



Office of the President

### NOTICE OF MEETING OF THE BOARD OF GOVERNORS

Notice is hereby given this eighth day of November 2022, that the Board of Governors of Southeast Missouri State University will convene at 9:00 a.m., on Wednesday, November 9, 2022, in the Academic Hall Board Room on the main campus of Southeast Missouri State University, Cape Girardeau, Missouri.

The tentative agenda of this meeting is attached to this notice and includes a vote to close the meeting for consideration of matters authorized by statute, including Sections 610.021 (3), (12) and (13) of the Revised Statutes of Missouri.

Representatives of the news media may obtain copies of this notice by contacting:

Tonya Wells  
Asst. Vice President, Marketing & Communications  
[twells@semo.edu](mailto:twells@semo.edu)  
573-651-2459

Christopher R. Martin  
Board of Governors' Secretary



**BOARD OF GOVERNORS MEETING**  
**9:00 a.m., Wednesday, November 9, 2022**  
**Academic Hall Board Room\***

**Open Agenda**

**Swearing-in Ceremony for Andrew J. Moore, New Member of the Board of Governors**

**1. General Business**  
*(Governor Klocke)*

- a. Action Item(s)
  - i. Welcome and Call to Order
  - ii. Roll Call and Determination of Quorum
  - iii. Review and Approve Consent Agenda
    - 1. Consideration of Approval of Appointments to the Missouri Innovation Corporation (MIC) Board of Directors (**Attachment A**)
    - 2. Consideration of Approval of Appointment to Show Me Center Board of Managers (**Attachment B**)
    - 3. Consideration of Approval of Appointment to River Campus Board Managers (**Attachment C**)

**2. University President's Items**  
*(University President Vargas)*

- a. University President's Report
  - i. Department Update – Academic Affairs
  - ii. Update on Recruitment Initiatives
  - iii. Multiuse Houck Complex Update

**3. Academic & Student Engagement Committee**  
*(Governor Smith)*

- a. Action Item(s)
  - i. Consideration of Approval of Academic Program Changes (**Attachment D**)
    - o College of Science, Technology, Engineering and Mathematics: New Undergraduate Certificate - Histotechnician
    - o College of Education, Health and Human Studies: Delete Program – BA – Psychology

**4. General Business**  
*(Governor Klocke)*

- a. Action Item(s)
  - i. Consideration of Approval of Revised Business Policy Statement, 01-07 Conflict of Interest (**Attachment E**)
- b. Report Items(s)/Information/Discussion
  - i. Discussion of Items Regarding Board Governance (**Attachment F**)
- c. Convene Closed Executive Session for Appropriate Considerations Pursuant to Section 610.021(3), (12), and (13) of the Revised Statutes of Missouri

**5. General Business**  
*(Governor Klocke)*

- a. Action Item(s)
  - i. Reconvene Open Session
  - ii. Announcements of Actions Taken in Closed Executive Session
  - iii. Consideration of Approval of Vandiver Show Me State Award Recipient
  - iv. Adjourn Board of Governors Meeting

***\*Accessible to Physically Handicapped or Disabled***



**BOARD OF GOVERNORS**  
**MOTION CONSIDERATION FORM**

**November 9, 2022**

**Open Session**

**I. Motion to be Considered:**

Approve the three-year appointment, to end effective October 2025, of Rob Gilligan and Jeremy Tanz to the Board of Directors of the Missouri Innovation Corporation.

**II. Background:**

The Bylaws of the Missouri Innovation Corporation (MIC) require a minimum of three and a maximum of nine directors. With the addition of Mr. Gilligan and Mr. Tanz, this requirement remains satisfied.

Attachment 1 lists the names of the Directors and their appointment terms. Directors may serve on the Board until they have completed two consecutive three-year terms.

**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: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

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

**MISSOURI INNOVATION CORPORATION**  
**Board of Directors**

**October 2022**

**Matt Drake**

President and CEO  
First State Bank & Trust Co Inc  
750 S Main Street  
P O Box 1830  
Sikeston, MO 63801  
*2<sup>nd</sup> Term ends October 2023*

**Jeremy Tanz**

Executive Director  
Southeast Missouri Regional Planning  
Commission  
1 W St. Joseph Street  
Perryville, MO 63775  
*1<sup>st</sup> term ends October 2025*

**Rob Gilligan**

President and CEO  
Cape Chamber of Commerce  
220 N Fountain Street  
Cape Girardeau, MO 63701  
*1<sup>st</sup> term ends October 2025*



**BOARD OF GOVERNORS**

**MOTION CONSIDERATION FORM**

**November 9, 2022**

**Open Session**

**I. Motion to be Considered:**

Approve the appointment of Brad Sheriff, Vice President of Finance and Administration, to a three-year term ending December 1, 2025, as a representative of Southeast Missouri State University on the Show Me Center Board of Managers. Additionally, approve the appointment of Mr. Kent Phillips to replace Dr. Nick Johnston for the term ending December 1, 2024.

**II. Background:**

The multi-use Center Agreement between the City of Cape Girardeau and Southeast Missouri State University states that the City Council and the Board of Governors shall each appoint three members to the Show Me Center Board of Managers. The term of appointment is for three years, and the appointments are to be staggered so that only two members are appointed each year. The reappointment of Dr. Sheriff would be effective December 1, 2022 to December 1, 2025.

Listed below are the current representatives to the Board of Managers and their expiration dates.

