

**BOARD OF REGENTS MEETING**  
**9:00 a.m., Friday, September 20, 2019**  
**Academic Hall Board of Regents Room\***

*Tour of Crisp Hall upon adjournment*

**Open Session Agenda**

**Welcome, Roll Call, and Call to Order**

*Swearing-in Ceremony for Dennis L. Vinson, New Member of the Board of Regents*

<b>ACTION ITEMS:</b>	<b>Attachment</b>	<b>iPad Page #</b>
1-O. Consideration of Approval of Resolution of Honor for Kendra Neely-Martin	A	
2-O. Consideration of Approval of Minutes for: Open Session Meeting of June 13-14, 2019	B	
3-O. Consideration of Approval of the Addition of the Following Business Policy Statements effective September 2019 a. Section 01-04 Alcohol Beverage Use b. Section 01-15 Tobacco Use	C	
4-O. Consideration of Approval of Appointment to the River Campus Board of Managers	D	
5-O. Consideration of Approval to Develop Institute for Cybersecurity	E	
<b>REPORT ITEMS:</b>		
6-O. University President's Report	<i>verbal</i>	

	Attachment	iPad Page #
7-O. Student Presentation	F	
8-O. Report from Student Government Representative	verbal	
9-O. Report from Faculty Senate Chair	verbal	
10-O. Higher Learning Commission (HLC) Update	verbal	
11-O. Fall 2019 Enrollment Report	handout	
12-O. Progress Report on Contracts and Facilities Management Projects	G	
13-O. FY20 Operating Budget to Actual Report	H	

**ACTION ITEM:**

- 14-O. **Consideration of Motion for “Closed Session for Appropriate Considerations:”**  
A. RSMo 610.021.1 -- pertaining to legal actions, causes of action or litigation  
B. RSMo 610.021.2 -- pertaining to leasing, purchase or sale of real estate by a public governmental body  
C. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel  
D. RSMo 610.021.12 -- pertaining to contract negotiations

**ACTION ITEM:**

- 15-O. **Reconvene Open Session**  
16-O. Announcement of Actions Taken in Closed Session  
17-O. Consideration of Approval of Employee Health Insurance Contract for Calendar Year 2020 I

**REPORT ITEM:**

- 18-O. Legislative Report verbal

**ACTION ITEM:**

- 19-O. **Consideration of Motion to Adjourn Board of Regents Meeting**

*\*Accessible to Physically Handicapped or Disabled*



SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873

## A Resolution

by the Board of Regents  
of  
Southeast Missouri State University

**Whereas**, Kendra Neely-Martin graduated from Southeast Missouri State University, achieving a Bachelor of Science in Business Administration degree, and graduated from Webster University with a Master of Arts in Marketing, and

**Whereas**, Kendra Neely-Martin has worked successfully in the pharmaceutical sales industry, including as a Senior Pharmaceutical Sales Specialist for AstraZeneca for more than 13 years, and as a Senior Sales Representative for Astellas Pharma since 2016; and

**Whereas**, Kendra Neely-Martin has been recognized for her significant contributions to her local community through service and volunteerism, including work with at-risk girls in St. Louis through Delta Sigma Theta Sorority for more than two decades; overseeing the Delta Academy, a national program to provide health and wellness training; as executive director of Backpack to BriefCase; as a parent educator for City Academy; and other significant organizations, including the American Stroke Association, the Girl Scouts of Eastern Missouri, and the Mary Institute and St. Louis Country Day School; and

**Whereas**, Kendra Neely-Martin has been a great ambassador for Southeast Missouri State University and was awarded the Jefferson Award for Public Service which honors individuals across the country who perform outstanding community and public service, and she received the "Unsung Heroine" Humanitarian Award from the St. Louis chapter of the Top Ladies of Distinction, Inc.; and

**Whereas**, Kendra Neely-Martin was appointed to the Southeast Missouri State University Board of Regents by Missouri Governor Jay Nixon in December 2011 and served with distinction until July 2019; and during her tenure, she served admirably as Vice President of the Southeast Board of Regents from February 2013 to December 2017; and the Board of Regents completed such major physical enhancements at Southeast as the development and the opening of Southeast's Autism Center for Diagnosis and Treatment, the Catapult Creative House, the Kenneth 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, renovations of Academic Hall, Magill Hall, Memorial Hall, the Grauel Building, Crisp Hall, the International Village, the opening of the new Center for Speech and Hearing and the dedication of the NPHC Plaza; and other significant initiatives, including the adoption and execution of a new Strategic Plan, the planning of a new facilities master plan and the addition of multiple new programs, including The Jeanine Larson Dobbins Conservatory of Theatre and Dance, degrees and accreditations; and

**Whereas**, Kendra Neely-Martin has represented the University well in various civic activities and public appearances, has been faithful in her 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 Kendra Neely-Martin for her outstanding service as a Regent, and that this resolution, accompanied by best wishes for her 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 twentieth day of September in the year two thousand nineteen.



Edward P Gargas

Mr. Edward P. Gargas, President of the Board of Regents

Dr. Carlos Vargas

Dr. Carlos Vargas, President of the University

ATTEST:

Christopher R Martin

Mr. Christopher R. Martin, Secretary

**MINUTES OF THE OPEN SESSION  
OF THE  
SOUTHEAST MISSOURI STATE UNIVERSITY  
BOARD OF REGENTS  
HELD ON THE  
THIRTEENTH AND FOURTEENTH DAYS OF JUNE 2019**

The Board of Regents for Southeast Missouri State University convened in open session on Thursday, June 13, 2019, at approximately 8:37 a.m. in the Sycamore Ballroom of the Drury Inn and Suites in Brentwood, Missouri. 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; Ms. Kendra Neely-Martin and Mr. Luke M. LeGrand, student representative. Regent Jay B. Knudtson arrived at approximately 10:00 a.m.

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

**RETREAT DISCUSSION – STATE OF THE UNION FOR HIGHER EDUCATION**

Board President Gargas welcomed Mr. John Tannous from EAB to share a presentation entitled “State of the Union of Higher Education.”

Mr. Tannous stated that his presentation would focus around four topics

1. Separating Fact from Fiction
2. Shifting Economic and Demographic Realities
3. Beyond Traditional Undergraduates: Other Growth Strategies
4. For Mission and Margin: Student Success

With regard to the first topic – Separating Fact from Fiction – the conversation focused on the continued public pressures and growing negative perceptions of higher education. Dialogue was had regarding the value of higher education and acknowledgement that higher education has been called into question for decades with Mr. Tannous citing examples back to 1976.

The conversation then turned to the second topic – Shifting Economic and Demographic Realities. This topic reviewed various demographic and economic trends that could impact enrollments such as growth in underrepresented students, students staying close to home, and the impact of scholarships and the increasing importance of aid packages to minimize debt.

Regents then engaged in brief conversation regarding student loan debt. Regent Klocke inquired whether student loan debt is explained properly to people to which Mr. Tannous responded that



part of the problem could be a lack of financial literacy. Regent Limbaugh agreed. Vice Presidents Below and Mangels then explained what Southeast has done over the last two years to address financial literacy and changes to a new financial aid letter that simplified and better explained aid packages. Mr. Tannous shared examples from the University of Michigan and others regarding their approach to working with low-income students, their families, counselors and principals to enhance their knowledge.

Mr. Tannous continued his comments stating that additional pressures effecting regional institutions include workforce entry, community colleges and state flagships. He commented that the availability of a major is also a growing dimension of decision-making sharing research that students are doing a lot more “shopping” around than they used to. Vice President Below noted that Southeast data shows a majority of the University’s students pick the school because of program. In response, Regent Limbaugh asked for examples of growing majors. Vice President Below replied sharing examples of growth Southeast has experienced in computer science, cybersecurity and the health sciences.

To close out the second topic, Mr. Tannous presented data that showed 75 percent of institutions are planning to increase emphasis on cutting underperforming academic programs in the coming year, or repackaging programs to address demographic shifts, program demand and resource management. Examples shared included: (1) taking a traditional English major and repackaging it as Publishing and Editing; (2) pairing liberal arts with professional-oriented tracks – nexus programs focusing on emerging fields; (3) interdisciplinary innovations (i.e. CS + X); and (4) incorporating pre-professional content into liberal arts.

The third topic looked beyond traditional undergraduates for other possible growth segments. Mr. Tannous stated that student populations most schools are pursuing include international and transfer. There was then some discussion about recent declines in international enrollments and challenges that exist for the transfer population such as the process being slow and confusing. Mr. Tannous commented that to boost transfer yield schools need to answer three questions: (1) how many credits will transfer; (2) how long will it take to get a degree; and (3) how much will it cost to compete. In reply, Vice President Below shared information on Southeast’s Transfer Mentor Program, which was started three years ago with regional Community College partners.

Another possible growth segment reviewed included online education. However, Mr. Tannous noted that while there is growth and potential in online and hybrid enrollments, a number of misconceptions persist – myths that institutions must address, such as: (1) online learning is less expensive to scale; (2) online education is less effective than face-to-face instruction; and (3) online learning makes geographic boundaries irrelevant.

Regent Limbaugh inquired about how online courses work at Southeast. Interim Provost Randolph shared that the University offers courses in pure face-to-face fashion, online with some blended components and some all online. Senate Chair, Dr. Nic Wilkins noted that his Department offers all online courses and that all courses go through a quality matters review to ensure they are engaging.

Regent Klocke asked if online is increasing perhaps simply because of the preferences of current generations. In response, Mr. Tannous stated yes, but noted that online enrollment is still very much regional reinforcing comments echoed by Regent Klocke that since research suggests regional affinity, how and where you market online programs is important because a nation-wide marketing approach may not make sense.

The fourth topic addressed student success. Mr. Tannous shared research that showed even moderate increases in retention yield revenue gains – for mid-size institutions, 120 additional students in year one means about \$2.1M, this grows to \$12M in year 3. Things that impact retention include, but, are not limited to early intervention, degree planning, developmental education reform, next-gen advising, degree progress, career development and strategic financial aid.

Regents then engaged in conversation facilitated by Mr. Tannous focused on a different major concepts in student success. The “Murky Middle” includes students with a 2.0 to 3.0 GPA. These students tend to use services the least, those that have a 3.0 GPA and above are proactive in seeking help, and those below a 2.0 GPA are forced to engage; thus, leaving the group in the middle as a starting place for targeted resources. Beyond GPA, Regent Britt asked how institutions are identifying students that may fit into a “risk” matrix. In reply, Mr. Tannous stated it is all about data, which University President Vargas commented may mean Southeast needs to begin looking at data in ways it is not currently.

