Welcome, Call to Order and Roll Call

ACTION ITEMS:

1. Consideration of Approval of Minutes for:
   Open Session Meeting of December 15, 2017

REPORT ITEM:

2. University President’s Report

ACTION ITEMS:

3. Consideration of Approval of Dual Credit, Dual Enrollment and Early College Credit Tuition Rate Effective Fall 2018

4. Consideration of Approval of Textbook Rental Fee Increase

5. Consideration of Approval of FY19 Room & Board Rates

6. Consideration of Approval of Resolutions of Honor for Retirees

REPORT ITEMS:

7. Student Presentation
8. Report from Student Government Representative  
9. Report from Faculty Senate Chair  
10. Athletics Update  
11. Economic and Business Engagement Center  

**ACTION ITEMS:**

**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 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel  
C. RSMo 610.021.13 – pertaining to personnel records, performance ratings

**ACTION ITEMS:**
1. Reconvene Open Session  
2. Announcement of Actions Taken in Closed Session  
3. Consideration of Motion to Adjourn

*Accessible to Physically Handicapped or Disabled*
MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
FIFTIETH DAY OF DECEMBER 2017

The Board of Regents for Southeast Missouri State University convened at 9:00 a.m. on Friday, December 15, 2017, in the Board of Regents Room, Academic Hall, on the campus of Southeast Missouri State University. Mr. Jay B. Knudtson, President of the Board of Regents called the meeting to order and asked Board of Regents Secretary Mr. Christopher R. Martin to call roll to establish quorum. Regents responding present were: Mr. Jay B. Knudtson, President of the Board of Regents; Ms. Kendra Neely-Martin, Vice President of the Board of Regents; Mr. Phillip M. Britt; Mr. Edward P. Gargas; Mr. Donald G. LaFerla and Mr. Thomas M. Meyer. There was no Student Representative to the Board of Regents present as the position remains vacant pending gubernatorial appointment. Quorum having been established, Board President Knudtson welcomed those in attendance and outlined the Board's various agendas for the meeting and proceeded to the first order of business.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. Karl Kunkel, Provost; Dr. Debbie Below, Vice President of Enrollment Management and Student Success; Mr. William P. Holland, Vice President of University Advancement; Mr. Brady Barke, Director of Athletics; Ms. Kathy Mangels, Board Treasurer; Mr. Christopher R. Martin, Board Secretary; and Mr. Al Spradling, Legal Counsel. Board President Knudtson presided.

CONSIDERATION OF APPROVAL OF MINUTES

Board President Knudtson introduced consideration of approval of the Open Session minutes from the September 22, 2017 Board of Regents meeting. He requested that language be clarified and inserted on page 11 regarding the Quality Assurance of Online Learning presentation to add the following language at the end of the last paragraph “to include increased technical training for faculty and a more standardized consistent utilization of online learning platforms and Moodle.”

A motion was made by Regent Neely-Martin and seconded by Regent LaFerla to approve the open session minutes of September 22, 2017 [Attachment A] as amended by Board President Knudtson. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA ITEMS

The following items were presented as Consent Agenda Items:

- Consideration of Approval of a Resolution Reauthorizing the Treasurer to Execute Grant Agreements with the Federal Transit Administration or Missouri Department of Transportation [Attachment B];
- Consideration of Approval of Reappointment to the Show Me Center Board of Managers [Attachment C];
- Consideration of Approval of Reappointments of MIC Board Members [Attachment D];
- Consideration of Approval of Reappointment to the River Campus Board of Managers [Attachment E]; and
- Consideration of Approval of Academic Program Changes [Attachment F]:
  - New Program – Bachelor of Applied Science (BAS) in Applied Technology
  - New Program – Bachelor of Science in Agribusiness – new options in Agriculture Communications and Agriculture Systems Management

A motion was made by Regent Britt and seconded by Regent LaFerla to approve the Consent Agenda Items as listed above. The motion carried unanimously.

UNIVERSITY PRESIDENT’S REPORT

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

- Effective October 1, Sonia Rucker and the Office of Institutional Equity and Diversity began reporting to the President’s Office. In addition to serving as Assistant to the President for Equity and Diversity, Ms. Rucker has assumed the role of Dean of Students.
- Southeast is working with the Governor’s Office to seek FAA consideration for a deregulated drone corridor throughout parts of southeast Missouri. This would enhance opportunities to engage in academic, research, entrepreneurial, industry and other partnerships to test new drone uses and technologies. A final determination and decision is not expected until sometime in 2018.
- Our student newspaper, The Arrow, placed second in the College Media Association Pinnacle Award competition this past October finishing ahead of UCLA’s Daily Bruin and the University of Texas-Austin’s Daily Texan.
- A group of 4 business students, Collin Ritter, Sarah Monteiro, Bhanu Sehgal, and Rachel Orf, competed in the Worldwide Case Competition Sponsored by NIBS, the Network of International Business Schools, and qualified as 1 of 16 teams to continue in the 2018 Championship Round in Guatemala this spring. The Southeast team is the only U.S. team to qualify for the Championship Round.
- Site visit teams from ABET were on campus at the end of October reviewing for accreditation our Bachelor of Science programs in Computer Science, Engineering Physics, and Engineering Technology. ABET reviewers also selected Southeast’s Cybersecurity program for review as one of just four institutions nation-wide chosen to be a part of ABET’s pilot cybersecurity accreditation process. ABET decisions are expected in summer 2018.
- The online Master of Science in Sports Management program recently was ranked 14th in the nation for 2017-2018 by Best College Reviews.
- The Douglas C. Greene Center for Innovation and Entrepreneurship participated in Global Entrepreneurship Week, a series of events and competitions taking place in over
160 countries. This event also marked the second annual Southeast Innovation Challenge where teams of students presented their concepts for improving life at Southeast.

- Two Southeast Computer Science students, Aaron Gunther and Michael Raciglio, took third at the Mega-Miner-AI, a 24-hour artificial intelligence programming competition at the Missouri University of Science and Technology. The first and second place teams were comprised of practicing professionals.

- Apple Computer has recognized the College of Education as an “Apple Distinguished School” for 2017-2019.

- Several Southeast faculty and staff from Admissions, and I, recently visited five high schools in the St. Louis Metropolitan Area to meet with students, teachers, counselors, principals and superintendents, including several Southeast alumni. The group met with approximately 200 prospective students at Festus High School, Northwest High School in House Springs, Duchesne High School in St. Charles, and Ritenour and Lafayette high schools in St. Louis. Additional schools are being identified for visits during the spring semester.

- Eleven college students from across Mexico spent four weeks during the fall semester living and learning on the Southeast campus in October and November (October 21 – November 18). The students, who studied in the Intensive English Program for 25 hours each week, were participants in the Proyecta Program, an initiative by the Mexican government to send Mexican students from higher education institutions to public universities in the United States.

- The Department of Information Technology is moving forward with a campus-wide initiative to upgrade the campus network. The estimated $2.5M project is expected to take 18 months to complete. The upgrade will include replacing the network core, campus network switches and all Wi-Fi technology. Some buildings will also require replacement of internal cabling and fiber upgrades to the core network. The upgrades will improve Southeast’s network capacity and wireless access points.

- Each week during the Fall semester, every member of the Baseball program spent time at Franklin Elementary School working with students on reading and math skills. This unique collaboration provided the elementary students with male role models and consistent volunteer help providing students with additional one-on-one attention.

- Record attendance was experienced at nearly all Homecoming events – 521 attended the Scholarship Reception, 515 attended the Copper Dome Dinner and nearly 200 attended the All Alumni Breakfast.