<b>City Representatives</b>	<b>University Representatives</b>	<b>Term Expiration Date</b>
Kenneth Haskin	Dr. Brad Sheriff	December 1, 2022
Mary Darby	Eric Redinger	December 1, 2023
Lincoln Scott	Dr. Nick Johnston	December 1, 2024

Kent Phillips serves as assistant director of athletics for facilities and event management. In this role, Mr. Phillips manages all home athletic events, and he supervises facility projects and maintenance, among other responsibilities. He graduated from Southeast Missouri State University

**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: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

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

in 2004 with a Bachelor of Science in Sport Management, and in 2006 with a Master of Arts in Education (Athletic Administration). Mr. Phillips' appointment is necessary due to Dr. Nick Johnston's departure from the University. Mr. Phillips would serve to December 1, 2024, the remainder of Dr. Johnston's term.



**BOARD OF GOVERNORS**

**MOTION CONSIDERATION FORM**

**November 9, 2022**

**Open Session**

**I. Motion to be Considered:**

Approve as representative for Southeast Missouri State University on the River Campus Board of Managers the appointment of Angela Wilson with a term expiring December 1, 2025.

**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 Governors 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 Angela Wilson would be effective December 1, 2022 and will expire on December 1, 2025.

Listed below are the current representatives to the Board of Managers and their expiration dates.

City Representatives	University Representatives	Term Expiration Date
Danielle Poyner*	Trudy Lee	December 1, 2022
Sophia Han	Bradley Sheriff	December 1, 2023
Kenneth Haskin	Rhonda Weller-Stilson	December 1, 2024

*\*The Cape Girardeau City Council will act on replacement/reappointment of Danielle Poyner.*

Angela Wilson serves as director of development for the Southeast Missouri University Foundation, a position she has held since 2008. During her tenure, one of her priorities has been developing external support for the Holland College of Arts and Media and the River Campus. She is a 1990 Southeast Department of Mass Media alumna.

**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: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

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



BOARD OF GOVERNORS  
MOTION CONSIDERATION FORM

November 9, 2022

Open Session

I. Motion to be Considered:

Authorize and approve the new Histotechnician Undergraduate Certificate.



II. Background:

**Justification:** In order to take the industry recognized histotechnician certification exam, individuals must either complete a bachelor's degree in biology and gain one year of experience, or individuals can complete an accredited program designed to train students as histotechnicians and prepare them to take the certification exam. Additionally, with the completion of a bachelor's degree along with the successful completion of the accredited histotechnician program, student will be eligible to for the higher level histotechnologist certification. The accreditation track allows students to gain the necessary credentials in less time while they are completing a degree, rather than trying to gain the one-year clinical experience post-graduation. The Department of Biology at Southeast has the expertise and equipment to provide a program that would be accredited by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS). This program will be built around existing courses and has been designed to allow students from Biology, Medical Technology and Allied Health to successfully complete the certification program while completing their bachelor's degree. This program would also provide an alternative option for students that no longer wish to pursue medical school but wish to remain in the medical field.

**Need:** While there is a strong industry need for qualified histotechnicians, there are currently no histotechnician programs in Missouri. According to EMSI, there is a projected 2% growth in Missouri and a projected 6% growth in the need for these positions in the near future. According to salary.com, histotechnicians earn on average \$52,082 to \$63,868 annually.

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: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

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

**Program Summary:** This program will require 43 credit hours total to fulfill the accreditation requirements of NAACLS. Many of the hours required would be fulfilled as students complete their degree program (Biology, Medical Laboratory Assistant, pre-Nursing) or as general education requirements. For example, Biomedical Science students will complete 25 hours as part of their degree and additional courses required for the certificate would count as electives toward their bachelor's degree (120 total hours needed to graduate).

<b>Histotechnician Projected Data</b>	Enrollment Fall 2023	Enrollment Fall 2024	Enrollment Fall 2025	Enrollment Fall 2026	Enrollment Fall 2027
Full Time	10	11	14	18	23
Part Time	0	1	1	2	2
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>20</b>	<b>25</b>
	Certificates Awarded 2023-2024	Certificates Awarded 2024-2025	Certificates Awarded 2025-2026	Certificates Awarded 2026-2027	Certificates Awarded 2027-2028
	0	5	7	10	12

# Curriculum Proposal

 This workflow is required for all proposals for new and revised programs, and program deletions, including Degrees, Options, Minors and Certificates. Fill out the form below, upload the proposed curriculum table and necessary supporting documentation and submit the proposal for review by the appropriate review bodies. The workflow will automatically route the proposal for approvals based on Approval Type and Curriculum Types chosen below.

## ▼ Program Information

College

 Coll of Sci, Tech, Engr & Math

Department

 Biology

Approval Type:

- ☒ New  
☐ Revision  
☐ Termination/Deletion/Inactivation

Curriculum Type:

- ☐ Degree  
☐ Option  
☒ Certificate  
☐ Minor

Certificate Level:

- ☒ UG  
☐ G

Certificate Type:

- ☒ Standalone  
☐ Parent Program

Interdisciplinary:

☐ Yes

Is this an Ed Prep Program?

- ☐ Yes  
☒ No

Proposed Title:

 Histotechnician

Proposed CIP Code: 

 511008

CIP Code Description:

 Histologic Technician

Proposed Delivery Mode:

- ☐ Online  
☐ HyFlex  
☒ Face-to-Face

Proposed Delivery Site:

- ☒ Main Campus  
☐ Kennett  
☐ Poplar Bluff  
☐ Sikeston

## ▼ New Programs:

 Justification for New Programs:

This justification will serve as the basis for preparing a motion for consideration for approval by the Board of Governors and MDHEWD. Please provide justification for the creation of a new program, addressing student demand, workforce demand and the need to create this program. Include benefits to the students and to the region.