Other major concepts discussed were behavioral economics and financial aid. University President Vargas noted that regardless of the options available, the challenge that often stands in the way of implementation is the available of financial and staff resources. In response, Mr. Tannous commented that some schools that are seeing success with trying innovative ideas are piloting with small groups of students and then using those outcomes/feedback to approach funders or others about how the work is continued.

After presenting the four topics, Mr. Tannous briefly reviewed shifting approaches to strategic planning. Specifically, he stated that there are four things institutions and Board must take into account regarding how they may wish to approach strategic planning:

1. Determine the guiding axioms and end-stage goals to guide exploration;
2. Consider plan financing and the balance of costs and revenue;
3. Aspire to the “Actionable” over the “Aspirational” in crafting the plan language; and
4. Hardwire accountability in implementation and follow-through.

During discussion, Regent Knudtson stated that the approaches reviewed are not much unlike running a business. Regent Limbaugh stated that taking a new approach may allow an organization to get to the focus it needs that helps it shift from a philosophy that tries to be all things to all people. Regent Gargas commented that perhaps the institution needs to take its current broad plan and make it specific. Regent Neely-Martin stated establishing ownership of initiatives is important.

At the close of discussion, the Open Session was recessed at approximately 12:30 p.m.

Following a brief recess, the Open Session was reconvened 1:06 p.m. Upon reconvening the Open Session, Board President Gargas stated that the Board would now be moving to consider the formal agenda items.

## **CONSIDERATION OF APPROVAL OF MINUTES**

Board President Gargas introduced consideration of approval of the Open Session minutes from the May 10, 2019 Board of Regents meeting. [Attachment A]

A motion was made by Regent Limbaugh and seconded by Regent Britt to approve the open session minutes of May 10, 2019 [Attachment A]. The motion carried unanimously.

## **UNIVERSITY PRESIDENT'S REPORT**

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

- On June 4-5, Southeast hosted higher education leaders from throughout Missouri for the summer meetings of the Missouri Coordinating Board of Higher Education and the Council of Presidents of Higher Education in Missouri. Attendees included staff from the Missouri Department of Higher Education, Coordinating Board members, University Presidents and other staff that met to review the 2019 legislative session, discuss higher education funding, and to hear updates on several key workforce development initiatives in Missouri.
- Dr. Joe Pujol, chair of the Department of Kinesiology, Nutrition and Recreation and professor of exercise science at Southeast, was appointed interim dean of the College of Education, Health and Human Studies, effective June 1, 2019. Pujol, who has served as a faculty member for 23 years, 15 of those as department chair, is serving as interim dean through June 30, 2020. He replaces Dr. Diana Rogers-Adkinson, dean of the College of Education, Health and Human Studies, who recently retired.
- Dr. Missy Phegley, professor of English, director of Composition and Assessment, and Teaching Assistant supervisor in the Department of English, has been appointed as one of our Higher Learning Commission (HLC) team leaders, replacing Dr. Bethany Alden-Rivers who is leaving the University on June 30<sup>th</sup>. Dr. Phegley will join Ms. Barbara Glackin, as our leadership team transitions into the fall. The Higher Learning Commission (HLC) will be conducting an on-site visit to our campus Sept. 23-25 as part of our HLC Comprehensive Quality Review. We hosted a team of HLC Reviewers in October for site visits at our Kennett Campus and Poplar Bluff Delivery Site at Three Rivers College, and in December we submitted our Institutional Systems Portfolio to HLC.
- Beginning with the fall semester, we will implement an additional communication vehicle to enhance communication with the campus about the work of every division at

Southeast. The objective is to provide informational updates from every division to faculty and staff twice a semester. This mechanism will be in addition to the standard ways in which we currently disseminate information.

- On Saturday, June 15, Southeast will hold its sixth annual River Campus Summer Arts Festival offering a full day of visual and performing arts exhibitions and activities. The day's free events are scheduled for 10 a.m. to 5 p.m. and will feature live music, dance and theatrical performances, magic, visual arts displays, hands-on family-friendly art experiential activities, museum exhibitions, musical instruments and animal petting zoos, creative writing workshops, an art walk, and other hands-on activities throughout the River Campus. The festival also will include live performances of "The Aristocats KIDS" and "Newsies." In 2018, over 4,000 people attended the Festival, which is an increase of at least 500 compared to 2017 and more than double compared to 2015.
- Dr. Michael P. Godard, interim provost-chief learning officer at the University of Central Missouri (UCM) at Warrensburg, Missouri, has been named provost at Southeast Missouri State University. Godard was one of four finalists who visited the campus April 22-May 2 following a nationwide search in which more than 50 candidates were reviewed. Godard will begin his new duties July 1, 2019.
- A student-oriented vegetable demonstration garden is now open at Southeast's Sikeston campus for those in the region to learn more about the range of Bootheel produce supplying fresh markets worldwide. Thanks to a partnership between Southeast and Lincoln University's Cooperative Extension and with assistance from a \$28,301 USDA grant, a high tunnel has been installed just north of the Southeast Sikeston Campus and an open-air, one-acre vegetable field is planted next to it, where students will grow a variety of summer and fall vegetables commonly produced in the region with multiple varieties from around the world. The grant is being used to promote vegetable production of "local foods" for small-acreage entrepreneurs, and cowpeas are being developed as a producer option for export.
- The Douglas C. Greene Center for Innovation and Entrepreneurship recently announced winners of the third annual Southeast Startup Pitch Competition. First place went to Katrien Gille of Kuringen, Belgium, for her pitch titled "Revelation Bags." These would allow local restaurants to sell extra, untouched food at the end of their business day for a discount. Local Cape Girardeau restaurants would work with "Cargo Carryout" to sell bags at the beginning of the next day containing a mix of dishes that were left from the previous day at several local restaurants. Second place went to Gavin Pringle of Cape Girardeau, Missouri, for his pitch titled "Curren€" (pronounced "currency") which would allow users to swiftly convert home currency to any desired international currency using a fast and user-friendly website and app. Third place went to Aaron Birk of Charleston, Missouri, for his pitch titled "Travelsub," which would be a subscription-based travel company, providing customers the opportunity to set aside monthly contributions for travel expenses to help save for a planned vacation.
- The popular theatre website OnStage Blog has recognized Southeast in its 2019 edition for having the best undergraduate theatre program in Missouri. Southeast was named the top program based on cost and scholarships, selectivity, performance opportunities, faculty with terminal degrees and experience, facilities, post-graduate career support and location resources. Southeast joins the ranks of other renowned theatre programs that are

ranked, including Brown University, Florida State University, Carnegie Mellon University, DePaul University and Pace University.

- Senior nursing students in the “Introduction to Critical Care” course at Southeast Missouri State University spent the spring semester piloting a first-of-its-kind online program on tissue and organ donation. The initiative, “Organ and Tissue Donor Education for Undergraduate Nursing Students,” is made possible thanks to a generous grant awarded to Southeast Missouri State University by Mid-America Transplant in St. Louis, Missouri. The online program provides nurse educators with current, comprehensive information about organ and tissue donation for inclusion in nursing school curriculums.
- Southeast Missouri State University student artist Nick Hurst unveiled his 10-foot tall, 450-pound “Pangolin Curl” sculpture to the public at a dedication May 20 in downtown Cape Girardeau. The unveiling was held in the Student Art Garden at the corner of Broadway and Sprigg streets, next to Broadway Pharmacy. Hurst, of St. Mary, Missouri, received a competitive grant from Broadway Pharmacy to fabricate the outdoor sculpture designed to serve as an inspirational focal point for the Student Art Garden.
- The Center for Speech and Hearing has been selected to receive a 2019 Grant through Parkinson Voice Project’s SPEAK OUT!® & LOUD Crowd® Grant Program. The grant will enable our clinic to train more graduate students to deliver voice therapy services to persons with Parkinson’s disease. The grant will also cover the clinical supplies.
- Several faculty members in the Department of English have recently had their work published –James Brubaker had a collection of short stories, *Black Magic Death Sphere: (science) fictions*, published by Urban Farmhouse Press, and has a novel, *The Taxidermist's Catalog*, set to be published in fall, 2019. Faculty member; Daniel Crocker had a collection of his poetry, *Leadwood, New and Selected Poems (1998-2018)* published; and Chair of the department, Susan Kendrick, published a 4-volume bibliography of British and American women writers before 1900. The Student Organization Journey Literary Magazine successfully published their 2019 issue, following a redesign of the magazine's format that put students at the forefront of designing and publishing the journal
- Dr. Pam Parry, chairperson of the Department of Mass Media, is co-editing a book series on Women in American Political History, published by Lexington Books. One of the books in the series -- *Politicking Politely: Well-Behaved Women Making a Difference in the 1960s and 1970s* -- is being re-released in paperback in July.
- Southeast’s teacher preparation programs have received accreditation from the Council for the Accreditation of Educator Preparation (CAEP) through 2025. Southeast’s programs were previously accredited by the National Council for Accreditation of Teacher Education, an organization that recently merged with the Teacher Education Accreditation Council, which led to the creation of CAEP. Southeast was among 42 providers in 23 states and the District of Columbia that earned CAEP accreditation this spring.
- Enterprise Holdings Foundation has made a \$1,500 gift to the Southeast Missouri University Foundation to benefit the University’s Office of Career Services. The donation will help support Career Services programming and events such as Career

Expos, the International Student Talent Showcase, etiquette dinners, career planning and interview and resume preparation.