**CONSIDERATION OF ACCEPTANCE OF ANNUAL AUDITS FROM RUBINBROWN FOR YEAR ENDING JUNE 30, 2017**

Board President Knudtson called upon University President Vargas to introduce Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to accept the University’s annual financial statement, the Single Audit Report and the System Facilities financial statement for year ending June 30, 2017, from RubinBrown, LLP. [Attachment G]

Vice President Mangels referred Regents to Attachment G in their Board materials for complete details. She stated that RubinBrown LLP has served as the external auditors for the University
for the last nine fiscal years, and that FY17 is the fourth year of their current five-year audit services contract. She introduced Ted Williamson and Brandi Lawyer from RubinBrown to present the materials.

Mr. Williamson opened by thanking the Board of Regents and stating that they would be reviewing three items with the Board: the University’s Financial Statement (Attachment 1), the Single Audit Report (Attachment 2), and the System Facilities Report (Attachment 3). These three items will be included in the Motion presented to the Board of Regents for their consideration. Mr. Williamson also noted that the Board has a copy of the Independent Accountants’ Report on Agreed-Upon Procedures for the University Intercollegiate Athletics Department [Attachment M], which is being provided for information only and does not require Board of Regents approval.

Regarding the University’s Financial Statement (Attachment 1), Mr. Williamson noted it consists of a Management’s Discussion and Analysis; basic financial statements for the University including a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and a Statement of Cash Flows for the University as a whole; basic financial statements for the Foundation including a Statement of Financial Position and Statement of Activities; notes to the basic financial statements; and additional required supplemental information pertaining to the University’s pension plan and other post-employment benefit plan. He noted that the financial report includes an unmodified opinion by RubinBrown.

Regarding the Single Audit Report (Attachment 2), Mr. Williamson commented that this addresses various requirements concerning the University’s management of federal grant programs. He stated that there were no material instances of noncompliance found or findings noted when conducting test work over the University’s major federal programs.

Regarding the System Facilities Report (Attachment 3), Mr. Williamson advised that this consisted of a Management’s Discussion and Analysis; basic financial statements including a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and a Statement of Cash Flows for System facilities, notes to basic financial statements, and various supplemental schedules required by terms of the University’s bond agreements. He noted that the System Facilities Report included an unmodified opinion by RubinBrown.

Mr. Williamson and Ms. Lawyer expressed their opinion that everything went well and as planned and that there was no need to modify the engagement letter and that no new standards needed to be updated.

Board President Knuciton thanked Mr. Williamson and Ms. Lawyer for their work, and commended them for a job well done, and asked them to share appreciation to the entire RubinBrown team.

A motion was made by Regent LaFerla and seconded by Regent Britt to accept the University’s annual financial statement, the Single Audit Report and the System Facilities financial statement for year ending June 30, 2017, from RubinBrown, LLP [Attachment G]. The motion carried unanimously.
CONSIDERATION TO APPROVE A REVISED POLICY STATEMENT FOR SECTION 02-16, INVESTMENTS, OF THE BUSINESS POLICY AND PROCEDURES EFFECTIVE DECEMBER 2017

Board President Knutson called upon University President Vargas to introduce Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to approve revised policy statements for Section 02-16, Investments, of the Business Policy and Procedures effective December 2017. [Attachment H]

Vice President Mangels referred Regents to Attachment H in their Board materials for complete details. As background, she stated that the University’s investment policy must follow the state’s model investment policy maintained by the State Treasurer. Ms. Mangels shared that policy statement for Section 02-16, Investments (Attachment 1), applies to investment of all operating funds at the University, and that it has been revised to exclude non-operating funds such as endowments and proceeds from bond issues. The two changes before the Board of Regents would change the percent of the University’s portfolio that could be invested banker’s acceptances and commercial paper from 5 percent to 25 percent. There was no discussion.

A motion was made by Regent Gargas and seconded by Regent Neely-Martin to approve revised policy statements for Section 02-16, Investments, of the Business Policy and Procedures effective December 2017 [Attachment H]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF CONFERRING OF DEGREES FOR SUMMER AND FALL 2017

Board President Knutson called upon University President Vargas to introduce Dr. Karl Kunkel, Provost, to present a motion to approve the conferring of degrees upon the candidates for Summer 2017 and Fall 2017 Graduation pending final verification of their completion of degree requirements. [Attachment I]

Provost Kunkel shared that 807 degrees are being proposed for awarding. This includes 620 undergraduate, 173 Masters and 14 Specialist. He further shared that there are 82 students graduating Cum Laude, 36 Magna Cum Laude, 20 Summa Cum Laude, 6 graduates with a 4.0, and 5 students from the Jane Stephens Honors Program.

A motion was made by Regent Meyer and seconded by Regent LaFerla to approve the conferring of degrees upon the candidates for Summer 2017 and Fall 2017 Graduation pending final verification of their completion of degree requirements [Attachment I]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF FACULTY SENATE BILLS

Board President Knudtson called upon University President Vargas to invite Provost Karl Kunkel to present a motion to approve revisions for Academic Program Review within Chapter 1, Section G6 of the Faculty Handbook. [Attachment J]
Provost Kunkel noted that the motion proposes two changes: (1) renaming the Faculty Advisory Committee for Academic Program Review as the Academic Program Review Committee; and (2) providing the University President with the ability to initiate an Extraordinary Program Review in response to state-level factors, financial constraints, or other major institutional considerations. There was no discussion.

A motion was made by Regent Gargas and seconded by Regent Meyer to approve revisions for Academic Program Review within Chapter 1, Section G6 of the Faculty Handbook [Attachment J]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF ACADEMIC RESTRUCTURE 1

Board President Knudtson called upon University President Vargas to introduce Provost Karl Kunkel to present a motion regarding academic restructure. The motion would dissolve the Department of Modern Languages, Anthropology and Geography and merge it into two existing departments thereby creating the Department of History and Anthropology and the Department of Communication Studies and Modern Languages. [Attachment K]

Provost Kunkel referred Regents to Attachment K in their Board materials for complete details. As background, Provost Kunkel shared that the College of Liberal Arts initiated this request and that it would take three academic departments and reconfigure them into two. He noted that this plan would create budgetary savings without the loss of instructional positions or academic programs. Provost Kunkel estimated savings to be approximately $61,000. He commented that the merger would not negatively students, faculty lines would remain the same, and that current degree programs would persist. Provost Kunkel noted the proposal followed the process as outlined in the Faculty Handbook, and that it was unanimously endorsed at the department and college levels, as well as by the University Studies Council, Graduate Council, Academic Council, the Provost, and the University President.

A motion was made by Regent Neely-Martin and seconded by Regent LaFerla to dissolve the Department of Modern Languages, Anthropology and Geography and merge it into two existing departments thereby creating the Department of History and Anthropology and the Department of Communication Studies and Modern Languages [Attachment K]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF ACADEMIC RESTRUCTURE 2

Board President Knudtson called upon University President Vargas to introduce Provost Karl Kunkel to present a motion regarding academic restructure. The motion would merge the Department of Criminal Justice and Sociology with the Department of Social Work to create a new Department of Criminal Justice, Social Work and Sociology. [Attachment L]

Provost Kunkel referred Regents to Attachment L in their Board materials for complete details. As background, Provost Kunkel shared that this motion is in the spirit of the other academic restructure proposal just considered by the Board of Regents in that the University is looking for
ways to be more efficient and to align units that have similar alliance. He shared that this proposal would not merge degree programs nor would it impact accreditations or classes. Unlike the previous academic restructure proposal that was initiated by a College, the Provost initiated this proposal. Provost Kunkel said the proposal would convert two academic departments into one and that it too would reduce approximately $61,000 in base-budget administrative costs. Provost Kunkel noted that while there are currently two Department Chairs and two Administrative Assistants; the merger if approved, would result in having only one Chair and one Assistant. He added that while support for the proposed restructure was not unanimous, the proposal did follow the process outlined in the Faculty Handbook, and it was endorsed by the Interim Dean for the College of Health and Human Services, Academic Council, the Provost, and the University President.