**Justification:**

I. Motion to be Considered:

## 11. Background.

### Justification:

In order to take the industry recognized Histotechnician certification exam individuals must complete a bachelor's degree in biology and gain one year of experience or individuals can complete an accredited program designed to prepare students as histotechnicians and to take the exam. The latter track allows students to gain the necessary credentials in less time while they are competing a degree rather than trying to gain the one-year clinical experience while working full time in an additional job after they graduate. The Department of Biology at Southeast has the expertise and equipment to provide a program that would be accredited by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS). This program will be built around existing courses and has been designed to allow students from Biology, Medical Technology and Allied Health to successfully complete the certification program while completing their own degree. This program would also provide an alternative option for students that no longer wish to pursue medical school but wish to remain in the medical field.

### Need

While there is a strong industry need for qualified histotechnicians, there are currently no histotechnician programs in Missouri. According to Emsi, there is a projected 2% growth in Missouri and a projected 6% growth in the need for these positions in the near future. According to salary.com histotechnicians make between \$52,082 to \$63,868 (average: \$58,076) per year.

### Program Summary


This program will require 43 hours total to fulfill the accreditation requirements of NAACLS. Many of the hours required would be fulfilled as students complete their other programs (Biology, Medical Laboratory Assistant, pre-Nursing) or as general education requirements. For example, Biomedical Science students will complete 25 hours as part of their degree. The other courses could count as electives.

### Program Analytics:

#### Projected enrollments:

Year	Enrollment
FA 2023	10
FA 2024	12
FA 2025	15
FA 2026	20
FA 2027	25

## ▼ Proposal Section


-  Please complete and upload a table showing both the current and/or proposed curriculum structure with revisions marked as indicated in this [SAMPLE FILE \(Word version\)](#) and [Excel version](#)

### Upload Program Proposal

 Add Files

[Sample  
Histotechnician  
Curriculum.xlsx](#)

## ▼ MDHEWD Forms Section

-  New Programs and Options, Changes in Program Title or CIP Code, and Deletions of Existing Programs require completion of MDHEWD forms. Please complete and upload the appropriate form.

For New Programs: [MDHEWD New Program Proposal for Routine Review form](#) and [MDHEWD Financial Form](#)


For Changes or Deletions: [MDHEWD Program Change Request for Staff Review](#)

### Upload MDHEWD Forms

 Add Files

[Hestotech NewProgramProposalforRoutineReview-PDF.pdf](#)

## ▼ Supporting Documents

-  You may upload any documentation such as memos or letters of support and also supporting data for workforce needs or enrollments.

Upload Supporting Documents (optional)

▶ Department Chair

▶ Dean

▶ Ed Prep Committee Approval

▶ Graduate Council

▼ Academic Council

Comments

Academic Council Appointee Signature



By clicking the button below, you consent to the use of digital signatures.

 Sign this section

▶ Board of Governors

▶ MDHEWD

▶ Registrar

# Certificate Histotechnician

## Proposed Curriculum

Sample file showing proposed curriculum structure Use:

### Deletions of Courses

New Courses

Revised Courses

Existing Courses Added

Use strikethroughs for deletions

Highlight new courses in green

Highlight revised courses in yellow

Highlight existing courses being added in gray

Proposed Program		
Courses	Credit Hrs	
<b>Biology</b>		
BI173/073 Cell and Organismal Biology	4	
BI283/083 Genetics	4	
OR		
BS113/013 Anatomy and Physiology I	4	
BS114/014 Anatomy and Physiology II	4	
	<b>8</b>	
<b>Chemistry</b>		
CH184 General Chemistry I Lab	1	
CH185 General Chemistry I Lecture	3	
CH186 General Chemistry II Lecture	3	
CH187 General Chemistry II Lab	1	
<b>Math</b>		
MA116 (Note MA115 will count)	3	
<b>Additional Requirements</b>		
BI310/01 Microbiology	4	
OR BS240/040 Microbiology and Human Host		
BI245 Laboratory Methods in Biotechnology	3	
ZO451 Vertebrate Histology	3	
BI439 Cellular Mechanisms of Disease	3	
OR NS373 Pathophysiology		
BI408 Biological Microscopy	4	
HL113 Medical Terminology	3	
Independent Study/ Externship	4	
	<b>43</b>	

☐ PUBLIC  
☐ INDEPENDENT



SAVE

SUBMIT

ATTACH

SHOW  
ATTACHMENTS

## NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

Sponsoring Institution: Southeast Missouri State University

Program Title: Histotechnician

Degree/Certificate: C1-One-Year Certificate

If other, please list: \_\_\_\_\_

Options: \_\_\_\_\_

Delivery Site(s): Southeast Missouri State University

CIP Classification: 51.1008

*\*CIP Code can be cross-referenced with programs offered in your region on [MDHE's program inventory](#).  
[Click here for link to NCES CIP site.](#)*

Implementation Date Fall 2023

*please use MM/YY date format.*

Is this a new off-site location? No ☒ Yes ☐

If yes, is the new off-site location within your institution's current CBHE-approved service region? Yes ☐

*\*If no, public institutions should consult the comprehensive review process.*

Is this a collaborative program? Yes ☐ No ☒ *If yes, please complete the collaborative programs form on page 6.*

### CERTIFICATIONS:

- ☒ The program is within the institution's CBHE approved mission. *(public institutions only)*
- ☒ The program will be offered within the institution's CBHE approved service region. *(public institutions only)*
- ☒ The program builds upon existing programs and faculty expertise.
- ☒ The program does not unnecessarily duplicate an existing program in the geographically applicable area.
- ☒ The program can be launched with minimal expense and falls within the institution's current operating budget.  
*(public institutions only)*

### AUTHORIZATION:

Name/Title of Institutional Officer

Signature

Date

## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Although the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Qualifications of performance goals should be included wherever possible.