- In late May, the University hosted vendor presentations for services to support strategic enrollment growth. The presentations addressed Website Redesign, Constituent Relations Management solutions and Marketing Automation software. Five vendors made presentations to campus in response to the Website Redesign RFP, and a contract has been awarded to Stamats, a higher education marketing agency based in Cedar Rapids, Iowa. Their work will begin this summer by developing new microsites for Admissions and Southeast Online and culminate in the spring with comprehensive updates to the full semo.edu site. Seventeen proposals were received for new Constituent Relations Management software solutions, with six vendors being invited for on-campus presentations. Eleven proposals were received for Marketing Automation software. Marketing Automation vendors will be evaluated after Constituent Relations Management systems are selected. Contracts in response to the CRM RFP are expected to be evaluated and recommendations for awards will be by the end of June. A fourth RFP will be issued this week to request proposals for professional Enrollment Services. Such services include student search and lead management, application marketing, strategic enrollment planning and program prioritization, and tuition optimization strategies.
- From May 29 through June 7 representatives from Southeast's Department of Public Safety and other University personnel participated in a national exercise called Shaken Fury, designed to help communities assess and enhance their ability to respond to an earthquake scenario along the New Madrid Seismic Zone. Conducted by the Federal Emergency Management Agency (FEMA) in partnership with the U.S. Department of Energy, U.S. Northern Command, state and local government agencies, and the private sector, this week-long event involved a series of tabletop, functional and full-scale exercises, including some that took place on the Southeast campus.
- The Southeast Softball Redhawks won the Ohio Valley Conference Tournament and went on to represent the OVC at the Oxford, Mississippi NCAA Softball Regional in May. The Redhawks made their second NCAA Tournament appearance in program history and first in 20 years and concluded their season with a program record 46 wins.
- The Southeast football team has been ranked 19th in the 2019 Athlon Sports Preseason Top-25 Poll. Southeast is just one of two OVC schools included in this preseason poll.
- Southeast gymnast, Alana Fischer, has been named to Team Canada for the 2019 FISU (International University Sports Federation) Summer Universiade in Naples, Italy. Fischer will compete in artistic gymnastics for Team Canada.
- Southeast finished fifth in the 2018-19 Ohio Valley Conference Commissioner's Cup standings, accumulating a total of 98.75 points in this year's scoring. The Redhawks moved up three spots in the standings from their eighth-place showing a year ago.
- Southeast junior Logan Blomquist finished 24th overall in the hammer competition at the 2019 NCAA Division I Outdoor Track & Field Championships. Blomquist is the 2019 OVC Hammer Champion and qualified for the national Championships after he finished ninth out of 48 competitors at the 2019 NCAA Division I Outdoor Track and Field Championships West Preliminary in May.

- Southeast senior right fielder Mykaela Arellanes was named to the 2019 Google Cloud Academic All-America® Division I softball teams as selected by the College Sports Information Directors of America (CoSIDA). Arellanes garnered third-team honors, becoming the sixth player in program history to earn Academic All-America distinction and is the University's first Academic All-American in 20 years. Arellanes was also named the 2019 OVC Softball Tournament Most Valuable Player. And Softball junior center fielder Rachel Anderson was named to the 2019 National Fastpitch Coaches Association (NFCA) Division I All-America Team Wednesday making her Southeast's First Softball All-American in 28 years.
- Southeast senior linebacker Zach Hall has picked up three preseason All-American honors, earning inclusion on the 2019 Athlon Sports Preseason All-America Team and the HERO Sports and Lindy's Sports Preseason All-America Teams.
- The Southeast Missouri University Foundation will close FY19 with approximately \$5 million in charitable gifts and bequests, higher than the \$3.5 million received in FY18.
- Lindsey Grojean has been hired as the new Administrative Assistant for KRCU. Lindsey graduated from Southeast in December and previously served KRCU as a student reporter.
- The Advancement Division is nearing completion on the purchase of a new Advancement CRM system. This system will enhance and improve the operations and outreach of the University Foundation and Alumni Office.

## **CONSIDERATION OF MOTION FOR CLOSED SESSION**

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

- A. RSMo 610-021.1 – pertaining to legal actions, causes of action or litigation
- B. RSMo 610-021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel
- 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, Knudtson, and Limbaugh. The motion carried. Regent Neely-Martin was excused from the room at the time of the vote.

The Open Session was recessed at approximately 1:18 p.m.

## **ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

Upon reconvening the Open Session at approximately 1:43 p.m. Board President Gargas called on Secretary Martin to make the following announcements regarding the Board's Closed Session:

- By a vote of 5 to 0 the Board approved the minutes of the Board's May 10, 2019 Closed Session meeting. Regents Britt, Gargas, Klocke, Knudtson, and Limbaugh all voted to approve.
- By a vote of 5 to 0 the Board approved 19 faculty members for associate professor and tenure, 7 for promotion to professor, 12 for post-professorial merit, and 18 for non-tenure track merit pursuant to RSMo. 610.021.3 pertaining to the hiring, firing, disciplining or promotion of personnel. Regents Britt, Gargas, Klocke, Knudtson, and Limbaugh all voted to approve.
- By a vote of 5 to 0 the Board approved Bargaining Unit Agreements with the International Brotherhood of Teamsters and the International Union of Operating Engineers. Regents Britt, Gargas, Klocke, Knudtson, and Limbaugh all voted to approve.
- The Board also had discussions on current legal matters pursuant to RSMo. 610.021.1.

## **CONSIDERATION OF APPROVAL OF PROPOSED FY20 UNIVERSITY GENERAL OPERATING AND AUXILIARY BUDGETS**

Board President Gargas called upon Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion requesting approval for the FY20 University Operating budgets. [Attachment B]

Vice President Mangels directed Regents to the materials in Attachment B and its accompanying thirteen attachments. In brief summary she noted the following.

- Attachment 1 lists each of the three fund categories, which totals just under \$174 million. This represents a 0.8% increase from the FY19 budget which is shown on Attachment 2 and does include previous items related to tuition and fees approved in May by the Board of Regents. The figures also include a merit salary increase for all employees of 1% or \$700 whichever is greater.
- Attachment 3 outlines recommendations by the University President and the Budget Review Committee in order to provide a balanced FY20 budget. It also includes some assumptions that have been made such as showing a budget need of about \$4.3 million to balance E&G which assumes state appropriations remain flat so it includes money that the Governor initially proposed. Earlier in the week the Governor signed the budget which includes an additional \$1 million that will be used to fund strategic initiatives. The University has approximately \$1.37 million in mandatory costs to cover (insurance, retirement, etc.). Nearly \$3.28 million in net revenue increases are identified to meet identified need, which is made up of \$2.4 million from increased tuition, \$41,300 in increased overhead contribution from auxiliary operations, \$564,650 from adjustments to high cost program fees and \$268,620 from changes to web course fees and administrative fees (transcript, orientation, etc.).



- Attachment 4 summarizes the FY20 proposed E&G budget totaling about \$123 million and projects a surplus of about \$59,918.
- Attachment 5 includes line item detail for the E&G fund.
- Attachment 6 summarizes FY20 designated funds.
- Attachment 7 includes line item detail for FY20 designated fund.
- Attachment 8 outlines FY20 auxiliary funds and shows the room and board fees previously approved by Board of Regents as included in the revenues.
- Attachment 9 is a summary of auxiliary funds budget.
- Attachment 10 includes line item detail for FY20 auxiliary funds.
- Attachments 11-13 provide graphs that show estimated income by funding source, budgeted expenditures by division and budgeted expenditures by expense category.

During discussion, Regent Limbaugh asked for clarification on where the additional \$1 million the University received will go. In reply, Vice President Mangels noted that it is unbudgeted money because the University was not expecting it so it will be added to the sheet and taken into consideration as the University considers strategic investments and needs in FY20 and FY21.

Regent Klocke asked whether there is a document or report that compares budget to actual. Vice President Mangels explained that the University tracks that information but believes perhaps the Board and Administration may want to work together to determine what level of detail the Board may want to see and when it makes sense to see it. In response, Regent Klocke noted that such a report would be helpful because without it the job of considering a budget is difficult because one does not know how the previous year is ending.

Regent Limbaugh asked whether individual units manage to budget. Providing an answer, Vice President Mangels said yes and noted that things like appropriations are easy to monitor because the money is disbursed in 1/12 increments so in essence the University knows each month how things are tracking. On the expense side, Vice Mangels stated that divisions have a budget number that is monitored by the Budget Office and if accounts reach a deficit the division is notified with a "Deficit Letter" that informs them of the amount and advised them they have to fix it. She concluded the response by sharing that at the end of the fiscal year all accounts have to be brought to even.

A motion was made by Regent Knudtson and seconded by Regent Limbaugh to approve the proposed FY20 University Operating Budgets [Attachment B]. 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 parameters resolution authorizing the issuance of Missouri Health and Educational Facilities Authority Bonds Series 2019, the proceeds of which shall be used for the advance refunding of the Missouri Health and Educational Facilities Authority Bond Series 2010B. [Attachment C].

Vice President Mangels directed the Board to the materials in Attachment C and introduced Attorney Jason Terry from the Gilmore and Bell law firm, the University's bond counsel for this particular transaction. Providing background, Vice President Mangels commented that the bonds were initially issued for \$55 million for a variety of areas including, but, not limited to renovations of Academic Hall, Magill Hall, and the Boiler Plant. She noted that the bonds were issued by the federal government to spur construction projects and to encourage public bodies to incur debt to get subsidies for projects. Vice President Mangels shared that the University has \$49 million outstanding and is always looking for opportunities to refinance debt service and that with current interest rates and accounting for maybe not getting federal subsidy in the future, University leaders felt it was ripe to bring this issue to the Board for consideration that could result in savings to debt service totaling approximately \$3.7 million.

Discussing the process, Vice President Mangels shared that because the University goes through MOHEFA for bonds, Southeast would need to put in an application to their Board and then the MOHEFA Board would have to approve it. She stated that an application had been submitted and considered at the June MOHEFA meeting, and that they would likely vote to allow reissue/issue of bonds at their July meeting. The importance of bringing the matter before the Board of Regents is to avoid having to come back to the Board in the next two to three months; and, thus, Administration is proposing approval of a parameters resolution (Attachment 2) that would allow University to proceed. The parameters would include: (1) the amount of the Series 2019 Bonds shall not exceed \$50 million; (2) the Series 2019 Bonds shall mature not later than October 1, 2040; (3) the true interest cost on the Bonds shall not be greater than 3.55%; and (4) the present value savings shall be equal to or greater than 4.00%. For additional context, Vice President Mangels shared that it Southeast's understanding other universities are considering the same action and that debt service is paid from the dedicated maintenance and repair general fee.

During discussion, Regent Klocke asked whether the projected bond savings are included in the budget to which Vice President Mangels responded, no. Regent Klocke then asked whether there is any down side to the request being. Vice President Mangels indicated no, stating that all the University had to do was pay \$1,000 to submit the application to MOHEFA for the chance to save nearly \$4 million. Regent Limbaugh inquired about the University's bonding capacity. In reply, Vice President Mangels shared that groups like Standard & Poors will typically look at an organization's operating revenues and debt ratios and that recently due to the political environment in the state and cuts to state appropriations, Standard & Poors moved everyone in Missouri from a stable to a negative outlook.

