and Jazz Combo.

The Bachelor of Music programs and the Bachelor of Arts in Music program had a combined enrollment of over 130 students last fall with instrumental comprising over half of that number. With the growing popularity of jazz in our region, as well as our close proximity to Memphis and other well-known jazz and blues music areas, it is anticipated that the minor will be in high demand. The 2020 Clark Terry/Phi Mu Alpha Jazz Festival is a good indicator of that interest. It drew the largest attendance in its history this year, with 29 high school bands participating. The participation has grown under the leadership of Dr. Joseph Jefferson through innovative programming and the use of nationally recognized guest artists and adjudicators who work with the SEMO Jazz Bands and each high school band.

The faculty in the Department of Music have the expertise, talent, and strong desire to make Southeast a leader in Jazz education and performance, building on the growth exhibited in consistent enrollment improvement in the two jazz band ensembles over the past three years. This minor will contribute to Southeast's Music Department efforts to increase student enrollment and retention.

Recommended By:

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

Chairperson _____
Dean _____
Academic Council _____
Provost _____

President _____

Board Action on: _____

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

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



March 31, 2020

MEMORANDUM

To: Rhonda Weller-Stilson, Dean
Holland College of Liberal Arts

From: Kevin Hampton, Chair
Department of Music

RE: Jazz Minor Curriculum

The faculty of the Department of Music have approved the following courses for the creation of a Minor in Jazz Studies. These are new courses designed to supplement the full range of degrees offered within the department, creating new opportunities for engaging students in a new medium of performance style and technique. The courses implement new areas of study in Jazz Improvisation, Jazz Harmony and Analysis, Jazz History, and Jazz Combo. This minor would constitute a total of 20 credit hours as follows, below. MU387 and MH310 are courses already in the curriculum. All remaining courses are new.

MU251, Jazz Improvisation I, 3 credits
MU320, Jazz Improvisation II, 3 credits
MU324, Jazz Harmony, 3 credits
MU327, Jazz History, 3 credits
MU329, Jazz Combo, 2 credits total
MU387, Jazz Band, Studio or Lab, 3 credits total
MH310, American Musical Experience 3 credits
Total Credits: 20



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

BOARD OF REGENTS
MOTION CONSIDERATION FORM

June 22, 2020

Open Session

I. Motion to be Considered:

Authorize and approve an Option Name Change for the MA in Public History from Heritage Interpretation to Digital Heritage

II. Background:

The option name change for the MA in Public History from Heritage Interpretation to Digital Heritage by the College of Humanities and Social Sciences is focused on meeting the changing technical needs of the discipline. This change addresses the shift in employment and outlook currently experienced by heritage institutions, where digital proficiency is increasingly necessary. Southeast will be the first institution in the USA offering this program at the M.A. level, assisting in further raising the reputation of Southeast's nationally ranked Public History programs. With the support of the Departments of Computer Science and Leadership, Middle, and Secondary Education, all courses included in the revised curriculum pre-exist, no additional instructional costs are anticipated.

It is anticipated that through these curricular changes as well as strong recruitment efforts, the program will be able to grow its enrollment. The Bureau of Labor Statistics shows a national employment growth for the occupational classifications for this program increasing by over 8% between 2018 and 2028. The undergraduate historic preservation BS had a fall 2019 enrollment of 48 students and the history BA of 52 students. We anticipate this curricular change will be of interest to our undergraduate students and nationally.

Recommended By:

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

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

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

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

New course options for M.A. in Public History: Digital Heritage (36 hours)

Required courses (24 hours)

Methodological core

- GH600 Introduction to Public History (3)
- GH610 Methods of Research in History (3)

Digital core

- GG561 Advanced Topics in Geography: GIS and digital mapping for the humanities (3)
- GH550 Heritage Outreach (3)

Heritage core

- HP575 Collections Management (3)
- US635 American Material Culture (3)
- GH695-697 Thesis (6) OR HP640 Internship (3) AND HP645 Advanced Project in Applied History (3) AND two comprehensive examinations

Electives (12 hours):

Track 1: Computer Science (12 hours)

- CS500 Fundamentals of Programming. (3)
- CS533 Mobile Computing. (3)
- CS630 Current Topics in Human Computer Interaction. (3)

And pick 1 of:

- EH550 Castles in Context (3)
- EH/US/WH620/30 Seminar in European/US/World History (3)
- GH520 Techniques of Oral History (3)
- HP525 Living History (3)
- HP540 Topics in Historic Preservation (3)
- HP552 Historic Preservation Field School (3)
- HP580 History of American Building Materials and Techniques (3)
- HP585 History of American Architecture (3)
- HP588 Legal and Economic Principles of Historic Preservation (3)
- HP589 Historic Preservation Based Economic Revitalization (3)