*If you need more than one line of text to answer questions 1–5, please attach a Word .doc.*

### 1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

NA

- Characteristics of a specific population to be served, if applicable.

NA

### 2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

No additional requirements beyond SEMO and HLC

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term “full time faculty” (and not FTE) in your descriptions here.

100% of credit hours will be assigned to full-time faculty.

- Expectations for professional activities, special student contact, teaching/learning innovation.

Provide experiential opportunities involving histotechnology.

### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.

25

- Percent of full time and part time enrollment by the end of five years.

100% full time

### STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
FULL TIME	10	11	14	18	23
PART TIME	0	1	1	2	2
TOTAL	10	12	15	20	25

#### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

At year 3, 7 graduates, at year 5 ,12 graduates

- Special skills specific to the program.

Certification

- Proportion of students who will achieve licensing, certification, or registration.

100%

- Performance on national and/or local assessments, e.g. percent of students scoring above the 50<sup>th</sup> percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

100%

- Placement rates in related fields, in other fields, unemployed.

100%

- Transfer rates, continuous study.

5%

#### 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide a rationale

National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), within 5 years

**6. Program Structure**A. Total credits required for graduation: <sup>43</sup>\_\_\_\_\_B. Residency requirements, if any: <sup>N/A</sup>\_\_\_\_\_C. General education: Total credits: <sup>0</sup>\_\_\_\_\_*Courses (specific courses OR distribution area and credits)*

Course Number	Credits	Course Title
BI173/073		Cell and Organismal Biology
BI283/083		Genetics
OR		
BS113/013		Anatomy and Physiology I
BS114/014		Anatomy and Physiology II
CH184	1	General Chemistry I Lab
CH185	3	General Chemistry I Lecture
CH186	3	General Chemistry II Lecture
CH187	1	General Chemistry II Lab
MA116	3	Precalculus

D. Major requirements: Total credits: <sup>43</sup>\_\_\_\_\_

Course Number	Credits	Course Title
BI310/010	4	Microbiology
OR		
BS240/040	4	Microbiology and Human Host
BI245	3	Laboratory Methods in Biotechnology
ZO451	3	Vertebrate Histology
BI408	4	Biological Microscopy
HL113	3	Medical Terminology
BI439	3	Cellular Mechanisms of Disease
OR		
NS373	3	Pathophysiology
BI582	4	Internship

- E. Free elective credits: 0  
(sum of C, D, and E should equal A)
- F. Requirements for thesis, internship or other capstone experience: 4 Internship hours
- G. Any unique features such as interdepartmental cooperation: N/A

**7. Need/Demand**

- ☒ Student demand
- ☒ Market demand
- ☒ Societal need
- ☒ I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

*On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.*

## COLLABORATIVE PROGRAMS

**Sponsoring Institution One:** N/A

**Sponsoring Institution Two:** N/A

**Other Collaborative Institutions:** N/A

**Length of Agreement:** N/A

*If you need more than two lines of text to answer questions 1–5, please attach a word .doc.*

1. Which institution (s) will have degree-granting authority?

N/A

2. Which institution (s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?

N/A

3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?

N/A

4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?

N/A

5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?

N/A



## BOARD OF GOVERNORS

### MOTION CONSIDERATION FORM

**November 9, 2022**

#### Open Session

#### I. Motion to be Considered:

Authorize and approve the deletion of the BA in Psychology.

#### II. Background:

**Justification:** The BA in Psychology was created to provide an online program for students seeking a degree in Psychology. The curriculum of the BA is slightly different from the existing BS in Psychology. The difference in curriculum has proven to be a hindrance for students planning to pursue a graduate degree. The duplication of the BS and BA also create challenges related to scheduling and efficiency in delivery. In consultation with Southeast Online, a solution was developed to allow for the deletion of the BA and to provide the opportunity for students to take the BS as either a face-to-face program or as a 100% online program.


**Need:** The BA in Psychology has seen strong growth since its inception. Fall 2022 enrollment is 164 students. The proposed changes will still support the continued growth of an online offering while providing better preparation for students to enter graduate programs. The changes will also eliminate duplication and redundant scheduling from the current two degrees offered.

**Program Summary:** The BA in Psychology was a 100% online program requiring 120 credit hours for completion. The BS program is also 120 credit hours and will now include an online delivery mode. Both programs have strong enrollments with the Fall 2022 headcount for the BS program being 298 students and the BA having 164 students enrolled. Combining these two degrees into a single offering will strengthen the program, make it more efficient, and most importantly better prepare students for success.