A motion was made by Regent Limbaugh and seconded by Regent Knudtson to approve the proposed bond parameters resolution authorizing the issuance of Missouri Health and Educational Facilities Authority Bonds Series 2019, the proceeds of which shall be used for the advance refunding of the Missouri Health and Educational Facilities Authority Bond Series 2010B. [Attachment C]. The motion carried unanimously.

## **CONSIDRATION OF APPROVAL OF ACADEMIC PROGRAM CHANGES/ADDITIONS**

Board President Gargas called upon Interim Provost Tammy Randolph to present changes and additions to academic programs. [Attachment D]

Interim Provost Randolph referred the Regents to the materials behind Attachment D regarding a proposal from the Department of Marketing in the Harrison College of Business and Computing for a new minor in business analytics. She explained that the proposal before the board was different than a data science minor previously approved by them and noted that the goal of the minor is to increase analytical skills of students and explore student interest before exploring the possibility of presenting to the Board a full major.

Student Representative LeGrand commended the proposal noting that all he hears about is the need for business analytics.

A motion was made by Regent Limbaugh and seconded by Regent Britt to approve the academic program change adding a new minor in Business Analytics [Attachment D]. The motion carried unanimously.

## **CONSIDERATION OF APPROVAL OF FACULTY SENATE BILL 19-A-2**

Board President Gargas called upon Interim Provost Tammy Randolph to present a motion requesting approval of proposed revision for *Ownership of Online Courses and Online Content* within Chapter 6, Section B of the Faculty Handbook. [Attachment E]

Interim Provost Randolph referred the Regents to materials in Attachment E. She stated that Faculty Senate approved bills regarding the proposed topic on February 6, 2019 and February 20, 2019. Interim Provost Randolph noted that the intent of the change is to add clarity to guidelines regarding Ownership of Online Courses and Online Content and shared with Regents that what is being proposed is not unusual at an institution of higher education.

A motion was made by Regent Knudtson and seconded by Regent Neely-Martin to approve the proposed revision for *Ownership of Online Courses and Online Content* within Chapter 6, Section B of the Faculty Handbook [Attachment E]. The motion carried unanimously.

Following the vote, Regent Knudtson made comments acknowledging Dr. Randolph's service as Interim Provost and her overall commitment to Southeast Missouri State University. He thanked her for her work, commended her spirit, and provided best wishes for her future endeavors.

## **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 F]

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

- Student Recreation Center Roof Replacement
- Crisp Hall Renovation
- Capaha Field Indoor Batting Facility
- Dempster Hall Experiential Lab
- Holcomb Success Center Chiller Replacement
- Biology Greenhouses
- Track Building Renovation and Addition
- Tunnel 51-52-53-54-55 Repair

During discussion, Regent Limbaugh asked whether the Biology Greenhouses are different than the greenhouses by the track complex, to which Vice President Mangels responded yes. She noted that the biology greenhouses are more for research. Regarding the Tunnel Repairs, Vice President Mangels added that the University was able to secure \$500,000 from the state during the appropriation cycle to go toward this project.

In closing, Vice Mangels provided the Board of Regents with a copy of the University's FY2021 Capital Budget Request that will be submitted to the Missouri Department of Higher Education. She noted that the priorities remain the same as last year – Art Building, Campus Wide Renovations, Brandt Hall, Rhodes Hall, and Johnson Hall.

### **CONSIDERATION OF MOTION FOR CLOSED EXECUTIVE SESSION**

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

- A. RSMo 610.021.13 – pertaining to personnel records, performance ratings

A roll call vote was taken. Voting in favor were Regents Britt, Gargas, Klocke, Knudtson, Limbaugh, and Neely-Martin. The motion carried.

The Open Session was recessed at approximately 3:10 p.m.

### **ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED EXECUTIVE SESSION**

Upon reconvening the Open Session at approximately 4:48 p.m. Board President Gargas called on Secretary Martin to make the following announcements regarding the Board's Closed Executive Session:

- By a vote of 6 to 0 the Board approved the minutes of the Board's May 10, 2019 Closed Executive Session meeting. Regents Britt, Gargas, Klocke, Knudtson, Limbaugh, and Neely-Martin all voted to approve.

- Under consideration of recommendations pertaining to personnel records and performance, the Board of Regents conducted a performance review of University President Carlos Vargas. By a vote of 6-0 the Board approved a 1 percent salary increase for University President Vargas, granted one additional week of vacation, and extended his contract to run through June 30, 2022. Regents Britt, Gargas, Klocke, Knudtson, Limbaugh and Neely-Martin voted to approve.

The Open Session was recessed at approximately 4:49 p.m. Board President Gargas announced that the Open Session would continue with additional retreat topics on Friday, June 14 at 8:30 a.m.

The Open Session reconvened on Friday, June 14, 2019 at 8:30 a.m. in the Sycamore Ballroom of the Drury Inn and Suites in Brentwood, Missouri.

Board President Gargas asked Secretary Martin to call roll. 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; Ms. Kendra Neely-Martin and Mr. Luke M. LeGrand, student representative. Regent Jay B. Knudtson was excused for personal and family related matters.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. Tammy Randolph, Interim Provost; Dr. Debbie Below, Vice President of Enrollment Management and Student Success; Dr. Trudy G. Lee, Interim Vice President of University Advancement; Mr. Brady Barke, Director of Athletics; Ms. Sonia Rucker, Assistant to the President for Equity and Diversity and Dean of Students; Ms. Kathy Mangels, Board Treasurer; and Mr. Christopher R. Martin, Board Secretary. Guests in attendance included Ms. Alissa Vandeven, Southeast's Director of Human Resources; Dr. Bethany Alden-Rivers, Associate Provost; Ms. Barbara Glackin, Dean of Kent Library; Dr. Missy Nieveen-Phegley; and a representative from Sonus Benefits. Board President Gargas presided.

## **DISCUSSION ITEM – EMPLOYEE HEALTH INSURANCE**

Board President called on Ms. Kathy Mangels, Vice President of Finance and Administration, to provide a presentation on employee health insurance. Vice President Mangels was joined by Ms. Alissa Vandeven, Director of Human Resources at Southeast Missouri State University and Mr. Tom Viers, Regional Vice President for Sonus Benefits.

The discussion started with a historical review of employee health insurance benefits 2004 to present, which included information on available providers, networks, past and present insurance carriers, and loss ratios.

Regent Limbaugh asked for clarification on how the University's relationship with UnitedHealthcare (UHC) started. Ms. Vandeven and Mr. Viers responded in part it was due to UHC's interest to enter the Cape Girardeau market so at the time they offered a more competitive proposal than Anthem. With regard to premium increases, Regent Limbaugh inquired about the reason for high premium increases over the last several years. In response,

Mr. Viers stated it was driven by some catastrophic claims and increased usage. Regent Klocke sought information on how the analysis discerns what is driving the change in costs – is it because utilization is up or the type of claims being processed. Mr. Viers and Ms. Vandeven replied that over the years the University's plan has seen an increase in in-patient and out-patient services as well as prescription drug coverage. For clarification, Regent Limbaugh asked if the loss numbers included pharmacy and Ms. Vandeven confirmed they do.

In addition to review information related to fully insured coverage, Ms. Vandeven also provided a summary of the type of insurance offered by other institutions of higher education in Missouri.

Mr. Viers, with the assistance of Ms. Vandeven, then provided a summary of health insurance related conversations that have taken place on campus since September 2018, which included, but, are not limited to discussions among the Benefits Sub-Committee, open forums and review of materials received by Sonus.

Vice President Mangels then facilitated a discussion on self-insurance. Mr. Viers provided a history of self-insurance plans over time citing industry data and research from 1999 to present. He also discussed some of the benefits that come with self-insurance such as an organization's ability to offer a premium holiday, receive prescription drug rebates, greater flexibility in plan design, the possible elimination of some fees, and access to greater data analytics.

Vice President Mangels provided information relevant to the cost of health insurance and the University's budget. Regent Klocke asked whether the annual administrative cost that comes with self-insurance includes resources to support increased data analytics and any staffing that may be required to assist in a transition. Vice President Mangels responded that those are inquiries the University will seek to answer in their conversations with Sonus Benefits.

Ms. Vandeven closed the discussion by providing insights into the timeline for calendar year 2020 with regard to making health care decisions for the University. She stated that beginning in July the University would commence discussions with UHC to get quotes for fully-insured renewals. Then in August, the University will seek additional quotes and information related to self-insurance. In late-August, early-September the Office of Human Resources will conduct employee meetings to share findings and information related to the University staying fully-insured or transitioning to self-insured. Ms. Vandeven stated that the goal would be to bring a recommendation to the Board of Regents at their September 20, 2019 meeting in advance of health insurance enrollment in October. Regents Limbaugh and Gargas both sought clarification on the timeline and the role of the Board going forward. Vice President Mangels and University President Vargas both reiterated that a recommendation will be made to the Board at their September meeting and the Board will have the opportunity to further discuss this topic and take action if appropriate at that time.

## **DISCUSSION ITEM – HIGHER LEARNING COMMISSION ACCREDITATION**

Board President Gargas called on University President Vargas to introduce guests to provide an update on the University's efforts related to its institutional accreditation. University President

Vargas introduced Dr. Bethany Alden-Rivers, Associate Provost; Ms. Barbara Glackin, Dean of Kent Library and Dr. Missy Nieveen-Phegley to provide the update.

Dean Glackin and Dr. Nieveen-Phegley provided more formal introductions and stated that the University's institutional accreditation visit from the Higher Learning Commission (HLC) will take place September 23-25, 2019. Dean Glackin stated that there are four objections for the conversation:

1. Provide a deeper understanding of the process related to institutional accreditation;
2. Increase awareness of what Southeast has done and will be doing to prepare for the on-site visit in September;
3. Share information about the September visit (and post-visit); and
4. Discuss how the Board of Regents might be involved in the visit.

The Regents were provided a history of Southeast's accreditation and their involvement with HLC. The various HLC pathways were discussed and information was provided on the frequency with which reaffirmation visits are conducted. University President Vargas asked Dean Glackin to share information on how the University community was involved in developing the University's systems portfolio and the level in which they've been involved in planning for the on-site visit.

Dean Glackin then spoke to the importance of the comprehensive quality review (CQR site visit) and the purpose it serves, such as: providing evidence that the institution is meeting the criteria for accreditation; facilitating the institution's continuing quality improvement commitment; identifying actions taken to minimize identified strategic issues; reviewing how action projects are integrated into an institution's overall performance improvement strategies; and reviewing distance education delivery among others. Information was then provided about what Southeast has done over the last sixteen months to develop a communication and readiness plan. Regent Limbaugh asked whether HLC will interview people from outside the University as part of the review. In reply, Dr. Alden-Rivers shared that HLC will host open forums that any one will be able to attend and that HLC representatives will also hosting "office hours" of sorts for any one that wants to do individual drop-ins. She also noted that the University will be asked to solicit third-party comments that will become part of the review record.