Board President Knudtson and Regents LaFerla, Neely-Martin and Britt all commented on the proposal during discussion.

Regent LaFerla acknowledged some of the opposition referenced throughout the proposal materials and asked the Provost to confirm the proposal’s impact on accreditation. The Provost responded that accreditation, particularly for Social Work, would not be impacted. He added that during this process he held multiple meetings and forums, even with students, to get feedback and to share the institution’s rationale.

Board President Knudtson shared that he received several comments from people throughout the University community on this particular proposal. However, he stated that it was recommendations like the one proposed that will get the University through the challenges it is facing. He expressed a belief that University Administration did a good job making a fact-based recommendation and acknowledged that while some in the process expressed concern, they still understood why it had to be done.

Regent Neely-Martin inquired whether other schools have a departmental alignment like the one being proposed. Provost Kunkel said this was something his office researched and that Southeast would not be unique.

Regent Britt added he sees the cross collaborations of criminal justice and social work every day. Being in an occupation that exposes to him to aspects of both, he believes that all departments involved in the proposal will benefit from enhanced interaction with each other.

University President emphasized that as resources continue to be an issue, the institution will continue to look for ways to improve its operation while trying to limit the impact on students. He reminded the Board of Regents of the Provost’s estimates that both of the academic restructure proposals on the agenda would save the University over $100,000 a year. He noted that the quality of Southeast’s academic programs is of critical importance, which is why the Provost personally contacted the accrediting body of Social Work and asked them if what was being proposed presented any concerns, they expressed none. University President Vargas ended by saying the University will continue to do things that help Southeast become more efficient.
A motion was made by Regent Britt and seconded by Regent Gargas to merge the Department of Criminal Justice and Sociology with the Department of Social Work to create a new Department of Criminal Justice, Social Work and Sociology [Attachment I]. The motion carried unanimously.

PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT PROJECTS

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

Vice President Mangels called the Board’s attention to projects related to: (1) the former Cottonwood Facility, noting that a bid would be released in spring for project completion by fall 2018; (2) the development of an NPHC Plaza and Central Pedestrian Corridor, which had bids due by 2:30 p.m. on December 15, 2017; (3) projects concerning the Towers Complex; (4) enhancements and updates to the University Center; and (5) the on-going Master Plan process.

STUDENT PRESENTATION

University President Vargas introduced, Adrianna Murphy, a Southeast Missouri State University student, to make the student presentation to the Board.

Ms. Murphy commented that she is a member of the Women’s Basketball team that she is originally from Fishers, Indiana. She shared that she was from a family of four, and that she was the first athlete to graduate Fishers with twelve varsity letters. Ms. Murphy noted that going into the final games of her senior year in high school, she was undecided on where to attend college. When she visited Southeast, Ms. Murphy stated that the campus scenery, the Cape Girardeau community, and Coach Patterson made a difference in her decision to attend Southeast. She is pursuing a degree in communications and public relations.

Following her comments, Board of Regents members engaged in dialogue with Ms. Murphy about her time at Southeast and experiences as a student athlete. Regent Neely-Martin inquired from Ms. Murphy about the rigor of her major, and the type of support she receives as a student athlete. Ms. Murphy responded that the faculty and equipment at Southeast are great. She referenced the Student Success Center as being a great resource that allows student athletes to be successful. The Board closed by commending Ms. Murphy on her success, and wishing her the best in her future studies and competitions.

STUDENT GOVERNMENT PRESENTATION

University President Vargas introduced, Ms. Peyton Mogley, President of Southeast’s Student Government Association (SGA) to provide an update.

Ms. Mogley started by commending the University for its transparency and expressing appreciation to the Board of Regents for the dialogue they engaged in regarding the Academic
Restructuring Proposals considered earlier in the meeting. She reminded the Board that SGA is focusing on the 3 “I’s” this year – Impact, Improve and Include – and that SGA is trying to be a conduit between the students and Administration.

Ms. Mogley commented that during the spring 2018 semester, SGA will likely discuss student fees and other budget-related matters. She shared that SGA is also working with Faculty Senate to develop “smart” evaluations. Board President Knudtson inquired how often SGA meets with Faculty Senate to which Ms. Mogley responded that Faculty Senate meets every other week and that SGA leaders are encouraged to attend. Other interests of SGA include assessing student feedback on how to best use various University facilities and that they will continue to enhance opportunities to better engage the Regional Campuses. Board President Knudtson commented that he’s met the Regional Campus representative and was impressed – he encouraged SGA to consider adding a representative from each Regional Campus. Ms. Mogley closed by stating SGA elections for new officers will be held during the spring semester.

Regent Neely-Martin commended Ms. Mogley on her confidence, poise and presentation skills. She also thanked Ms. Mogley for her service. Regent LaFerla shared that he enjoyed Ms. Mogley’s presentation and that she is a great representative for Southeast.

REPORT ON GRANT FUNDING AND SPONSORED PROGRAMS

University President Vargas called upon Ms. Kathy Mangels, Vice President of Finance and Administration to introduce Mrs. Pam Vargas, Director, Office of Research and Grant Development for a report. [Attachment P]

Mrs. Vargas provided a brief overview of her office. She shared that they help faculty and staff get money for their projects, they help with compliance on submission requirements and implementation measures should funding be successful, and they serve as reviewers on funding applications. She noted that while the Office of Research and Grant Development certainly helps with reviewing and providing feedback on grant applications, they are not grant writers, the office is more of a central office. Mrs. Vargas commented that while there is certainly opportunity to enhance the level of external and sponsored funding coming to Southeast, the institution has been successful in receiving awards. In FY17 the institution submitted 75 proposals, and 67 resulted in awards totaling $4,132,856. She said that funding is not just for research but can also include money for student scholarships and service.

During dialogue with the Board of Regents, Regent LaFerla inquired what type of applications are flowing through the Office of Research and Grant Development – are they state, federal, private foundations, etc. Mrs. Vargas replied that she and her staff assist with all of those. In closing, Board President Knudtson thanked Mrs. Vargas for her presentation and also stated it should not go unnoticed that Mrs. Vargas also serves a dual role as the University’s First Lady. He thanked her for being a fantastic representative of Southeast in all that she does.
CONSIDERATION OF MOTION FOR CLOSED SESSION

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

A. RSMo 610-021.1 – pertaining to legal actions, causes of action or litigation
B. RSMo 610-021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel

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

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Upon reconvening the Open Session, Board President Knudtson announced that during Closed Session, the Board approved the minutes of the September 22, 2017 Board of Regents Closed Session Meeting by a vote of 6-0 with Regents Britt, Gargas, Knudtson, LaFerla, Meyer and Neely-Martin voting to approve. Also during Closed Session, the Board heard an update on personnel actions pertaining to the hiring or promotion of personnel and had a discussion with University Counsel on legal matters. Board President Knudtson announced that during the faculty personnel discussion in Closed Session the Board of Regents charged University President Vargas and the leadership team to look at faculty workload and compensation to ensure there is an equitable distribution of opportunity for faculty at all levels.

Board President Knudtson announced that during Closed Executive Session the Board approved the minutes of the June 26, 2017 Board of Regents Closed Executive Session Meeting by a vote of 6-0 with Regents Britt, Gargas, Knudtson, LaFerla, Meyer and Neely-Martin voting to approve.

ELECTION OF BOARD OF REGENTS OFFICERS

Board President Knudtson announced that per the Board of Regents By-Laws elections for new officers needed to take place. He stated its been his honor and pleasure to serve as Board of Regents President, and that to allow for an orderly transition and to leverage the talent and expertise of other Board of Regents members to the fullest, he has decided to not seek another term as Board President.