- HP630 Issues in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)
- HP650 Problems in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)

Track 2: Educational Technology (12 hours)

- SE600 Multimedia in Education. (3)
- SE617 Foundations of Educational Technology. (3)
- SE683 Instructional Design and Technology. (3)

And pick 1 of:

- EH550 Castles in Context (3)
- EH/US/WH620/30 Seminar in European/US/World History (3)
- GH520 Techniques of Oral History (3)
- HP525 Living History (3)
- HP540 Topics in Historic Preservation (3)
- HP552 Historic Preservation Field School (3)
- HP580 History of American Building Materials and Techniques (3)
- HP585 History of American Architecture (3)
- HP588 Legal and Economic Principles of Historic Preservation (3)
- HP589 Historic Preservation Based Economic Revitalization (3)
- HP630 Issues in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)
- HP650 Problems in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)

Track 3: Multidisciplinary (12 hours)

Pick 3 to 9 hours/at least 1 class from:

- AW845. Computer Art. (3)
- CS500 Fundamentals of Programming. (3)
- CS503. Fundamentals of Computing. (3)
- CS533. Mobile Computing. (3)
- CS575. Advanced Web Development. (3)
- CS603. Introduction to Data Analytics. (3)
- CS630. Current Topics in Human Computer Interaction. (3)
- CS632. Emerging and Converging Technologies and Computing. (3)

- CS633. Digital Signal and Image Processing. (3)
- EN624. Editing and Research in Professional Writing. (3)
- SE600. Multimedia in Education. (3)
- SE617. Foundations of Educational Technology. (3)
- SE683. Instructional Design and Technology. (3)

Pick 3 to 9 hours/at least 1 class from:

- EH550 Castles in Context (3)
- EH/US/WH620/30 Seminar in European/US/World History (3)
- GH520 Techniques of Oral History (3)
- HP525 Living History (3)
- HP540 Topics in Historic Preservation (3)
- HP552 Historic Preservation Field School (3)
- HP580 History of American Building Materials and Techniques (3)
- HP585 History of American Architecture (3)
- HP588 Legal and Economic Principles of Historic Preservation (3)
- HP589 Historic Preservation Based Economic Revitalization (3)
- HP630 Issues in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)
- HP650 Problems in Historic Preservation: (Archives, Museums, Historic Site Administration) (3)



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 **Change Option Name**

☐ 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
Public History: Options 1)Heritage Interpretation 2)Historic Preservation	MA	540105	Public History: Options 1)Digital Heritage 2)Historic Preservation	MA	540105

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

☐ Existing Program, New Site

Click here to enter text.

Enter address change, address of closed location or Program Title, Degree Level, CIP and mode of delivery of previously approved program to be added to a new site.

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

Main

AUTHORIZATION

Doug Koch/Vice Provost

Doug Koch

4/14/2020

Name/Title of Institutional Officer

Signature

Date

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



BOARD OF REGENTS

MOTION CONSIDERATION FORM

June 22, 2020

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

Part II – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

PROJECT	ANTICIPATED COMPLETION	STATUS
Tunnel 51-52-53-54–55 Repair	August 2020	Removal and replacement of tunnel lid continues; installation of piping supports and new pipe for domestic water in progress; replacement of sprinkler main in progress.

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

PROJECT	ANTICIPATED COMPLETION	STATUS
Academic Hall Transit Stop Sink Hole Mitigation	August 2020	Koehler Engineering preparing construction documents for bidding in June.
Dobbins Center Chiller Repair	July 2020	Contract award to Premium Mechanical.
Division of Youth Services (DYS) Building Improvements	TBD	Project is currently on hold per the State Office of Administration.
Exterior Envelope Cleaning	August 2020	FM staff to complete cleaning and sealing of University Center, Rhodes Hall and sections of Magill Hall.