Regent Klocke sought clarification on the process and whether Southeast had received any feedback from HLC regarding its systems portfolio or any of the other documents that have been submitted. Dean Glackin noted that we have received feedback from HLC and while the appraisal response can include specific recommendations for an institution, the response Southeast received was more broad and generic. She also noted that all materials have been made available online in various places for public and employee review.

Dr. Nieveen-Phegley then shared what the Board may be asked to do during the visit. Specifically, she noted that the HLC team will want to schedule a meeting with Board members to learn the following, among possible other topics:

- How do Regents stay informed about institutional policies, issues and activities?

- How would Regents describe their relationship as a Board to the University? To the President?
- Tell us how a certain process (i.e. budget planning, evaluations, etc.) works and what role the Board plays in supporting it.
- What role does the Board play in institutional strategic planning?

In addition to attending the Board specific session, Dr. Nieveen-Phegley encouraged members to consider joining other parts of the visit such as open forum discussions, drop in sessions and interacting with reviewers as they are out and about on campus. Dean Glackin closed the discussion by providing insights as to what may happen after the on-site visit.

## **DISCUSSION ITEM – ENHANCING ENROLLMENT AND STUDENT SUCCESS**

Board President Gargas called on Dr. Debbie Below, Vice President of Enrollment Management and Student success to provide an update on the University's quasi-strategic planning initiative – Enhancing Recruitment and Student Success.

As background, Dr. Below shared information on institutional best practices and how Southeast is pursuing those and using that information to inform process and strategize goal setting. The background included an overview of activities Southeast leaders had participated in April 2017-July 2019. Dr. Below also gave specific examples of what Southeast had done during FY19 related to strategic enrollment planning, example of which included:

- The Strategic Enrollment Management Committee completed a SWOT analysis and identified priorities;
- Executive Staff held facilitated discussions during their retreat in November 2018;
- Conversations were held with Professional Staff Council, CTS Staff Council, Chairpersons Forum, Faculty Senate, Budget Review Committee; Student Government and the Board of Regents;
- A Strategic Enrollment Planning event was held with more than 100 campus participants in February 2019; and
- Two Brown-Bag Lunch presentations were conducted.

To move forward, Dr. Below spoke to the importance of having a process that assigns decision making responsibility, communicates the process, develops common knowledge, and establishes goals, strategies and actions.

Dr. Below reminded Regents of the importance of connecting the Enhancing Recruitment and Student Success initiative back to the institution's current strategic plan, noting that focuses on brand awareness, diversity, career readiness, student success, and enrollment are all topics included in the current strategic plan. To reinforce this point, Dr. Below outlined six strategies that the Enhancing Enrollment and Student Success plan focuses on and how administration has worked to align them with priorities in strategic plan:

1. Conduct market-based program prioritization;



2. Expand and enhance program delivery;
3. Optimize net revenue;
4. Support students to graduation;
5. Enhance recruitment; and
6. Increase and strengthen partnerships.

Regent Limbaugh commented about the importance of conducting program prioritization stating that it may be a difficult exercise for some, but important to do nonetheless. Regarding program delivery, Regent Neely-Martin inquired whether there is an option to do something direct through Amazon or other providers. In response, Dr. Below provided information about what some other institutions are doing with regard to innovations and partnerships in this area. Regent Neely-Martin then sought clarification on whether Southeast conducts degree mapping. Dr. Below replied that it does and that while no one students follow the map exactly, it is a resource that works well for admissions, advisors and students. Regent Limbaugh asked a follow-up regarding how degree works, degree maps and academic advising complement each other. Dr. Below noted they work well but often the breakdown is that students do not always heed the advice they are given, or sometimes they need to change plans based on changes to major, personal circumstances or other considerations. Regent Neely-Martin asked what impact, if any, could be had on student success/retention/graduate rates by making changes to the admissions process. Dr. Below noted that the impacts could be many. Regent Neely-Martin then followed-up by asking whether students and parents understand the investment an institution may make in them to be successful. Dr. Below commented in reply that most of this is about messaging and how an institutions communicates its services and uses things like testimonials or data to communicate the value of higher education.

Following the questions from Regents, Dr. Below provided a generic overview of some things Southeast plans to do during the 2019-2020 academic year targeted at impacting fall 2020 and fall 2021 enrollment. A suggestion by Regent Klocke was not to lose sight of the importance of developing programming that gets younger students involved and introduced to Southeast at an early age.

At the end of Dr. Below's presentation and prior to adjournment, Board President Gargas thanked everyone for their attendance and participation and asked University President Vargas to continue providing updates and progress reports to the Board of Regents on the various matters discussed. Special recognition and comments were made directed at Regent Neely-Martin for her years of service to the Board in anticipation of her likely departure in fall 2020 due to a new gubernatorial appointment.

## **CONSIDERATION OF MOTION TO ADJOURN**

A motion was made by Regent Britt and seconded by Regent Neely-Martin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 1:52 p.m.

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Christopher R. Martin  
Secretary, Board of Regents

**APPROVED:**

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



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY • 1873

## BOARD OF REGENTS MOTION CONSIDERATION FORM

**September 20, 2019**

**Open Session**

### **I. Motion to be Considered:**

Approve revisions to policy statement Section 01-04, Alcohol Beverage Use (Attachment 1) of the Business Policy and Procedures Manual effective September 2019.

### **II. Background:**

In 2016, the NCAA began selling beer and wine at the NCAA Baseball and Softball College World Series, and in 2019, added the Division I Men's and Women's Basketball Championships, as well as other events. The College Football Playoff games also have alcohol for sale within the venues that host those contests each year.

Over the past few years, an increasing number of institutions have added alcohol offerings to their game day experience. Examples of institutions that now offer the sale of alcohol to spectators in the general seating areas of various athletic events include: University of Missouri, Saint Louis University, Missouri State University, Southern Illinois University-Carbondale, Southern Illinois University-Edwardsville, Illinois State University, the University of Illinois, and Jacksonville State University.

The University has piloted the sale of beer and wine at select home basketball games in the Show Me Center (SMC) the last two seasons. Patrons of legal age must stay within a designated area to purchase and consume the alcohol. A similar area in the west end zone of Houck Stadium is being piloted at home football games during the 2019 season.

These pilot programs have provided the University with the opportunity to assess patron interest in adding limited alcohol availability as a fan experience, and the ability of facility staff to manage the sale and control at a University sponsored event. Based upon the response to these events, it is recommended to update the policy to allow the sale and consumption of beer and wine only at home collegiate athletic events. This could be piloted as part of the 2019-20 basketball season.

### **Recommended By:**

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


Chairperson \_\_\_\_\_  
Dean \_\_\_\_\_  
Academic Council \_\_\_\_\_  
Provost \_\_\_\_\_  
**President** *[Signature]* \_\_\_\_\_

**Board Action on:** \_\_\_\_\_  
**Motion By:** \_\_\_\_\_  
**Second By:** \_\_\_\_\_  
**Vote:** Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**Postpone:** *[Signature]* \_\_\_\_\_  
**Amend:** \_\_\_\_\_  
**Disapprove:** \_\_\_\_\_  
**Approve:** \_\_\_\_\_  
**Secretary:** \_\_\_\_\_

The sale of alcohol would be managed by Show Me Center (SMC) management which would require a liquor license in the name of the University Foundation, or through a contractual relationship with a state-licensed vendor. Alcoholic beverages are already sold at non-University events in the SMC as allowed by the current business policy, within all applicable city ordinances and state laws. Beer and wine were also sold at touring shows, symphony performances and theatre and dance performances at the River Campus when it opened. Risk management practices that would be considered include additional security at events, designated alcohol-free seating sections, limits on number of drinks sold per customer, and cups for serving to avoid potential use of bottles or cans as projectiles.

In addition, the proposed policy (Attachment 1) and corresponding procedures would define parameters for tailgate functions at home football games involving the consumption of alcohol.

 <b>SOUTHEAST MISSOURI STATE UNIVERSITY • 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 09/90	Revision Date: 09-19	Page: 1 of 1
		Classification Code: 01-04		
		Section: ADMINISTRATION		
		Subject: ALCOHOL BEVERAGE USAGE		

The use and sale of alcoholic beverages in university facilities is governed by this policy and applicable state laws. Any proposed use or sale of alcoholic beverages outside of the parameters in this policy must be approved in advance in writing by the president of the university.

It is always against university policy and the law to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages. Members of the university community are subject to disciplinary action if they violate this policy, and anyone may be subject to criminal citation for violating the law.

The use and possession and/or consumption of alcoholic beverages on the campuses of Southeast Missouri State University without the express written permission of the President is prohibited, except as follows:

- Existing policies governing the Show Me Center remain in effect.
- As Wildwood and the Rust House are private residences, the use or possession and/or consumption of alcoholic beverages there is to be at the discretion of the President.
- In other private homes of permanent full-time staff members of legal age who are required to live in campus apartments or houses as a condition of their employment, the use or possession and/or consumption of alcoholic beverages is to be at the discretion of the tenant.
- The basement and first floor of the Johnson Faculty Center are designed for use as a social club and meeting area exclusively for faculty members and their guests. The third level contains two apartments used on a short-term basis by guests of the University. The use of alcoholic beverages in the public meeting and social areas by persons of legal age is authorized for catered events at the Johnson Faculty Center within guidelines to be established by the Faculty Center membership, with concurrence of the President, and subject to appropriate statutes and ordinances. Further, persons of legal age using a guest apartment as a temporary lodging place may possess or consume alcoholic beverages on the premises at their discretion.
- Beer and wine may be sold by the University and consumed by the general public, subject to all applicable laws and regulations, at home collegiate athletic events. The sale of spirits is not permitted during these university sponsored sporting events.
- The possession and consumption of alcohol at tailgate functions at home football games by persons age 21 and older is permissible within the geographic area and conditions outlined in the attached operating procedures.

The President is responsible for maintaining operating procedures related to this policy.





**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

**BOARD OF REGENTS**

**MOTION CONSIDERATION FORM**

**September 20, 2019**

**Open Session**

**I. Motion to be Considered:**

Approve revisions to policy statement Section 01-15, Tobacco Use (Attachments 1) of the Business Policy and Procedures Manual effective September 2019.