Opening nominations for Board President, Board President Knudtson nominated Regent Donald G. LaFerla. Regent Gargas seconded the nomination. When asked if he would accept the nomination to serve as Board President, Regent LaFerla responded that it’s humbling to reach this point in his career and that he would be honored to serve given his history and commitment to Southeast Missouri State University. Before closing nominations, Board President Knudtson called for any additional nominations for the office of Board President. Regent Meyer nominated Regent Edward P. Gargas. Regent Gargas expressed appreciation for the nomination; however, he declined the nomination citing his support for Regent LaFerla. There were no further nominations. Nominations were then closed.
Board President Knudtson then called for nominations for the office of Board Vice President. Regent LaFerla nominated Regent Edward P. Gargas for the office of Board Vice President. Board President Knudtson provided a second. Regent Gargas said he would be honored to accept the nomination and would look forward to working alongside Regent LaFerla. There were no additional nominations. Nominations were then closed.

Per the Board of Regents By-Laws a secret ballot for the offices of Board President and Board Vice President followed. Regent LaFerla, by a vote of 6-0, was unanimously elected to serve as Board President beginning January 1, 2018. By a vote of 6-0, Regent Gargas was unanimously elected to serve as Board Vice President.

Regent LaFerla thanked the Board for their support and confidence. He referenced his long history at Southeast and commented that the institution means a lot to him and his wife, Gloria. He pledged to do everything in his power to continue moving the University forward. He thanked Regent Knudtson for his service as Board President and said he would work hard to continue that leadership and strive to do the best job he can.

Regent Gargas expressed his gratitude to the Board and said he looked forward to working with Regent LaFerla and the entire Board and University team in his new capacity. He shared his passion for Southeast and said he will do the best he can in his service to the institution.

Before seeking a motion to adjourn, Regent Knudtson acknowledged that December 31, 2017 would mark the technical end of the terms for Regent Meyer and Regent Neely-Martin. He thanked them both for their service. Both Regent Meyer and Regent Neely-Martin will continue to serve past their term expiration date until the Governor makes new appointments.

**CONSIDERATION OF MOTION TO ADJOURN**

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

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Christopher R. Martin
Secretary, Board of Regents

**APPROVED:**

Jay B. Knudtson
President, Board of Regents
Southeast Missouri State University
BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 23, 2018
Open Session

I. Motion to be Considered:

Approve an increase in the tuition rate to $95 per credit hour for dual credit, dual enrollment and early college credit effective with the fall 2018 semester.

II. Background:

The University offers several opportunities for high school students to obtain college credit. Dual credit is a course that is being offered on a high school campus. The instructor is an employee of the school district and has been approved to teach the course by the appropriate academic department at Southeast. Dual enrollment is a course that is being offered on a high school campus using an online format taught by a Southeast instructor. The high school provides a facilitator who is certified to teach in the appropriate subject and serves as a teaching assistant for the instructor in many aspects. The facilitator can hold classroom discussions, serve as a tutor for the students, and help them navigate the university systems. The facilitator does not grade and is not responsible for primary delivery of the material. Early college credit is a traditional online or on campus course that a high school student takes on their own time.

These courses offer high school students the opportunity to gain experience in college level coursework while meeting their high school graduation requirements and to obtain college credits which may shorten the time to college degree attainment.

Prior to 2013, the cost of dual credit, dual enrollment and early college credit was set as a percentage of the regular tuition rate. Effective with the fall 2013 semester, the University moved to a flat tuition rate of $85.00 per credit hour for these courses, and the rate remains at this level.

The method of delivery of dual credit and early college credit varies between area high schools and includes online and ITV in some locations. The University waives the existing online course

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Recommended By:

Student Government
Faculty Senate
Administrative Council
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:
fee of $19.50 per credit hour and ITV course fee of $5.50 per credit hour for dual credit, dual enrollment and early college credit students. General fees are also waived for these students.

The University also offers the Southeast Dual Enrollment Scholarship, to recognize the academic dedication of these students. The scholarship, valued at $2,000, is offered to beginning freshmen who have completed 18 or more hours of dual enrollment and/or advanced placement credit through Southeast Missouri State University, and have earned a minimum cumulative grade point average of 3.50 in this coursework.

During spring 2017 when the University was outlining initiatives to meet FY18 budget needs, an increase to the dual credit rate was proposed along with other tuition rate increases. It was decided to postpone the recommendation to increase the dual credit rate for a full academic year until fall 2018. This allowed the dual credit staff the opportunity to share with participating school districts, a year in advance, the intent to raise the dual credit rate from $85 per credit hour to $95 per credit hour. Dual credit rates for the current 2017-18 academic year are $89 per credit hour at Mineral Area College and $90.00 per credit hour at Three Rivers College.

From fall 2012 to fall 2017 the dual credit program has seen a 127% increase in total unduplicated enrollment. Southeast’s dual credit program is currently working towards accreditation by the National Alliance for Concurrent Enrollment Partnerships, and anticipates receiving confirmation by the end of the spring 2018 semester.
BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 23, 2018
Open Session

I. Motion to be Considered:

Approve an increase of the textbook rental fee to $35.00 per course in fiscal year 2019.

II. Background:

In December 2008, the Board of Regents established the current textbook rental fee at $25.00 (plus tax) per course. Since that time the average textbook price, based on fiscal year 2017, has increased by $33.30 or 30.50%, resulting in an average textbook cost of $109.14. To prevent the textbook rental system from falling into a deficit due to the increasing costs for textbooks, the textbook rental fee should be increased.

As an auxiliary operation, the textbook rental system is designed to be financially self-supporting. In addition, the textbook rental auxiliary currently contributes $340,000 to the general operating budget annually for rent, academic support services for students, scholarships and overhead. The increased textbook rental rate will allow the textbook rental system to maintain its fiscal viability and to further support the University’s general operating budget (See Attachment 1).

Few colleges and universities have a textbook rental system in place, and students at most institutions must purchase textbooks at retail prices. The 2017-18 College Board report, *Trends in College Pricing*, calculates the cost of books and supplies at a four-year university to average $1250 annually. The chart below compares the rental rate at Southeast to other institutions with similar textbook rental programs, including four in Missouri. Presently, Southeast has the second lowest rate among the institutions surveyed and the lowest rate among institutions that do not charge the fee to all students.

---

**Recommended By:**

Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

**Chairperson:** Date
**Dean:**
**Academic Council:**
**Provost:**
**President:**

**Board Action on:**

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

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
The textbook rental system is a financial incentive for undergraduate students to attend Southeast Missouri State University and represents a “scholarship” for every student.