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

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

<b>BA Psychology</b>	Enrollment Fall 2018	Enrollment Fall 2019	Enrollment Fall 2020	Enrollment Fall 2021	Enrollment Fall 2022
	84	91	113	128	164
	Degrees Awarded 2018	Degrees Awarded 2019	Degrees Awarded 2020	Degrees Awarded 2021	Degrees Awarded 2022
	0	15	24	25	35

# Curriculum Proposal

[Print Form](#)

This workflow is required for all proposals for new and revised programs, and program deletions, including Degrees, Options, Minors and Certificates. Fill out the form below, upload the proposed curriculum table and necessary supporting documentation and submit the proposal for review by the appropriate review bodies. The workflow will automatically route the proposal for approvals based on Approval Type and Curriculum Types chosen below.

## ▼ Program Information

College

Coll of Educ, Health & Hum Stu

Department

Psychology & Counseling

Approval Type:

- ☐ New  
☐ Revision  
☒ Termination/Deletion/Inactivation

Curriculum Type:

- ☒ Degree  
☐ Option  
☐ Certificate  
☐ Minor

Degree Level:

- ☒ UG  
☐ G  
☐ EDSP

Degree Type:

Bachelor of Arts

Interdisciplinary:

☐ Yes

Is this an Ed Prep Program?

- ☐ Yes  
☒ No

Current Title of Program:

Bachelor of Arts in Psychology

Current CIP Code: ⓘ

420101

CIP Code Description:

Psychology General

## ▼ Program Terminations:

[Justification for Program Deletions:](#)

Governors and MDHEWD. Please provide justification for the deletion of the program. In your supporting documentation, please include enrollment and graduation numbers for the past 5 years. If the program is deleted, indicate if any remaining programs might serve the needs of current and future students seeking a similar program.

### Justification:

The BA in Psychology was created to provide an online option to students. The current curriculum for the BA in Psychology is different than the curriculum for the BS in Psychology. This is causing problems for our graduates of the BA in Psychology who are considering graduate school as the requirements currently exist in our BS program and not the BA program. There are also scheduling concerns with certain courses required in the BA program that were previously offered by faculty who are no longer employed.

In consultation with Southeast Online, we found a solution to address some of these concerns is eliminating the BA and offering the current BS curriculum online moving forward so our students won't be disadvantaged when they apply to graduate school.

### ▼ MDHEWD Forms Section

💬 New Programs and Options, Changes in Program Title or CIP Code, and Deletions of Existing Programs require completion of MDHEWD forms. Please complete and upload the appropriate form.

For New Programs: [MDHEWD New Program Proposal for Routine Review form](#) and [MDHEWD Financial Form](#)

For Changes or Deletions: [MDHEWD Program Change Request for Staff Review](#)

### Upload MDHEWD Forms

 Add Files

[MDHEWDProgramChangeForm BA in Psychology Deletion.pdf](#)

### ▼ Supporting Documents

💬 You may upload any documentation such as memos or letters of support and also supporting data for workforce needs or enrollments.

### Upload Supporting Documents (optional)

 Add Files

▶ Department Chair

▶ Dean

▶ Ed Prep Committee Approval

▶ Graduate Council

▼ Academic Council

Comments

Academic Council Appointee Signature



By clicking the button below, you consent to the use of digital signatures.

 [Sign this section](#)

▶ Board of Governors

▶ MDHEWD

▶ Registrar

☐ PUBLIC  
☐ INDEPENDENT



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

SAVE

SUBMIT

ATTACH

SHOW  
ATTACHMENTS

**PROGRAM CHANGE REQUEST FOR STAFF REVIEW**

- ☐ Title or CIP change only
- ☐ Combination program created out of closely allied existing programs
- ☐ Option(s) added to existing program(s) *\*attach copy of "before and after" curriculum, plus any existing and proposed options*
- ☐ Addition of certificate program developed from approved existing parent degree
- ☐ Addition of free-standing single-semester certificate program
- ☐ Add or change mode of delivery: classroom, hybrid, and online (indicate before and after modes in table below)

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code

- ☒ Delete program(s)
- ☐ Delete options
- ☐ Program placed on "Inactive Status" list

Program/Certificate/Option	Degree and CIP Code	Intended Date of Deletion/Inactivation
Bachelor of Arts in Psychology	42.0101	08/23
		MM/YY

Change of address:

Closed location:

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

Name/Title of Institutional Officer

Signature

Date

Institution Southeast Missouri State University





**BOARD OF GOVERNORS**  
**MOTION CONSIDERATION FORM**

**November 9, 2022**

**Open Session**

**I. Motion to be Considered:**

Approve a revised policy statement, 01-07 Conflict of Interest, in Section 01, Administration of the Business Policy and Procedures Manual. [Attachment E]

**II. Background:**

The University Business Policies and Procedures incorporate federal and state law, and university standards into policies that guide the daily operations of the institution. To ensure good governance and in furtherance of the University's commitment to continuous improvements, policies must be reviewed and updated as needed on a regular basis.

The existing policy statement, 01-07 Conflict of Interest, was issued in 1992. The revised policy is proposed after consultation with legal counsel and is informed by state law and ethics requirements, and Conflict of Interest policies adopted at other public four-year institutions of higher education in Missouri.