**II. Background:**

Policies within the Business Policy and Procedure Manual must be updated periodically to accommodate state and or federal program changes, or changes to University business practices. Missouri voters approved Amendment 2, which was one of three medical marijuana measures that appeared on the state ballot last fall adding an article to the Missouri Constitution legalizing medical use of marijuana for qualifying patients who have approval from a physician. Amendment 2 does not change federal law, which continues to illegalize marijuana even for medicinal reasons. Currently under the Americans with Disabilities Act (ADA), Missouri employers do not have to accommodate medical marijuana use in the workplace.

Starting in late June 2019, qualifying patients and caregivers could electronically submit applications for use of medical marijuana to the Missouri Department of Health & Senior Services during a designated application period. The city of Cape Girardeau passed an ordinance on July 15, 2019 requiring medical marijuana dispensaries to be built 500 feet away from schools and other locations within city limits, and the University falls under the definition of schools in this regard.

To ensure that University policy expressly prohibits use and working under the influence of medical marijuana, as well as addresses the potential of University-approved academic research projects involving hemp growth under state statute while abiding by city ordinances, the University has updated its business policy 01-15 Tobacco Use to reflect these restrictions.

Policy statement changes recommended in Attachment 1 were prepared by legal counsel.


**Recommended By:**

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

Chairperson \_\_\_\_\_  
Dean \_\_\_\_\_  
Academic Council \_\_\_\_\_  
Provost \_\_\_\_\_  
**President** *[Signature]*

**Board Action on:** \_\_\_\_\_  
**Motion By:** \_\_\_\_\_  
**Second By:** \_\_\_\_\_  
**Vote:** Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**Postpone:** \_\_\_\_\_  
**Amend:** \_\_\_\_\_  
**Disapprove:** \_\_\_\_\_  
**Approve:** \_\_\_\_\_  
**Secretary:** \_\_\_\_\_

 <b>SOUTHEAST MISSOURI STATE UNIVERSITY • 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 07/08	Revision Date: 09/13 02/17	Page: 1 of 1
		Classification Code: 01-15		
		Section: ADMINISTRATION		
		Subject: TOBACCO USE		

### GENERAL STATEMENT OF POLICY

Smoking and the use of tobacco products by students, faculty, staff and visitors are prohibited on all Southeast Missouri State University properties. For purposes of this policy, the phrase "smoking and the use of tobacco products" is defined to include, but not be limited to, any lit cigarette, cigar, pipe, e-cigarette, or any other smoking product, the use of devices or products that may be used to smoke or mimic smoking, or the use of smokeless tobacco **and medical marijuana** products.

Smoking and the use of tobacco **and medical marijuana** products is prohibited at all times in University owned, leased, or occupied facilities, on University owned, leased or occupied property, at events on University properties, or in University owned, leased or rented vehicles, except as set forth herein.

Smoking and the use of tobacco products will be allowed only at a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances **University-designated and approved academic research projects on hemp (marijuana which contains less than 0.3 percent of the THC compound) is permitted within parameters governed by Missouri Statutes and/or the U.S. Department of Agriculture. Such University-designated and approved academic research projects must abide by city ordinances.**

The University prohibits the sale, distribution, or free sampling of tobacco products on campus. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

The President or his/her designee is responsible for maintaining operating procedures related to this policy.



# BOARD OF REGENTS MOTION CONSIDERATION FORM

September 20, 2019

## Open Session

### I. Motion to be Considered:

Approve as representatives for Southeast Missouri State University on the River Campus Board of Managers the appointment of Michael Godard with a term expiring December 1, 2020 and the reappointment of Dr. Trudy Lee with a term ending December 1, 2022 in anticipation of the eventual expiration of her current term on December 1, 2019.

### II. Background:

The Cooperation Agreement for the St. Vincent Seminary Property between the City of Cape Girardeau and Southeast Missouri State University states that both the City Council and the Board of Regents shall each appoint three members to the River Campus Board of Managers. At least one of the City's appointees shall be from the hotel/motel industry. The term of office of the Board of Managers shall be for three years. The appointment of Michael Godard would be effective September 20, 2019 and will expire on December 1, 2020.

During the 2018-2019 academic year, Dr. Tamela Randolph served on the River Campus Board of Managers in her capacity as Interim Provost. On July 1, 2019 she was appointed Dean of Southeast's College of Science, Technology, Engineering and Mathematics and Dr. Michael Godard assumed the responsibilities of Provost. In appointment of Provost Michael Godard to the Board of Managers, replacing Dr. Tamela Randolph, is in keeping with Southeast's practice of having the Provost, as leader of Academic Affairs, be one of the University's three representatives on the Board of Managers.

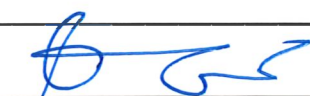
The reappointment of Dr. Trudy Lee would be effective December 2, 2019 and for a term expiring December 1, 2021. By acting on the reappointment of Dr. Lee now, the Board of Regents will not need to take action on this appointment at its December 13, 2019 meeting, which is two weeks after Dr. Lee's current term is set to expire.

Listed below are the current representatives and their expiration dates.

Term Expiration Date	City Representatives	University Representatives
December 1, 2019	Dennis Vollink	Trudy Lee
December 1, 2020	Victoria Rust	Tamela Randolph
December 1, 2021	Scott Meyer	Rhonda Weller-Stilson

### 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: \_\_\_\_\_



**Michael Godard** is the Provost at Southeast Missouri State University. He holds the rank of professor in the Department of Kinesiology, Nutrition and Recreation at Southeast. Dr. Godard earned a Bachelor of Science degree in Exercise Science at Castleton University, a Master of Arts in Exercise Physiology from Adelphi University, and a Ph.D. in Human Bioenergetics (Physiology) from Ball State University.

**Dr. Trudy G. Lee** is Interim Vice President for University Advancement and Executive Director of the Southeast Missouri University Foundation. She holds a bachelor of science in legal administration from the University of Evansville, a masters in public administration from Southeast Missouri State University, and a doctorate in educational leadership and policy analysis from the University of Missouri. She has completed additional study at the National Planned Giving Institute and achieved the designation of Certified Specialist in Planned Giving.



**BOARD OF REGENTS**  
**MOTION CONSIDERATION FORM**

**September 20, 2019**

**Open Session**

**I. Motion to be Considered:**

Authorize and approve the creation of an Institute for Cybersecurity at Southeast Missouri State University.

**II. Background:**

Southeast Missouri State University was the first public institution of higher education to develop an undergraduate program in cybersecurity in 2011. What began as a program with 21 undergraduate students, the undergraduate cybersecurity program is serving nearly 160 students this fall. The Department of Computer Science, where cybersecurity resides, is also working robustly to grow graduate enrollment in the University's new Master of Science in Cybersecurity program, which is being offered for the first time this fall.

Currently, there is no formal structure at the University that provides the cybersecurity program with an organizational base for conducting research, education, and service activities in this growing, high-need, high-demand field of study. Approval of this motion would establish an Institute for Cybersecurity at Southeast Missouri State University to promote and facilitate these and other activities. Attachment 1 provides the definition of an "Institute" which was approved by the Board of Regents on June 27, 2013.

Modeled off of similar institutes at institutions of higher education in Arizona, Arkansas, Florida, Michigan, Georgia, Virginia, and elsewhere, the Institute for Cybersecurity will formalize work currently being done at the University. Specifically, it will serve to aid student learning outcomes; foster community outreach; encourage knowledge expansion by performing cutting-edge research; contribute to industry standards; publish research findings; and be a resource for cybersecurity-related news, external portals and journals, and information to connect individuals with learning modules and industry-specific certificates and trainings.

**Recommended By:**

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

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

**In addition, the Institute, will respond to a recommendation in a 2016 Missouri Cybersecurity Task Force Action Plan, a group established by then-Governor Jay Nixon to identify cybersecurity best practices and a path forward for the state to work offensively against a growing number of cyber threats. Based on the Task Force report, some areas in which an Institute for Cybersecurity at Southeast Missouri State University could contribute to Missouri's educational and workforce development endeavors include, but, are not limited to: Academic Coordination, Academic Content Delivery, Research Coordination, Research Funding, Scholarships, and Career Services.**

**The Institute will report directly to the Provost. It will be located in the University's Cyber Range, be directed by a faculty or professional staff member, and operate in accordance with the definition of an "institute" previously approved by the Board of Regents. The Institute will be eligible to receive some support from the University to assist with initial start-up and hiring, to be allocated from existing resources budgeted for cybersecurity. As the Institute matures, there will be an expectation that it will pursue and secure external resources to sustain its operations.**

**As a NSA/DHS National Center of Academic Excellence in Cyber Defense Education, this institute will align with the curricular and research goals that NSA/DHS as enshrined in their latest designation pathways for undergraduate, graduate and doctoral degrees as a matter of national importance to address workforce shortage in cybersecurity.**

**Definition of an "Institute"**

An Institute is a facility designed to provide an organizational base for conducting research, education, and service activities in a given academic area(s). Through its research and education activities, an institute connects the academic and professional communities. An Institute is an autonomous unit, often operating independently from a College, School, or Department and relying heavily on external funding.

Institutes have a definite physical location, an operational budget, staff, and professional direction, usually provided by a faculty or professional staff member. Each Institute will have a mission statement that defines its purpose.

The establishment of an Institute requires the approval of the Provost, the Vice President for Finance & Administration, and the President. Proposals for Institutes will be submitted to the Board of Regents for approval. Each Institute will be formally evaluated by the Provost every five years. At the conclusion of the evaluation, the Provost will make a recommendation to the President as to the continuation or non-continuation of the Institute. Any non-continuations will be brought to the Board of Regents for approval.