**FY18 Rates at Textbook Rental Institutions**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Rental Terms</th>
<th>Rental Fee</th>
<th>15 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Missouri State University</td>
<td>Per credit hour*</td>
<td>$6 credit hour*</td>
<td>$90.00</td>
</tr>
<tr>
<td>Southeast Missouri State University</td>
<td>Per course</td>
<td>$25 per course</td>
<td>$125.00</td>
</tr>
<tr>
<td>Appalachian State University</td>
<td>Charged to all UG students</td>
<td>$140 per semester</td>
<td>$140.00</td>
</tr>
<tr>
<td>Eastern Illinois University</td>
<td>Per credit hour</td>
<td>$9.75 credit hour*</td>
<td>$146.25</td>
</tr>
<tr>
<td>Allen Community College (KS)</td>
<td>Per credit hour</td>
<td>$12 credit hour*</td>
<td>$180.00</td>
</tr>
<tr>
<td>Missouri Southern State University</td>
<td>Per credit hour</td>
<td>$14 credit hour*</td>
<td>$210.00</td>
</tr>
<tr>
<td>Three Rivers College (MO)</td>
<td>Per book</td>
<td>$45 per book</td>
<td>$225.00</td>
</tr>
<tr>
<td>University of Central Missouri</td>
<td>Per book</td>
<td>$46 per book</td>
<td>$230.00</td>
</tr>
<tr>
<td>Southern Illinois Univ. - Edwardsville</td>
<td>Per credit hour</td>
<td>$16.30 credit hour*</td>
<td>$244.50</td>
</tr>
<tr>
<td>Southeastern Louisiana University</td>
<td>Per book</td>
<td>$50 per book</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

*“Per Credit Hour” fees are assessed for all credit hours, regardless of whether a book is rented.*

**Proposed Textbook Rental Fee Schedule**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Proposed Increase</th>
<th>Rental Fee</th>
<th>15 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19</td>
<td>$10 per course</td>
<td>$35</td>
<td>$175</td>
</tr>
</tbody>
</table>
### SOUTHEAST MISSOURI STATE UNIVERSITY
### TEXTBOOK RENTAL INCOME ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th>FY16 (Actual)</th>
<th>FY17 (Actual)</th>
<th>FY18 (Projected)</th>
<th>FY19 (Projected)</th>
<th>FY20 (Projected)</th>
<th>FY21 (Projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25.00 per course</td>
<td>$25.00 per course</td>
<td>$25.00 per course</td>
<td>$35.00 per course</td>
<td>$35.00 per course</td>
<td>$35.00 per course</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Rental Fees</td>
<td>$1,655,246</td>
<td>$1,636,869</td>
<td>$1,610,110</td>
<td>$2,254,000</td>
<td>$2,254,000</td>
<td>$2,254,000</td>
</tr>
<tr>
<td>Book Sales</td>
<td>352,034</td>
<td>374,583</td>
<td>350,000</td>
<td>358,750</td>
<td>373,100</td>
<td>391,755</td>
</tr>
<tr>
<td>Other rentals</td>
<td>19,001</td>
<td>18,225</td>
<td>22,000</td>
<td>22,550</td>
<td>23,114</td>
<td>23,692</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,026,281</td>
<td>$2,029,677</td>
<td>$1,982,110</td>
<td>$2,635,300</td>
<td>$2,650,214</td>
<td>$2,669,446</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel &amp; operations</td>
<td>$209,172</td>
<td>$209,087</td>
<td>$207,760</td>
<td>$209,167</td>
<td>$219,625</td>
<td>$230,607</td>
</tr>
<tr>
<td>Book Purchases</td>
<td>1,522,153</td>
<td>1,453,529</td>
<td>1,455,869</td>
<td>1,550,501</td>
<td>1,647,407</td>
<td>1,746,251</td>
</tr>
<tr>
<td>University Support (Rent, Utilities, Overhead)</td>
<td>334,369</td>
<td>380,000</td>
<td>340,000</td>
<td>763,600</td>
<td>763,600</td>
<td>763,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,065,694</td>
<td>$2,042,616</td>
<td>$2,003,629</td>
<td>$2,523,268</td>
<td>$2,630,632</td>
<td>$2,740,458</td>
</tr>
<tr>
<td><strong>NET INCOME(LOSS)</strong></td>
<td>$(39,413)</td>
<td>$(12,939)</td>
<td>$(21,519)</td>
<td>$112,032</td>
<td>$19,581</td>
<td>$(71,011)</td>
</tr>
</tbody>
</table>
BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 23, 2018
Open Session

I. Motion to be Considered:

Approve the proposed fiscal year (FY) 2019 Residence Life room and board rates, effective fall 2018.

II. Background:

In February 2017, the Board of Regents approved an average combined room and board rate of 2.51% for FY2018; including a 1.97% room rate increase and a 3.50% increase in board rates.

As shown in Attachment 1, an average combined room and board rate increase of 1.69% is requested for FY2019.

The proposed increase in the board rate for FY2019 is 2.00%. This rate increase is consistent with the terms of the University's dining contract with Chartwells Educational Dining Services. Planned enhancements to the dining facilities in FY2019 include a complete renovation of the University Center kitchen and a minor upgrade of the Chick-fil-A venue in Redhawks Market to comply with vendor brand requirements.

The proposed increase in average room rates is 1.53%. This reflects expenditures for personnel, student labor, operations, technology, maintenance and repair. Private room rates continue to be 1.5 times the rate of a double-occupancy room.

In FY2017 and FY2018, rate increases were approved that reduced the price gap between the highest and lowest price residence halls from $1950 (FY2016) to $1680 (FY2018). For FY2019, an across the board rate increase of $90 is recommended. The proposed increase will be used to pay for expenses related to a major technology upgrade in the residence halls and anticipated increases in personnel benefits (i.e. insurance, retirement).

Recommended By:

Student Government
Faculty Senate
Administrative Council
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:
Every residence hall in the housing system will receive a major upgrade to the wireless network used by students. This upgrade includes installation of 546 replacement and 593 new wireless access points to significantly increase wireless coverage. In addition, the upgrade includes 59 new building switches which along with new campus core switch technology will raise each building connection to 10Gb; 10 times the existing capacity. The total projected cost of the project is $927,470 and the work is expected to be complete in April 2019.

In previous years, the $30 Residence Hall Association Fee, $60 Cable Fee and $60 Technology Fee were assessed as individual fees and were listed individually on the billing statement. The proposed FY2019 room rate includes these fees. Combining these fees in to the annual room rate will simplify the billing statement and improve written and verbal communication with students and families.

Attachment 1 reflects an average projected occupancy rate of 90%, based on projected new and continuing student enrollment trends. An average occupancy rate of 90 to 93% is desired to meet the system’s debt service obligations.

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

- **Room Contracts**: $16,477,590
- **Private Rooms**: $121,615
- **Contract Cancellation Charges**: $163,650
- **Total Room Revenues**: $10,702,555
- **Board Contracts**: $8,466,317
- **Summer Room and Board Contracts**: $38,000
- **TOTAL ROOM & BOARD REVENUES**: $25,327,172

### ROOM CONTRACTS:

<table>
<thead>
<tr>
<th>Rate</th>
<th>FY19 Room Rate</th>
<th>Tech Fee</th>
<th>RHA</th>
<th>Cable TV</th>
<th>FY18 Room Rate</th>
<th>Rate Increase</th>
<th>Total FY18 Room Rate</th>
<th>FY19 Room Rate</th>
<th>Rate Change</th>
<th>Total FY19 Room Rate</th>
<th>Rate Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Village</td>
<td>$6,890</td>
<td>N/A</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>65.4%</td>
<td>26</td>
<td>26</td>
<td>17</td>
<td>17</td>
<td>65.4%</td>
</tr>
<tr>
<td>Cherry</td>
<td>$4,550</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$4,200</td>
<td>$90</td>
<td>$4,200</td>
<td>$90</td>
<td>$4,200</td>
<td>$90</td>
<td>$4,200</td>
</tr>
<tr>
<td>Deamont (singles)</td>
<td>$5,600</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,600</td>
<td>$90</td>
<td>$5,600</td>
<td>$90</td>
<td>$5,600</td>
<td>$90</td>
<td>$5,600</td>
</tr>
<tr>
<td>Group/Greek</td>
<td>$5,140</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,200</td>
<td>$90</td>
<td>$5,200</td>
<td>$90</td>
<td>$5,200</td>
<td>$90</td>
<td>$5,200</td>
</tr>
<tr>
<td>Towers East</td>
<td>$4,550</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
</tr>
<tr>
<td>Towers South</td>
<td>$4,550</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
<td>$90</td>
<td>$4,500</td>
</tr>
<tr>
<td>Residential Subtotal</td>
<td>$5,098</td>
<td>$5,188</td>
<td>1,77%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dobbins Center</td>
<td>$5,330</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
</tr>
<tr>
<td>Henderson</td>
<td>$5,170</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
</tr>
<tr>
<td>LaFerta</td>
<td>$5,330</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
</tr>
<tr>
<td>Merck</td>
<td>$5,330</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
<td>$90</td>
<td>$5,480</td>
</tr>
<tr>
<td>Myers</td>
<td>$5,170</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
</tr>
<tr>
<td>Towers North</td>
<td>$5,170</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
</tr>
<tr>
<td>Towers West</td>
<td>$5,170</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
</tr>
<tr>
<td>Vandiver</td>
<td>$5,170</td>
<td>$60</td>
<td>$30</td>
<td>$50</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
<td>$90</td>
<td>$5,220</td>
</tr>
<tr>
<td>Suite-style Subtotal</td>
<td>$5,330</td>
<td>$5,480</td>
<td>1,77%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVERAGE</td>
<td>$5,737</td>
<td>$5,887</td>
<td>1,13%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td>$172,13</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BOARD CONTRACTS:

<table>
<thead>
<tr>
<th>Rate</th>
<th>FY18 Rate</th>
<th>FY19 Rate</th>
<th>% Board Board Rate Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic Plans</td>
<td>$3,120</td>
<td>$3,182</td>
<td>1,99%</td>
</tr>
<tr>
<td>19 Meals+5116 Flex</td>
<td>$2,850</td>
<td>$2,960</td>
<td>2,01%</td>
</tr>
<tr>
<td>15 Meals+5140 Flex</td>
<td>$2,550</td>
<td>$2,600</td>
<td>1,96%</td>
</tr>
<tr>
<td>10 Meals+5150 Flex</td>
<td>$2,000</td>
<td>$2,244</td>
<td>2,00%</td>
</tr>
<tr>
<td>Premium Plans</td>
<td>$3,200</td>
<td>$3,356</td>
<td>2,01%</td>
</tr>
<tr>
<td>19 Meals+5116 Flex</td>
<td>$3,040</td>
<td>$3,100</td>
<td>1,97%</td>
</tr>
<tr>
<td>15 Meals+5140 Flex</td>
<td>$2,670</td>
<td>$2,724</td>
<td>2,02%</td>
</tr>
<tr>
<td>10 Meals+5150 Flex</td>
<td>$2,300</td>
<td>$2,346</td>
<td>2,00%</td>
</tr>
<tr>
<td>AVERAGE</td>
<td>$2,756</td>
<td>$2,811</td>
<td>2,00%</td>
</tr>
</tbody>
</table>

### BOARD CONTRACT REVENUE:

<table>
<thead>
<tr>
<th>Projected % of Revenues</th>
<th>N/A 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Village</td>
<td>$8,808</td>
</tr>
<tr>
<td>Dobbins Center</td>
<td>$9,508</td>
</tr>
<tr>
<td>Henderson</td>
<td>$9,348</td>
</tr>
<tr>
<td>LaFerta</td>
<td>$9,508</td>
</tr>
<tr>
<td>Merck</td>
<td>$9,508</td>
</tr>
<tr>
<td>Myers</td>
<td>$9,508</td>
</tr>
<tr>
<td>Towers North</td>
<td>$9,348</td>
</tr>
<tr>
<td>Towers West</td>
<td>$9,348</td>
</tr>
<tr>
<td>Vandiver</td>
<td>$9,348</td>
</tr>
<tr>
<td>AVERAGE</td>
<td>$8,767</td>
</tr>
</tbody>
</table>

### COMBINED ROOM & BOARD (with 15 classic meal plan):

<table>
<thead>
<tr>
<th>FY19</th>
<th>FY19 Rate</th>
<th>Rate Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Village</td>
<td>$8,808</td>
<td></td>
</tr>
<tr>
<td>Dobbins Center</td>
<td>$9,508</td>
<td></td>
</tr>
<tr>
<td>Henderson</td>
<td>$9,348</td>
<td></td>
</tr>
<tr>
<td>LaFerta</td>
<td>$9,508</td>
<td></td>
</tr>
<tr>
<td>Merck</td>
<td>$9,508</td>
<td></td>
</tr>
<tr>
<td>Myers</td>
<td>$9,508</td>
<td></td>
</tr>
<tr>
<td>Towers North</td>
<td>$9,348</td>
<td></td>
</tr>
<tr>
<td>Towers West</td>
<td>$9,348</td>
<td></td>
</tr>
<tr>
<td>Vandiver</td>
<td>$9,348</td>
<td></td>
</tr>
<tr>
<td>AVERAGE</td>
<td>$8,767</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:** The table includes projected revenues and rates for various room types and meal plans, reflecting changes in occupancy and rates over the fiscal year. The revenue summaries highlight the total revenues from both room and board contracts, showcasing the financial performance of different residence plans at Southeast Missouri State University.
BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 23, 2018
Open Session

I. Motion to be Considered:

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

Faculty:
- Adams, Janet, Instructor, Nursing (2004-2018)
- Althaus, Rickert, Professor, Political Science, Philosophy, and Religion (1980-2018)
- Boyd, Gregory, Professor, Polytechnic Studies (1995-2018)
- Branscum, Shelba, Professor, Human Environmental Studies (1974-2017)
- Chamberlain, Stephanie, Professor, English (1999-2018)
- Cherry, John, Professor, Management and Marketing (2000-2018)
- Crunkilton, Dhira, Associate Professor, Social Work (2006-2017)
- Curtis, Dalton, Professor, History (1979-2017)
- Cwick, Gary, Professor, Physics and Engineering Physics (1988-2017)
- Fulgham, Marc, Professor, Music (1990-2018)
- Fulkerson, William, Professor, Criminal Justice and Sociology (2003-2018)
- Ham, Kathy, Professor, Nursing (1998-2017)
- Jackson, Alice, Professor, Nursing (1991-2018)
- Johnson, Gary, Professor, Accounting (1982-2017)
- Jung, Donald, Associate Professor, Mass Media (2001-2018)
- Kahler, Caroline, Professor, Art (2011-2018)
- Lilly, Walt, Professor, Biology (1982-2018)

Recommended By:

Student Government
Faculty Senate
Administrative Council
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:
• Mims, Bruce, Professor, Mass Media (1989-2018)
• Mueller, Wesley, Professor, Agriculture (1999-2018)
• Naugler, David, Professor, Computer Science (1981-2017)
• Pracht, Carl, Professor, Kent Library (1986-2018)
• Renaud, Joyce, Instructor, Communication Disorders (1993-2018)
• Ruediger, Claudia, Professor, Kent Library (2001-2017)
• Sharp, Patty, Instructor, Political Science, Philosophy & Religion (2008-2018)
• Smith, Katherine, Professor, Art (2000-2018)
• Zen, Deqi, Professor, English (2000-2018)

Staff:

• Blankenship, Karl, Network Systems Engineer, Information Technology (2005-2017)
• Brickhaus, Margaret, Senior Systems Analyst/Programmer, Information Technology (1971-2017)
• Bruenderman, Joyce, Cashier Supervisor, Student Financial Services (2002-2017)
• Buerck, Linda, Assistant Director of Financial Aid, Student Financial Services (1989-2018)
• Burford, Lenny, Manager, PC Networks and Maintenance, Information Technology (1996-2018)
• Centanni, Marsha, Senior Administrative Assistant, Career Services (1999-2017)
• Duncan, Gwendolyn, Coordinator, Administrative Operations, Residence Life (1987-2018)
• Farrow, Jeffrey, Carpenter Journeyman, Facilities Management (1979-2017)
• Gannon, Cynthia, Senior Associate Athletics Director/Senior Women Administrator, Athletics (1987-2018)
• Hendricks, Lawrence, Senior Systems Analyst/Programmer, Information Technology (1992-2017)
• Hirsch, Charles, Manager of Central Receiving, Facilities Management (1979-2018)
• Holekamp, Paula, Financial Aid Program Specialist, Student Financial Services (2005-2018)
• Holland, William, Vice President, University Advancement (2005-2018)
• Kent, Vickie, Custodian, Facilities Management (2006-2018)
• Langston, Mary, Coordinator, Acquisitions, Kent Library (1976-2017)
• Mayberry, Kenneth, Assistant Director, Police Operations, Public Safety (1990-2017)
• McBride, Marvin, Support Services Staff, Facilities Management (1989-2017)
• McCollum, Dennis, Oracle Database Administrator, Information Technology (1984-2018)
• McCrite, Zelma, Gift Processing Specialist, University Advancement (1989-2017)
II. Background:

The Board of Regents traditionally honors individual faculty and staff members at the University’s annual Employee Recognition Program with the presentation of Resolutions of Honor. This year’s recognition program will be held May 2, 2018. University administration will review and approve the content of all resolutions prior to their presentation.
AUDREY SMITH

{318 Pine Cone Rd, Poplar Bluff MO 63901  Email: acsmith4s@semo.edu  Cell: 573-840-4393}

SKILLS
- Experienced in Word, Excel, and Powerpoint
- Quick Learner
- Excellent Team Work
- Spreadsheet Management
- Detail Attentive
- Customer Service Experienced

EXPERIENCE

10/2015 - Current  Southern Bank  Poplar Bluff, MO

Retail Operations Specialist
- Create and manage daily and monthly informational spreadsheets for reports
- Complete verification on customer accounts
- Complete daily second file maintenance review
- Complete new account checks
- Process returned debit cards

07/2015 – 10/2015  Southern Bank  Poplar Bluff, MO

Teller
- Executed customer transactions including deposits, withdrawals money orders and checks
- Organized, stocked, and maintained teller window area
- Answered phone inquiries on banking products
- Upheld balanced teller drawer

07/2014 - 10/2014  Butler County Clerk Office  Poplar Bluff, MO

Voter Registration
-Filed Voter documents
-Answered and redirected phone calls
03/2014 – 04/2014     **John Beaton Law Office**     Poplar Bluff, MO

**Receptionist**
- Scheduled appointments
- Handled customer calls
- Processed customer payments
- Scanned and filed company documents

09/2013 – 03/2014     **PMB, Inc**     Poplar Bluff, MO

**Machine Operator**
- Operated various machine creating parts
- Packaged Parts

**EDUCATION**

**Associate of Arts**: Business Administration, May 2016

**Three Rivers College** - Poplar Bluff, MO
- Recipient of Community College Scholarship
- Graduated Magna Cum Laude

**Bachelor of Science**: Business Administration, current

**Southeast Missouri State University** – Cape Girardeau, MO
- Accounting Major
- Recipient of William and Evelyn Volentz Scholarship, Sherri L. Jenkins Business Scholarship (2017-2018)
ECONOMIC AND BUSINESS ENGAGEMENT CENTER

FY17 SUCCESS REPORT
COLLEAGUES AND FRIENDS:

Economic development is important and rewarding work, especially to me as I serve my home region of southeast Missouri. There are many organizations throughout the region that provide local community and economic development services. At the Economic and Business Engagement Center, we have the honor of collaborating with those organizations when and where needed. Regional planning commissions, chambers of commerce, city/county economic development organizations, workforce development offices, state and federal agencies, local banks and lenders, and many other entities are those we consider our partners and friends. In this second annual Success Report, I want to make sure those organizations know how much we appreciate the work they do and how much they share in our success.

In addition to providing support to our partners, we assisted many current and aspiring entrepreneurs during FY17, 225 to be exact, while maintaining a 100% client satisfaction rating. These entrepreneurs went on to start or expand their businesses leading to increases in jobs and sales. While small business development is just one service provided at the Engagement Center, it gives us the opportunity to see dreams turn into reality, vacant storefronts come to life on the courthouse square, and jobs created. Numbers are important, but that is what real success looks like in rural Missouri.

Best,

Crystal Jones
Director
MISSION

To foster business, community, and workforce development and facilitate the process of innovation to enhance the regional economy and support the transfer of institutional knowledge and resources derived from within the University to the external environment to create new, high-value jobs, positive economic and social benefits, and advance entrepreneurship.

BUSINESS DEVELOPMENT

Small Business & Technology Development Center (SBTDC) – The SBTDC program offers comprehensive services at little to no cost to help entrepreneurs in the 19-county service region grow and succeed specializing in:
- 1-on-1 Business Counseling
- Exporting Assistance
- Edward Lowe Foundation Economic Gardening program
- Procurement Technical Assistance

Missouri Innovation Corporation (MIC) – The MIC, a non-profit organization of the University governed by a Board of Directors, helps entrepreneurs in the region seek financing for their new or existing small business in the form of a revolving loan fund (RLF) program funded by the U.S. Department of Agriculture (USDA) Rural Development.

Agriculture Technology Virtual Incubator – The Ag Tech Virtual Incubator serves agribusiness in the region by offering support in the form of technology, financial, and business planning advice and assistance.

InnovateU – Managed by the Engagement Center, InnovateU is a national provider of practical training courses that empower those with entrepreneurial dreams to move forward confidently. This includes the LaunchU course for aspiring and early-stage entrepreneurs in English and Spanish (coming in 2018).

COMMUNITY DEVELOPMENT

Economic Development Administration (EDA) University Center – As one of 75 University Centers in the U.S., the Engagement Center combines research and applied strategies to support rural communities and economic development. Staff and faculty collaborate to provide research and analysis to a wide range of projects including:
- Regional Entrepreneurship Assessments
- Feasibility Studies
- Economic Data Analysis
- Geographical Information System (GIS) Mapping

WORKFORCE DEVELOPMENT

Continuing Education – The Continuing Education department works with area businesses and industries to offer non-credit courses to help increase the skill level of the region’s workforce and enhance quality of life through:
- Business and Industry Training Partnerships
- Digital Badging/Credentialing
- Youth & STEM Programs
- Personal Enrichment
FY17 IMPACT AT A GLANCE

ASSISTED CLIENTS WITH OBTAINING:

$10,098,827 IN PRIVATE INVESTMENTS

$86,725 IN PUBLIC INVESTMENTS

100% CLIENT SATISFACTION

$7.92 MILLION ANNUAL SALES INCREASE FOR SBTDC CLIENTS

HONOURED WITH INNOVATION AWARD FOR THE INNOVATEU PROGRAM FROM THE NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS

2,100+ TRAINING ATTENDEES

7 NEW BUSINESS CERTIFICATIONS EARNED BY STAFF

AGRICULTURE TECHNOLOGY VIRTUAL INCUBATOR

153 JOBS CREATED/RETAINED

19 COUNTY SERVICE REGION

*Data used in official reporting to funding agencies and partners in Fiscal Year 2017
PROJECT HIGHLIGHTS

TRANSITIONED STRATEGIES INTO IMPLEMENTATION FOR COMMUNITIES

In the fourth year of the five-year EDA University Center program, efforts focused on concluding statewide projects while developing strategic new opportunities for the region including:

- Geographic Information Systems (GIS) mapping services
- Agriculture Technology Virtual Incubation program
- Economic modeling and ESRI data research and analysis
- Economic impact data for Spring 2017 flood disaster relief
- Professional Community and Economic Developer (PCED) certified staff
- Feasibility study assistance for Boonslick Regional Planning Commission (RPC) and Southeast Missouri RPC
- Entrepreneurship Assessments for Meramec RPC, Harry S. Truman Coordinating Council, and Ozark Foothills RPC