If approved, the Vice President of Finance and Administration will be responsible for developing, issuing, and maintaining operating procedures to implement this revised Business Policy 01-07 Conflict of Interest. While the Board of Governors does not approve Operating Procedures, a summary to explain the revisions to the existing policy statement 01-07 and the proposed operating procedures is as follows:

- There is currently no clear separation and/or distinction of policy verse procedure in the existing policy statement 01-07. The revised policy statement 01-07 creates a stand-alone General Policy Statement and incorporates Operating Procedures, which makes it more

**Recommended By:**

Student Government \_\_\_\_\_  
Faculty Senate \_\_\_\_\_  
Administrative Council \_\_\_\_\_  
VP, Enroll. Man. & Stu. Suc. \_\_\_\_\_  
VP, Finance & Admin. *[Signature]* \_\_\_\_\_  
VP, University Advancement *[Signature]* \_\_\_\_\_

Chairperson \_\_\_\_\_  
Dean \_\_\_\_\_  
Academic Council \_\_\_\_\_  
Provost \_\_\_\_\_

**President** *[Signature]* \_\_\_\_\_

**Board Action on:** \_\_\_\_\_

Motion By: \_\_\_\_\_  
Second By: \_\_\_\_\_  
Vote: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

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

consistent in formatting and approach with other University Business Policies and Procedures.

- The Operating Procedures provide definitions of key words and phrases to help inform, clarify, and explain the controlling policy and associated procedures.
- Language in the Operating Procedures regarding employee acceptance of gifts, favors or gratuities sets a monetary threshold that aligns with state law/expectations; and addresses meals that may come about due to university business, which mirrors practices at other public four-year institutions.
- Language regarding employment of immediate family members has been strengthened to not only prohibit an employee's participation in the selection, hiring, promoting, job assignment, demotion, disciplining, or supervision of another employee that is a family member, but will also now prohibit an employee's participation in payroll/personnel forms or disbursement considerations of a family member.
- Language regarding faculty and staff outside employment has been included to require approval of the employee's division executive prior to them accepting outside compensated employment which overlaps with the University's teaching, research, or service missions, such as when an employee of the University teaches either credit or non-credit courses not connected with the University.
- The existing policy statement 01-07 include a near verbatim recitation of multiple provisions of the Revised Statutes of Missouri. The proposed Operating Procedures will recite only necessary provisions and refer to the statutory citation for additional reference and information.

The proposed revised Business Policy 01-07 Conflict of Interest has been developed in consultation with legal counsel, Faculty Senate Executives, Human Resources, and the University's Executive Staff. If approved by the Board, the revised policy statement will be included in the University's Business Policy and Procedures Manual, a copy of which is maintained on the University's website.

**University Business Policy and Procedure**  
**01-07**  
**CONFLICT OF INTEREST**

**GENERAL STATEMENT OF POLICY**

This policy is undertaken in fulfillment of the mission, vision, and core values of the University. The University values integrity, honesty, and fairness, and strives to integrate these values into all aspects of its activities. It is the policy of the University that its faculty and staff – and all who serve on the University’s behalf – conduct the affairs of the University in accordance with the highest ethical and legal standards, consistent with the educational mission of the University.

Faculty and staff (“employees”) are expected to avoid even the appearance of impropriety in the performance of their duties on behalf of the University. Employees must carry out their duties and administer University resources only in furtherance of the University’s mission and interests and not for personal gain.

To manage such issues, all employees have an obligation to refrain from acting in circumstances of conflict and to obtain any advance approvals that may be required by this policy. When appropriate, employees also have an obligation to withdraw from all involvement, debate, voting, or decision-making in matters where a conflict of interest or commitment exists or may exist. An employee’s failure to disclose conflicts or potential conflicts on a timely basis will be addressed by the University and may form the basis for discipline, up to and including termination of employment.

The Vice President of Finance and Administration shall be responsible for developing, issuing and maintaining operating procedures to implement this policy.



**SOUTHEAST MISSOURI STATE UNIVERSITY  
BOARD OF GOVERNORS**

**STATEMENT OF EXPECTATIONS  
AND  
POLICY ON CONFLICTS OF INTEREST**

**Introduction**

Southeast Missouri State University was founded in 1873 as a public institution of higher education in the State of Missouri. The Board of Governors serves as the governing board of the University and is vested by law (Chapter 172 pursuant to Section 174.457 of the Revised Statutes of Missouri) with all powers and authority to effectively govern and set policy for the University. In carrying out these objectives, it is the interest of the Southeast Missouri State University Board of Governors that its operations and business be conducted in a manner which merit continued public trust and confidence. Accordingly, members of the Board of Governors are expected to carry out their duties in a manner which inspires and assures the confidence of fellow board members, as well as donors, alumni, friends of the University, and others with whom the University transacts business. It is important that the actions and conduct of all members of the Board of Governors in their mission of support for Southeast Missouri State University be undertaken honestly, fairly, and in a manner which raises no questions of impropriety.

It is recognized that there are many ambiguous situations which may arise due to the size and complexity of the organization and the diverse nature of the operations of Southeast Missouri State University and as well as organizations doing business with the University. In some circumstances, a member of the Board of Governors may find that making the proper decision is difficult. In such instances, the member should not rely solely on his or her own judgment but should seek appropriate guidance from others within the organization. It is the purpose of this document to provide guidance in terms of both standards and procedures to assist the members of the Board of Governors in dealing with these situations.

**A. MISSION OF THE UNIVERSITY**

Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond.

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**CBHE-Approved Mission**

Southeast Missouri State University is a comprehensive public regional university located in Cape Girardeau, Missouri with a statewide mission in visual and performing arts, computer sciences, and cybersecurity. Southeast Missouri State University is designated a moderately-selective institution.