*\*Definition approved by the Board of Regents June 27, 2013*



## Contact:

fbucci13@gmail.com

(224) 399-5448

# Francesca Bucci

Attachment F



@booch13



@francescabucci

## Special Skills

- Adobe Creative Cloud
- Social Media Specialist
- Improvisation
- Sketch Comedy Writing
- Advanced Tap Dancing
- Public Speaking Skills
- Google Drive
- Advanced Soccer Skills

## Theater Experience

### **Sketch Comedy Performer/Writer**

*"How Cool's That"*

- The Second City, Chicago IL

*"Spork Nation"*

- Chicago Women's Funny Festival
- Chicago Sketch Comedy Festival
- Bentwood Comedy Festival

## References

### **Roxanne Wellington**

*Professor of Acting*

rwellington@semo.edu

(313) 300-2840

### **Susan Gonders, Ed.D.**

*Professor of Mass Media*

sgonders@gmail.com

(573) 651-2486

### **Sarah Cavanah**

*Asst. Professor of Mass Media*

scavanah@semo.edu

(573) 651-2065

## Experience

### **Marketing/Design Intern at Stage 773 - Chicago, Illinois**

*(May 2019 - Present)*

- Conducts research and social media analysis on competing theatres
- Design poster and postcard options using Adobe CC
- Aid in promoting Chicago Women's Funny Festival 2019

### **Server/Bartender at Minglewood Brewery - Cape Girardeau, Missouri**

*(August 2018 - Present)*

- Lunchtime Server/Bartender sometimes only server on the floor
- Punctual, reliable, never called in sick and filled in on days off
- Coordinated Operational efficiency for highest turnover rate
- Provided above & beyond service with multiple guests

### **Server at Mickey Finn's Brewery - Libertyville, Ill.**

*(Seasonal: September 2014 - Present)*

- Top Server managing customer section with 100% satisfaction
- Provided above & beyond service with multiple guests
- Coordinated Operational efficiency for highest turnover rate
- Food Expeditor, Cashier and money responsibility
- Punctual, reliable, never called in sick and filled in on days off

### **Resident Assistant - Southeast Missouri State University**

*(August 2017 - May 2019)*

- Development, initiation and implementation of monthly educational programming and bulletin boards
- managed 90+ residents
- Budget management
- Competent and cogent Resident support
- Managing front desk operations

## Education

### **Southeast Missouri State University - Cape Girardeau, Missouri**

- B.S. Mass Communication: Public Relations
  - Anticipated graduation May 2020
  - Accreditations: ACEJMC and CEPR
- B.F.A. Theater: Acting (Conservatory of Theater and Dance)
  - Anticipated graduation May 2020

### **Second City Training Center - Chicago, IL**

- Improvisation levels 1-4 immersions
- Sketch Writing levels 1-4 immersions
- Program Completion: June 2017

### **Art of Acting Studio - Los Angeles, CA**

- Summer Conservatory Program
- Program Completion: August 2018

# Francesca Bucci

224-399-5448

fbucci13@gmail.com



@francescabucci



@booch\_13



## Theatre

Our Town	<i>Stage Manager</i>	SEMO Conservatory
Five Women Wearing the Same Dress	<i>Meredith</i>	SEMO Conservatory
Urinetown	<i>Josephine Strong</i>	SEMO Conservatory
Be More Chill	<i>Ensemble</i>	SEMO Conservatory
Laundry and Bourbon	<i>Hattie</i>	SEMO Conservatory
Mercy Seat	<i>Abby</i>	SEMO Conservatory

## Sketch Comedy

Spork Nation	<i>Performer and Writer</i>	Chicago Sketch Comedy Festival
Spork Nation	<i>Performer and Writer</i>	Chicago Women's Funny Festival '18/'19
Spork Nation	<i>Performer and Writer</i>	Bentwood Comedy Festival, iO '18/'19
How Cool's That?	<i>Performer and Writer</i>	The Second City, Chicago

## Film

Redhawks' Day	Phyllis	SEMO Admissions Recruitment Video
The Pitch	Quiet Student/Ghost/Mable	Faultline Film Festival

## Training

BFA Acting Candidate at Conservatory of Theatre & Dance at Southeast Missouri State University  
Acting: Roxanne Wellington, Bart Williams, Kenneth Stilson  
Voice: Jenna Moore, Brittany Davenport – E3 to G5 range  
Stage Combat/Movement: Unarmed and Broadsword Certifications  
Dance: Tap (4 years) and Jazz (2 years) – Michelle Contrino

Art of Acting Studio, Los Angeles, CA – Summer Conservatory  
Acting: Jane Fleiss, Don Williams, Nike Doukas, Aubrey Decker, Sean Spann, Dana Martin  
Improvisation: Sean Cowhig, James Warfield

The Second City Training Center Chicago, IL - Improv and Comedy Sketch Writing Levels 1-4 Immersions  
Improv: Michael Gellman, Jeff Bouthiette, Craig Uhler, Sam Super  
Sketch Comedy: Glenn Earich, Anthony LeBlanc, Jay Steigmann, Bina Martin, Rebekah Walendzak

## Special Skills

Public Relations Degree (May 2020 expected graduation), Adobe Creative Cloud Portfolio, Social Media Management, Running in High Heels, Stage Management Experience, Basic sewing skills, Stage/Special Effects Makeup, Soccer ball tricks (played for 15 years), IPA knowledge, Valid U.S. Driver's license  
Tumbling: Cartwheel and Round off, Headstand, Backbend, Toe Touch  
Dialects: British, Irish, Southern





**SOUTHEAST MISSOURI**  
STATE UNIVERSITY • 1873

**BOARD OF REGENTS  
REPORT ITEM  
September 20, 2019  
Open Session**

**PROGRESS REPORT – Contracts and Facilities Management Projects**

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

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

PROJECT	ANTICIPATED COMPLETION	VENDOR	AWARD AMOUNT
Football / Soccer Stadium Renovation Conceptual Design	September 2019	Hollis and Miller	\$180,000

**Part II – Facilities Management Capital Projects Update Report**

**A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS**

PROJECT	ANTICIPATED COMPLETION	STATUS
Crisp Hall Renovation	Complete	Project is complete and under warranty.

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

PROJECT	ANTICIPATED COMPLETION	STATUS
Capaha Field Indoor Batting Facility	Complete	Project is complete and under warranty.
Dempster Hall Experiential Lab	January 2020	FM is working with departments on design development / construction documents. Construction to occur during Fall 2019 semester.
Division of Youth Services (DYS) Building Improvements	TBD	Professional services contract issued to BRiC Engineering. At the request of the State, work shall include updated finishes, new HVAC, roof replacements and ADA site work.

# Facilities Management Progress Report

September 20, 2019

Page 2 of 2

PROJECT	ANTICIPATED COMPLETION	STATUS
Facilities Management Service Center (FMSC) Chiller/Boiler Replacement	January 2020	Professional services contract issued to BRiC Engineering. Scope of work shall include review of building HVAC system with focus on replacing the chiller at this time.
Football/Soccer Stadium Renovations Conceptual Design	September 2019	Professional services contract issued to Hollis and Miller. Conceptual design in progress.
General Construction Contract 2019	Multiple projects summer 2019	Banner installation at UC, Alumni and SRC complete; e-gaming is substantially complete; Group Housing H building paint/flooring complete.
General Electric Contract 2018	Multiple projects summer 2019	Installation of new parking lot lighting across from Vandiver complete. Data cabling at Scully substantially complete.
General Services 2 (GS2) Chiller Overhaul	January 2020	Chiller maintenance and repair. Scope of work shall include replacing deteriorated parts.
5KVA Feeder Line Replacement	Summer 2020	Professional Services contract issued to Bernhard TME. Scope of work includes replacing failing electrical feeder line from Dearmont to Grauel.
Holcomb Success Center Chiller Replacement	Complete	Project is complete and under warranty.
Integrated Energy Master Plan	December 2019	Initial data collection is complete. Working on high level building analysis.
International House Demolition	December 2019	Professional services contract issued to Koehler Engineering.
Magill Biology Greenhouses Renovation	Complete	Project is complete and under warranty.
Student Recreation Center Roof Replacement	Complete	Project is complete and under warranty.
Towers South Fire Alarm Upgrades	Complete	Project is complete and under warranty.
Towers West and North Elevator Upgrades	August 2020	Consultant is completing 100% construction documents for review. Bidding process to occur in September.
Track Building Renovation & Addition	Complete	Project complete and under warranty.
Tunnel 51-52-53-54-55 Repair	August 2020	Construction document review meeting held August 12, 2019. Project to be bid in September 2019.

Note: Shading indicates completed projects.