Facilities Management Progress Report

June 22, 2020

Page 2 of 2

PROJECT	ANTICIPATED COMPLETION	STATUS
Facilities Management Service Center (FMSC) Chiller/Boiler Replacement	Complete	Project complete and under warranty.
General Construction Contract 2020	Multiple project 2020/2021	Notice to Proceed issued to Nip Kelley to convert the Convocation Center to a Dance Studio. Notice to Proceed issued to Nip Kelley for installation of bollards at the FEMA generator.
General Electrical Contract 2020	Multiple projects 2020/2021	Raceway, power and fiber installation at Houck Scoreboard complete.
General Plumbing Contract 2020	Multiple projects 2020/2021	No projects at this time.
General Services 2 (GS2) Chiller Overhaul	January 2020	During startup of Chiller 1, equipment failed and contractor fixing at no cost.
5KVA Feeder Line Replacement	March 2020	Project is substantially complete. Minor dirt work to be completed when weather permits.
Scoreboard Replacements at Houck Stadium and OVC Softball Fields	Spring/Summer 2020	Working on final grading around softball scoreboard. Working with contractor on catwalk modifications at Houck.
Student Rec. Center Locker Room/Shower Room Flooring Replacement	TBD	Project has been placed on hold.
Towers East Fire Alarm Upgrade	August 2020	KT Power has mobilized and demolition of existing components has begun.
Towers West and North Elevator Upgrades	August & December 2020	Contractor has mobilized. Work in the penthouse, elevator shafts and mechanical rooms is in progress. All materials for phase I are on-site. Phase I to be substantially complete by August 1. Phase II to be substantially complete by December 1.

Note: Shading indicates completed projects.

FY20 UNIVERSITY OPERATING BUDGET TO ACTUAL YTD

Budget and Expenses through May 31, 2020 ¹

Operating Budget - All Funds

	FY20 Budget	FY20 YTD	FY19 YTD
ESTIMATED INCOME:			
STATE APPROPRIATIONS: ²	43,533,084	38,721,079	43,533,085
STUDENT FEES:			
Net Tuition (Gross Tuition less Scholarships & Fee Waivers)	46,225,591	45,942,023	45,195,891
General Student Fee	8,790,500	9,227,540	9,333,507
Misc Fees	2,648,990	3,411,018	3,274,178
TOTAL TUITION AND STUDENT FEES: ³	57,665,081	58,580,581	57,803,576
OTHER SOURCES:			
Investment Income	823,000	1,038,217	1,536,736
State Grants and Contracts	560,943	484,374	476,396
Sales and Services of Academic Departments	2,042,427	2,591,728	2,854,912
Sales and Services of Non-Academic Departments	29,638,445	24,456,953	30,766,386
Foundation Support	606,825	1,157,151	1,407,158
Athletics Revenues	1,133,000	1,082,988	832,717
Miscellaneous Income	4,644,467	5,908,696	5,411,715
TOTAL OTHER SOURCES: ⁴	39,449,108	36,720,105	43,286,019
TRANSFERS IN (Auxiliary Support, Rent, Etc): ⁵	11,507,573	13,983,168	15,773,217
TOTAL ESTIMATED INCOME:	\$ 152,154,846	\$ 148,004,934	\$ 160,395,896
ESTIMATED EXPENDITURES:	FY20 Budget	FY20 YTD	FY19 YTD
PERSONNEL:			
Faculty/Staff	63,501,437	53,103,100	55,208,750
Benefits	23,130,012	17,917,537	18,510,478
Student Labor	2,842,988	2,519,076	2,867,587
TOTAL PERSONNEL: ⁶	89,474,436	73,539,713	76,586,816
TOTAL EQUIPMENT AND OPERATIONS: ⁷	37,637,426	32,496,385	34,319,079
TRANSFERS OUT (Auxiliary Support, Bond Payments, Etc.): ⁸	19,793,266	29,616,818	33,360,917
TOTAL ESTIMATED EXPENDITURES:	\$ 146,905,128	\$ 135,652,916	\$ 144,266,812
SURPLUS/(DEFICIT):	\$ 5,249,718	\$ 12,377,902	\$ 16,129,084

NOTES:

1. The annual revenue and expense budgets have been adjusted to reflect the amounts anticipated for the months of July through May based on the known university calendar and accounting practices.
2. The full annual amount of state appropriations has been received and is reflected in this document, including the final June 1 payment.
3. The FY20 Net Tuition budget reflects revenues budgeted for summer 2019, fall 2019, spring 2020, and summer 2020 less scholarships budgeted for the same periods. Tuition and student fees are adjusted daily based on enrollment activity. A tuition and student fee revenue receivable is posted at the time of billing, the majority of which occurs with the initial billing for the semester. In accordance with generally accepted accounting principles, an accrual entry will be made mid-July to accrue summer tuition and fees as well as scholarship expenses to the fiscal year to which they occurred. That accrual entry has been estimated at a 60/40% split and summer tuition and fee revenue and scholarship expenses have been adjusted accordingly. The Cape College Center is reflected in the revenues received but was not budgeted for when the budget was approved. Misc Fee revenue also includes special course fees and short term study abroad trip fees which are not included in the base budget as these fees are used to directly offset classroom expenses and are variable in nature.
4. Other revenue sources are receipted at different times based on the university's calendar and accounting practices. The FY20 budget is adjusted to reflect amounts scheduled for July through May. Sales and Services of Academic Departments and Sales and Services of Non-Academic Departments include ticketed entertainment at the River Campus and the Show Me Center which are not budgeted due to the variable nature of offerings. However, revenue and expenses have been recorded for these endeavors. Miscellaneous Income also includes revenues received that will be passed to university partners such as Follett and The Printing Co.
5. Transfers In represent planned transfers for Auxiliary support, rent, etc. Additional transfers have been made for the purchase of new telephone equipment and the university support of graduate assistants outside of the E&G fund.
6. Personnel and benefit expenses are budgeted for faculty, staff, and temporary employment. As many faculty are considered 10 pay (paid from August through May), the faculty budget has been divided by ten while the staff budget has been divided by 12. Effective April 17th, the University put a hold on filling all positions through the end of the fiscal year. As a result, faculty/staff and benefit costs have been reduced more than what would typically occur due to vacancies. Also, the University has experienced lower than budgeted benefit expenses due to the runoff period with UHC and the move to a self-funded insurance model. As the bulk of our student labor expenses happen throughout the school year, the student labor budget has been divided in tenths from August through May. While the University committed to paying students through April 19th during the telework period, only essential students with jobs not impacted by telework were paid from April 19th through May 31. This has resulted in lower than normal costs for student labor.

7. Total equipment and operations budgets have been evenly divided by month, although this may vary by department. Effective April 17th, a hold was placed on all non-essential equipment, travel, and operations purchases through the end of the fiscal year which has resulted in reduced expenses.
8. Transfers Out represent planned transfers of support, bond payments, etc. Additional transfers have been made in support of large projects such as the Towers Fire Alarm Upgrade, the Towers Elevator Upgrade, and Telecommunications Projects.

Program Prioritization and Academic Program Review

Southeast Missouri State University has historically followed a process for program review. As a part of this process programs have been reviewed by the Academic Program Review Committee through a cyclical procedure at least every five years. In light of the fact that numerous changes have occurred in the recent past, and some programs have not been reviewed for close to the five-year timeline of the cyclic review process, Provost Godard has initiated a noncyclical review due to current academic conditions and budget constraints. The noncyclical academic program prioritization will take a holistic look at all undergraduate and graduate programs and options, as well as certificates and minors.

Programs were provided the Key Performance Indicator (KPI) data in the fall of 2019. That data includes majors, degrees awarded, credit hour generated, faculty positions, and additional information at the department level. Departments were notified during the spring 2020 semester of the noncyclical review and additional information was provided to the Chairs and Deans including data on options, two-year and four-year percentage changes in headcount and degrees awarded as well as cost/revenue data for courses and labor market statistics for each program.

Program prioritization will differ from the cyclical review process. The review will not require programs, chairs, or faculty to develop lengthy reports and will utilize the data provided to the programs. Programs, options, minors, and certificates will be evaluated based on a series of institutional metrics related to productivity, success of students, costs and revenues, and alignment with institutional priorities. Within the dataset, programs will be coded based on their strength in some of these key metrics. Programs highlighted in red will have identified concerns, yellow – cautionary concerns that need to be addressed, and green – implying that the program has minimal indicators of concern based on these metrics and needs to continue implementing continuous improvement/strategic growth plans.

The program prioritization process will examine ALL programs, options, minors, and certificates and consider all of these when looking at potential efficiencies and needs. With that said, the process will initially focus on those identified with the highest concerns and those with cautionary concerns. Department chairs and faculty will be asked to prepare for each program, option, minor, and certificate identified with high concerns one of three recommendations. Those three outcomes are:

- Enhance
- Transform
- Inactivate/Delete

Summary of Timeline:

- December of 2019 – KPI data made available
- March - Deans were notified of the program prioritization process and timeline
- April –Provost met with chairs to discuss program prioritization, program data and initial cost/revenue data was shared with deans for review
- May – program data shared with chairs
- Feedback from deans and chairs implemented into the data set
- June – cost/revenue data updated and shared with deans and chairs
- Summer – Department chairs in collaboration with program coordinators and key faculty will develop justifications
- Early Fall (Sept. 18) – Chairs will work with faculty and through the department level on department recommendations and justification
- October 9– College committees will review justifications and make recommendations
- October 30 – Faculty Senate Program Review Committee will review recommendations and present their recommendations to the Provost.
- November – Finalize any recommendations and provide to the President for determination of final actions
- December – Present recommendations to the Board of Regents