Southeast Missouri State University offers baccalaureate degree and master's degree programs through its five colleges – the Holland College of Arts and Media; the Harrison College of Business and Computing; the College of Education, Health, and Human Studies; the College of Humanities and Social Sciences; and the College of Science, Technology, Engineering and Mathematics. These programs include baccalaureate degrees in the visual and performing arts, the humanities, natural sciences and social sciences, as well as in the applied fields of computer science and cybersecurity, unmanned aircraft systems, agriculture, communications, education, industrial technology and engineering, allied health, nursing, and business, as well as master's degrees in diverse fields. Southeast Missouri State University's undergraduate program has particular strengths in the visual and performing arts, computer science, cybersecurity, education, business, industrial technology and nursing. Its graduate program is particularly strong in education, engineering technology, health professions, and business. Southeast Missouri State University's River Campus is the only campus in Missouri exclusively dedicated to art, dance, music and theatre.

It is the only institution in Missouri accredited in art, dance, music, and theatre. Southeast Missouri State University also fulfills its mission by offering services to promote and sustain economic development, small business development, and workforce development, in addition to a broad range of academic, athletic, and cultural activities and events.

**B. APPLICABLE LAWS**

As a Missouri public-institution of higher education, Southeast Missouri State University is regulated by both federal and state laws and regulations. It is a responsibility of the Board of Governors' general counsel to inform board members of these laws and regulations. Members of the Board of Governors are expected to conduct their activities on behalf of the University within the letter, spirit, and intent of applicable laws.

**C. STATEMENT OF EXPECTATIONS**

Each member of the Board of Governors must be willing to make a strong and sustained personal commitment of time, talent, and energy to meet the challenges of this demanding role. To that end, the board expects the following of its members:

1. To be well-informed: To understand Southeast Missouri State University, its mission, structure, programs, financial framework, strengths, challenges and current issues; the role of the governing board; the role of administration; the roles of faculty, academic staff, and students; relationships between Southeast Missouri State University and other state agencies; the state and national higher education environment. This includes:

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***For Discussion Purposes Only***

- a. Participation in an orientation session for new Board members. Preparation for this session involves review of material provided in advance.
  - b. Participation in board visits to Southeast Missouri State University campuses to view facilities and meet with faculty, staff, administrators, and students.
  - c. Thorough review of agenda materials and other information pertinent to issues before the Board; careful consideration of options for addressing these issues; and participation in pre-Board meeting briefings.
  - d. Participation in briefing sessions such items as the University's annual operating and capital budgets, and other items as may be necessary and appropriate from time-to-time.
  - e. Meeting with Missouri Coordinating Board of Higher Education (CBHE) members and Missouri Department of Higher Education and Workforce Development staff to share views and concerns as may be necessary and appropriate from time-to-time.
  - f. Understanding the special mission and character of each university in the Missouri System of Public Higher Education.
  - g. Obtaining views of the public about Southeast Missouri State University and responding appropriately to constituent questions and concerns.
2. To be an active and contributing participant in the work of the Board of Governors. This includes:
- a. Regular attendance at meetings of the Board and its Committees, with the expectation that members will advise the Board President and Board Secretary of the need to be absent from a meeting as soon as they are aware of an impending scheduling conflict, and acknowledging that if three consecutive meetings are missed, without good cause or excuse, sanctioning may result pursuant to the Board of Governors By-Laws.
  - b. Speaking with executive and legislative branch decision makers and other stake holders to obtain input and explain Board positions and provide a summary and/or report out of such conversations to the University President, Board President, and/or Board Secretary for their awareness and facilitation of any requested follow-ups.
  - c. Attending university functions.
  - d. Avoiding interference with administration, dealing with University Vice Presidents, Directors and Employees who are subject to the direction and supervision of the University President or his/her subordinates solely through the University President, and acknowledging that it is inappropriate to give orders to any such Vice President, Director or Employee, either publicly or privately.
  - e. Contributing to the University's fund-raising goals and participating actively in strategies to secure sources of support.
  - f. Recognizing that the Board President serves as the Board's official spokesperson for media inquiries regarding Board matters unless delegated by the Board President to another Board member, or to the University President.
  - g. Giving a fair and objective hearing to differing opinions.
  - h. Discussing issues fully but accepting and supporting the Board's decision once it is made.

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- i. Representing the public interest in general and not the interest of any particular constituency.
3. To adhere to high standards of ethical conduct and to comply fully with laws regarding conduct of public officials and boards. This includes:
  - a. Avoidance of any conflict of interest and adherence to the standards of conduct for public officials as set forth by law, the Missouri Ethics Commission and the Board of Governors By-Laws, Article VI, Section 6.1 Conflict of Interest Policy and as outlined below in Section D. In the case of any potential conflict of interest, the Board member is expected to seek clarification. Where a conflict of interest is found to exist, the Board member must abstain from participating in the discussion and from voting on the matter in question.
  - b. Timely filing of annual financial disclosure statements as required by the Missouri Ethics Commission.
  - c. Full compliance with Missouri's Open Meetings and Public Records laws (Sunshine Law) as outlined in Chapter 610 of the Revised Statutes of Missouri. and the Board's
  - d. Maintenance of confidentiality when appropriate.
4. To accept responsibility for effectively and efficiently governing Southeast Missouri State University in the public interest. This includes:
  - a. Determine and periodically review and adopt the purposes and the mission of the University.
  - b. Adopt By-Laws, rules, and regulations for the governance of its members, officers, agents, and employees and require adherence to such rules.
  - c. Establish, review, and approve new academic programs or changes to existing ones to preserve and enhance educational quality.
  - d. Approve the annual budget and tuition and fees, regularly monitor the University's financial condition, and establish policy guidelines affecting all institutional assets, including investments and the physical plant.
  - e. Authorize the construction of new buildings and major renovations of existing buildings.
  - f. Authorize the incurring of debts by the University and securing thereof by mortgage and pledge of real and personal property, tangible and intangible.
  - g. Appoint and annually evaluate the University President.
  - h. Establish and maintain a strong system of accountability to the public for performance results.
  - i. Advocate for the value of higher education to the state and its citizens.
  - j. Address legal issues related to litigation affecting Southeast Missouri State University.
  - k. Periodically assess Board performance.