**FY20 UNIVERSITY OPERATING BUDGET TO ACTUAL YTD**  
**Budget and Expenses through August 31, 2019 <sup>1</sup>**

**Attachment H**

**Operating Budget - All Funds**

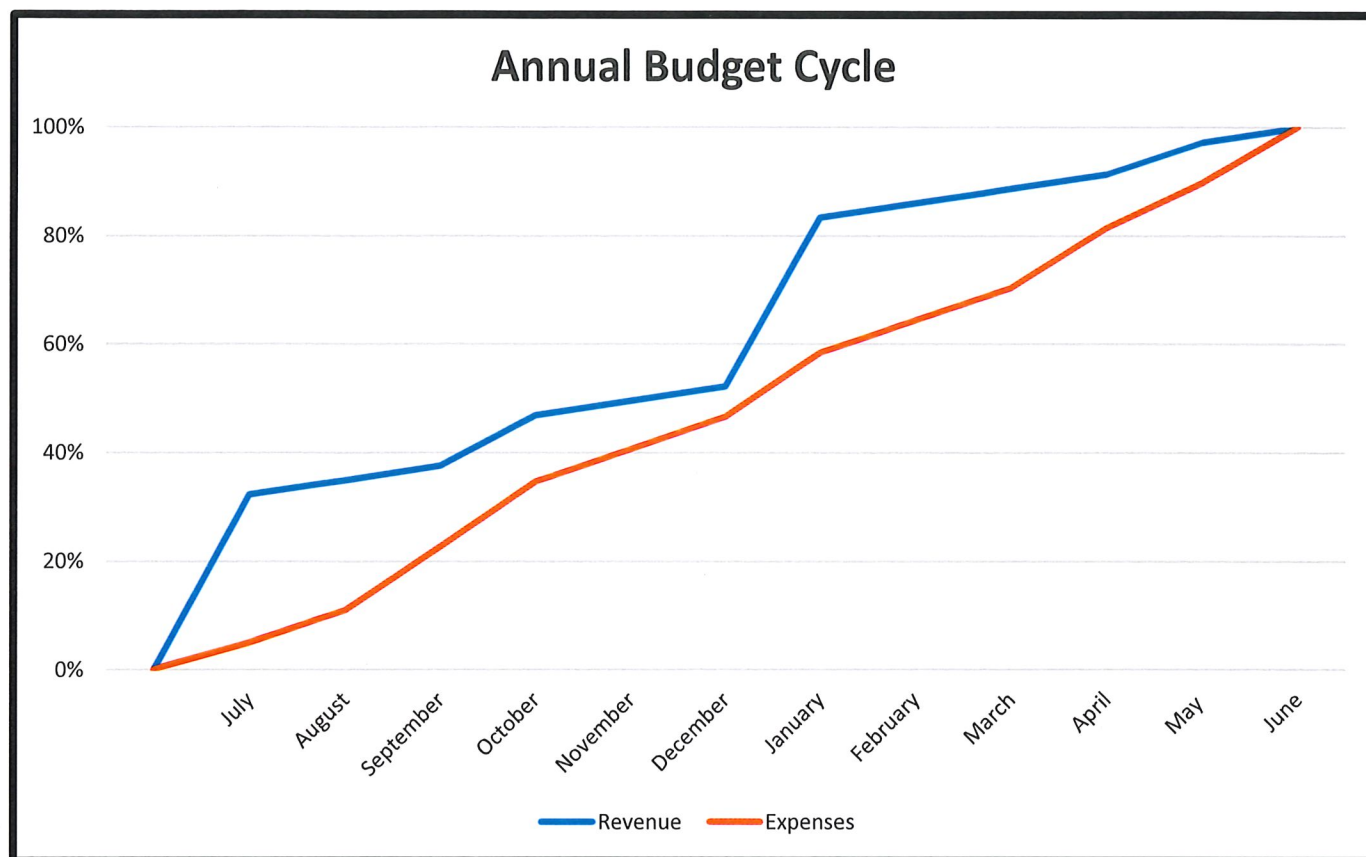
	<b>Budget</b>	<b>YTD</b>	
<b>ESTIMATED INCOME:</b>			
STATE APPROPRIATIONS: <sup>2</sup>	7,255,514	7,417,182	102.23%
TOTAL TUITION AND STUDENT FEES: <sup>3</sup>	38,700,506	41,093,074	106.18%
OTHER SOURCES:			
Investment Income	126,333	106,282	
State Grants and Contracts	101,990	88,068	
Sales and Services of Academic Departments	420,013	620,468	
Sales and Services of Non-Academic Departments	13,309,356	13,985,738	
Foundation Support	-	189,025	
Athletics Revenues	125,000	129,371	
Miscellaneous Income	1,504,409	2,064,593	
TOTAL OTHER SOURCES: <sup>4</sup>	15,587,101	17,183,544	110.24%
TRANSFERS IN:			
Transfers In (Auxiliary Support, Rent, Etc.)	-	133,552	
TOTAL TRANSFERS IN: <sup>5</sup>	-	133,552	
<b>TOTAL ESTIMATED INCOME:</b>	<b>\$ 61,543,121</b>	<b>\$ 65,827,352</b>	<b>106.96%</b>
<b>ESTIMATED EXPENDITURES :</b>			
PERSONNEL:			
Faculty/Staff	9,387,944	7,589,391	
Benefits	3,615,926	2,756,437	
Student Labor	284,299	452,963	
TOTAL PERSONNEL: <sup>6</sup>	13,288,168	10,798,790	81.27%
SCHOLARSHIPS AND FEE WAIVERS: <sup>7</sup>	9,824,116	11,140,374	113.40%
TOTAL EQUIPMENT AND OPERATIONS <sup>8</sup>	6,268,974	5,528,693	88.19%
TRANSFERS OUT:			
Transfers Out (Auxiliary Support, Bond Payments, Etc.)	-	1,216,074	
Institutional Support for Athletics	-	-	
Institutional Support for Academic Affairs Designated	-	-	
TOTAL TRANSFERS OUT: <sup>9</sup>	-	1,216,074	
<b>TOTAL ESTIMATED EXPENDITURES:</b>	<b>\$ 29,381,259</b>	<b>\$ 28,683,931</b>	<b>97.63%</b>
<b>BUDGETED SURPLUS/(DEFICIT):</b>	<b>\$ 32,161,862</b>	<b>\$ 37,143,420</b>	<b>115.49%</b>

## **NOTES:**

- 1 The annual revenue and expense budgets have been adjusted to reflect the amounts anticipated for the month of July and August based on the known university calendar and accounting practices.**
- 2 State appropriations are received monthly and the August budget is set to reflect this as 2/12 of the annual budget.**
- 3 Tuition and student fees are adjusted daily. However, the bulk of student fees are posted with the initial billing for the semester. Therefore, the annual budget has been adjusted to reflect budgeted summer and fall fees. The Cape Community College Center is reflected in the revenues received but was not budgeted for when the budget was approved.**
- 4 Other revenue sources are receipted at different times based on the university's calendar and accounting practices. The annual budget is adjusted to reflect amounts scheduled for July and August. The university supports various summer workshops, camps, and study abroad programs which are not budgeted for due to the variable nature of offerings. However, revenue and expenses have been recorded for these endeavors.**
- 5 Transfers in represent planned transfers for Auxiliary support, rent, etc. and are not made until the month of October. The annual budget has been adjusted to reflect this. Therefore, there no budgeted amounts appear through August.**
- 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. The bulk of our student labor expenses happen throughout the school year and the budget will be divided in tenths from August through May.**
- 7 Scholarship and fee waivers are paid at regular times throughout the year. Therefore, the budget has been adjusted to anticipated summer 2019 and fall costs.**
- 8 Total equipment and operations budgets have been evenly dividied by month - although this may vary by dept.**
- 9 Transfers out represent planned transfers of support, bond payments, etc. Planned transfers are not made until the month of October. The budget has been adjusted to reflect this. July and August transfers are not included in the base budget.**

# Southeast Missouri State University

## Operating Budget



### Revenue Recognition Cycles:

*State Appropriations* – Equally across the fiscal year.

*Tuition & Fees* – Beginning of the semester based on billing cycle. Approximately 95% of tuition & fee revenue recognized in July and January.

*Other Sources* – Equally across the fiscal year, except for Sales and Services of Non-Academic Departments which follows the same recognition cycle as tuition and fees because activity is related to a semester (housing contracts, textbook rental, parking permits).

*Transfers In:* Majority of budgeted transfers are recorded in October.

### Expense Recognition Cycles:

*Personnel* – Staff salary and benefits equally across the fiscal year. Faculty salary and benefits and student employment over the 10-month academic year (August through May).

*Scholarships and Fee Waivers* – Majority are expensed once a semester after add/drop period is complete (typically September and January).

*Equipment and Operations* – Equally across the fiscal year.

*Transfers Out:* Majority of budgeted transfers, except debt service, are recorded in October. Transfers for debt service are recorded when paid in October and April.



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

## BOARD OF REGENTS MOTION CONSIDERATION FORM

September 20, 2019

Open Session

### I. Motion to be Considered:

Approve administering the employee health insurance program as self-insured effective January 2020 and authorize administration to contract for related services to include third party administrator and stop-loss insurance carrier.

### II. Background:

The University hired Sonus Benefits through a competitive RFP process in August 2018 to assist the University in evaluating and managing the rising cost of employee benefits, particularly health insurance. With their assistance the University has been evaluating the options and associated long term benefits/risks to continue as a fully insured program or transition to a self-insured employee health insurance program.

#### Fully Insured Plan

Negotiations were completed in August 2019 with United Healthcare, the current provider of employee health insurance under a fully insured model, for the calendar year 2020 renewal. The final premium increase, with no plan changes, is 22.5% on employee and dependent premiums. The Board approved FY20 budget includes a 5% midyear (January 2020) premium increase. In order to remain in the fully insured plan, the University would have to accept plan changes involving a narrow network thereby excluding some local and St. Louis providers in order to lower the premium renewal to 15%. University costs associated with these quoted renewals are:

#### Recommended By:

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

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



Renewal Option	Plan Type	Plan Design	Provider Network	% Premium Increase	Annual Cost above University Budget
1	Fully Insured	Same as current	Same – no exclusions	22.5%	\$1,475,098
2	Fully Insured	Same as current	Excludes SFMC and Barnes Jewish facilities and providers	15.2%	\$1,160,954

Continuing to fund a fully insured plan at these levels would not only require reallocation of University base budget and increased premiums for employees covering dependents, but a change in the current benefit structure (e.g. employee contribution for individual coverage, elimination of cafeteria plan funding, reduced supplements for dependent coverage, etc.).

### **Self-Insured Plan**

Sonus Benefits, on behalf of the University, completed an RFP process to evaluate a self-insured model as an alternate method to funding employee health insurance. A self-insured plan includes fixed and variable costs. Fixed administrative costs of the plan include premiums for both individual and aggregate stop-loss insurance to mitigate large claim risk, a third-party administrator (TPA) to process claims and data analytics services. Variable plan costs are actual claims paid during the benefit year. Through a self-insured plan, the University will receive the benefit of pharmacy rebates that are currently retained by the fully insured carrier, and reduced employee and University paid claims through additional discounts negotiated with network providers. Quoted plan features and costs compared to University budget/premiums collected are summarized below:

Option	Plan Type	Plan Design	Provider Network	Total Plan Cost	Annual Cost above University Budget
1	Self Insured	Same as current with added benefit of office visit copays for Tier 1 providers under Accelerated Plan	Same – no exclusions	Expected: \$8,983,143	(\$1,614,206)
		Higher deductibles and cost shares if using In-Network, Tier 2 providers		Maximum: \$11,029,604	\$ 432,245

The TPA provider would be UMR, a subsidiary of United Healthcare. The University would continue to utilize the United Healthcare Choice Plus Provider Network, and employee's Health Savings Accounts (HSA) would continue with Optum Bank with no interruption. Self-insured plan costs would include individual claim (\$250,000 deductible) and aggregate (\$1,000,000 over max) stop loss insurance to mitigate large claims risk. The University would continue the services of Sonus Benefits and a third-party data analytics provider to monitor plan performance and provide expertise in plan design, network negotiations, etc.

Consistent with industry practice, the maximum self-insured plan cost is calculated at 125% of the expected claims cost, plus the fixed administrative cost. The University should have an amount equal to the calculated maximum plan cost available from all sources to administer a self-insured plan. An additional \$432,245 must be identified for calendar year 2020 implementation of a self-insured plan to budget at the maximum plan cost. This is approximately \$730,000 to \$1,000,000 less than would need to be identified to renew with either of the fully insured options.

Based on data analysis and considerations outlined above, it is recommended to transition to a self-insured employee health care plan. A self-insured plan provides the University more long-term opportunities to impact plan design to meet employee needs and to control costs for both the employee and the university. University administration, with input from the campus community, would identify the additional \$432,000 needed to meet the calculated maximum plan cost prior to the plan's implementation in January 2020.