**D. CONFLICTS OF INTEREST**

Members of the Southeast Missouri State University Board of Governors stand in a fiduciary relationship with the University. Therefore, Governors shall act in good faith, with due regard

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***For Discussion Purposes Only***

for the University, and shall comply with the fiduciary principles of Missouri law.

A conflict of interest arises in any situation in which a member of the Board of Governors is involved in an activity which could adversely affect his or her judgment with respect to the business of the University or otherwise diminish the interest of the University. When such a conflict arises, the individual with the conflict is expected to disclose in writing the existence of the conflict following the procedures provided for herein below, prior to making or participating in any Southeast Missouri State University decision involving the situation in which the conflict of interest exists. It is the goal of the University that all such decisions be made absent a conflict of interest and that even the appearance of a conflict of interest be avoided. To accomplish this objective, it is essential that all members of the Board of Governors disclose any conflict or potential conflict of interest.

Consistent with the By-Laws of the Southeast Missouri State University Board of Governors, the following provisions provide guidance with respect to conflicts of interest:

- a. Business, Financial or Property Interests: A Governor shall avoid entering into or maintaining any business or financial interests, transactions, acquisition or sale of property interests which are or may be in conflict with those of the University.
- b. Disclosing Confidential Information: A Governor shall refrain from using confidential information obtained in their capacity as a Governor in any manner with intent to result in financial gain for himself or any other person, or any business with which he/she is associated. Confidentiality, as determined by the Board and as provided by law, shall apply to all members and representatives on the Board.
- c. Contracts: A Governor shall avoid any interest, direct or indirect, in any contract for the purchase of land, buildings, supplies or services for the University.
- d. Gifts: A Governor shall not accept gifts or benefits from any person holding contracts for supplies or services to the University, or from any bidder on contracts for such services or supplies. However, this provision shall not apply to acceptance of gifts, benefits, gratuities, amenities, or favors based on obvious family, friendship, or personal relationships where the circumstances make it clear that it is those relationships rather than the business of the University, which are the motivating factors.
- e. Family or Associates Relationships: A Governor shall avoid all appearances or impropriety in all actions, and particularly should not allow conduct, or judgments or actions to be influenced by family or associate's relationships. The term "family" is defined as spouse, parents, grandparents, siblings, children, aunts and uncles or others living in the Governor's household. The term "associates" is defined as any organization, corporation, partnership, or joint venture in which the Governor is an officer, director, employee, member, partner, trustee, controlling stakeholder or consultant.
- f. Political Considerations: The Board of Governors is not a political forum. Therefore, a member of the Board shall avoid any comment or action in connection with University affairs, which might reasonably be perceived as an attempt to advance or enhance any political party, political cause, or political aspirations of any person. If any conflict exists between law and these By-Laws, or policy resolutions of the Board, the law shall be controlling.

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**E. ADMINISTRATION**

The Board of Governors has responsibility for this Statement of Expectations and Policy on Conflicts of Interest. The Finance and Audit Committee of the Board of Governors has oversight responsibility. The responsibility for the implementation of this Statement of Expectations and Policy on Conflicts of Interest is delegated to the Secretary of the Board of Governors. The Board's general counsel shall be responsible for matters of interpretation as well as modifications to this document, in collaboration with the Board Secretary as necessary and appropriate.

**F. PROCEDURE**

When an apparent or potential conflict with this policy arises, the individual with the conflict is expected to disclose in writing the existence of the conflict to any one of the following individuals: the Board President, the University President, or the Secretary of the Board of Governors. Reporting such a conflict provides an opportunity for review. Once a disclosure is made by a Governor as required in this document, it will be reported by the Board Secretary to the Chair of the Finance and Audit Committee. In most instances, it is anticipated that the disclosure, itself, along with nonparticipation in any discussions or decision with respect to a conflict of interest, will be sufficient. Each situation will be handled on a confidential basis.

Members of the Board of Governors will be asked annually to sign a statement that they are aware of and have complied with the provisions of this document. Such a statement will include an itemization of any conflict of interest for such Governor.

Acknowledgment forms for Board of Governors members will be provided by and returned to the Board Secretary.

**\*\* DRAFT \*\***  
***For Discussion Purposes Only***



**Statement of Expectations and Policy on Conflicts of Interest**

**Acknowledgment for Board of Governors Members**

I have read the Southeast Missouri State University Board of Governors Statement of Expectations and Policy on Conflicts of Interest and understand its provisions. To the best of my knowledge and belief, except as disclosed below, I do not have any interest that would constitute a conflict of interest hereunder, nor will I knowingly take any action that would constitute or appear to constitute a conflict of interest except upon matters that I have disclosed and for which I have received clearance from the Board to proceed.

Exceptions (if none, so state):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Signature

Date

**\*\*Please return to the Secretary of the Board of Governors\*\***