COMPLETED OZARK ARTISAN HUB STUDY

In collaboration with Ozark Vitality and University of Missouri Extension with support from Ozark Foothills Regional Planning Commission, the Engagement Center was responsible for conducting a feasibility study for an Artisan Hub in the Eastern Ozarks area. Study areas included:

- Potential demand by artists and craftspeople and their needs
- Identification of the region's artistic assets
- Assessment of economic impact in the region
- Market analysis including export market potential
- Recommended services and design of the incubator
- Financial analysis including detailed budget and cash flow analysis

COLLABORATED WITH NEW PARTNERS TO IMPROVE WORKFORCE

In the first full year of the Continuing Education department being located in the Engagement Center, youth programs and personal enrichment courses continued to grow complemented by the addition of several professional development opportunities including:

- Digital Credentialing program
- Community Health Worker program
- Agriculture UAV (Drone) demonstrations for high schools and University events
- Partnership with private sector to support computer coding and programming training
- STEM-focused youth summer camps

"This is one innovative way that we can provide a value-added opportunity not only to those receiving a digital credential through one of our various programs, but also to employers who need to quickly verify the competencies of current and potential employees."

- DR. CARLOS VARGAS,
SOUTHEAST MISSOURI STATE UNIVERSITY PRESIDENT
EXPANDED EFFORTS AND IMPACT FOR SMALL BUSINESSES

This year, the SBTDC program’s efforts continued to grow resulting in meeting or exceeding all of its performance goals as set by the statewide program including:

<table>
<thead>
<tr>
<th></th>
<th>FY16</th>
<th>FY17</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTUPS</td>
<td>11</td>
<td>20</td>
<td>+62%</td>
</tr>
<tr>
<td>LOANS/EQUITY</td>
<td>$7,547,825</td>
<td>$8,020,105</td>
<td>+6%</td>
</tr>
<tr>
<td>JOBS CREATED/RETAINED</td>
<td>24</td>
<td>101</td>
<td>+321%</td>
</tr>
<tr>
<td>COUNSELING HOURS</td>
<td>528.05</td>
<td>1056.98</td>
<td>+100%</td>
</tr>
</tbody>
</table>

DEVELOPED ENTREPRENEURS NATIONWIDE THROUGH LAUNCHU

The InnovateU program provides the LaunchU curriculum to more than 70 affiliates nationwide every year. Since 2006, over 1,300 entrepreneurs in Missouri have been trained resulting in the creation or growth of more than 485 businesses. In FY17, 3 LaunchU classes were held in Cape Girardeau, Sikeston, and Kennett with 22 participants total.

New Staff Certifications:
- Certified Economic Gardening GIS Specialist
- Certified Global Business Professional, NASBITE
- LivePlan Expert Advisor
- Blue Mesa Essential Coaching Skills
- QuickBooks ProAdvisor

Trainings and Events Hosted:
- InnovateHER pitch competition
- Using Census Data to Benefit Your Business workshop
- Get Your Business Online workshop (Google Partner series)
- Exporting and ag tech workshops held in Malden and Sikeston
- Boots to Business training for veterans in Poplar Bluff

Revolving Loan Fund Program:
- $410,200 loaned to date
- New loans for hospitality, construction, and technology companies

CLIENT: VILLAINOUS GROUNDS

Location: Downtown Perryville    Employees: 6    Loan Amount: $30,000

Villainous Grounds is co-owned by Mary Jo Bammel and husband David. David dreamed of starting a brick and mortar comic bookstore, but they realized they would need to offer more to be successful in this venture. They identified a market need for gourmet, fresh-roasted coffee and opened the bookstore/coffee shop hybrid in January 2016 on the beautiful courthouse square.

"In this day and age it's easy to be treated like just another number or just a business entity. Our counselor made us feel like we mattered, like we are important." - Mary Jo Bammel, Co-Owner
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:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>VENDOR</th>
<th>AWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPHC Plaza &amp; Central Pedestrian Corridor</td>
<td>07/13/18</td>
<td>Nip Kelley Equipment Co, Inc.</td>
<td>$302,400</td>
</tr>
<tr>
<td>Cottonwood Renovations</td>
<td>07/31/18</td>
<td>Gray Design Group</td>
<td>$214,000</td>
</tr>
<tr>
<td>General Construction Contract</td>
<td>02/12/19</td>
<td>Nip Kelley Equipment Co, Inc.</td>
<td>Up to $300,000</td>
</tr>
</tbody>
</table>

Part II – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crisp Hall Renovation</td>
<td>Summer 2019</td>
<td>Professional services agreement awarded to Lawrence Group. Preliminary program meetings are being conducted with departments.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>512 &amp; 518 N Sprigg Demo and FM Parking Lot Reconfiguration</td>
<td>Complete</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>Campus Directional Signage</td>
<td>Complete</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>Capaha Field Indoor Batting Facility</td>
<td>Spring 2018</td>
<td>Early site work package (footings/foundations/slab/ underground utilities) being completed utilizing General Construction Contract. Remaining components to be completed upon identification of additional funding.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cottonwood Renovation</td>
<td>August 2018</td>
<td>Design development documents are in progress. Bidding anticipated in late February 2018.</td>
</tr>
<tr>
<td>General Construction Contract 2017</td>
<td>Multiple projects through 2/12/18</td>
<td>Capaha Field Indoor Batting Facility—site work package only.</td>
</tr>
<tr>
<td>General Electric Contract 2017</td>
<td>Multiple projects through 6/30/18</td>
<td>Installation of electrical receptacles at Scully 112 in progress.</td>
</tr>
<tr>
<td>Gravel Hall Air Handling Unit (AHU) 1 &amp; 2 Replacement</td>
<td>Summer 2018</td>
<td>Construction documents finalized and will bid February 2018.</td>
</tr>
<tr>
<td>Johnson Hall 3rd Floor Air Handling Unit (AHU) Replacement</td>
<td>Summer 2018</td>
<td>Bric Engineering completed final construction and will bid February 2018.</td>
</tr>
<tr>
<td>Kent Rare Book Room HVAC Upgrade</td>
<td>Summer 2018</td>
<td>Contract awarded to Langford Mechanical.</td>
</tr>
<tr>
<td>Towers Central Complex Second Floor Carpet and Paint</td>
<td>January 2018</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>Towers Fire Alarm Upgrades</td>
<td>Winter 2017/Summer 2018</td>
<td>Phase I—Replacement of devices in Towers Central Complex is complete and under warranty. Phase II—Replacement of fire alarm panel in Towers Central Complex is complete and programming is ongoing. Phase III—Replacement and installation of fire alarm system and new devices in Towers East &amp; Towers South Professional Services proposal is being reviewed with construction to take place summer of 2019.</td>
</tr>
<tr>
<td>Track Building Renovation &amp; Addition</td>
<td>TBD</td>
<td>Conceptual design is finalized. Athletics is identifying additional funding to meet cost estimate. Installation of track surface to delaminated area awarded to Nip Kelley Equipment Co. To be completed by March 15, 2018.</td>
</tr>
<tr>
<td>University Center Third &amp; Fourth Floor Corridor Carpet and Paint</td>
<td>January 2018</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>University Master Plan Update</td>
<td>Summer 2018</td>
<td>Completion of the Master Plan was postponed allowing restructuring decisions made as part of the budget planning process to be considered by the consultants and incorporated into their final recommendations.</td>
</tr>
<tr>
<td>University Center Kitchen Renovation</td>
<td>Summer 2018</td>
<td>Professional services contract awarded to The Lawrence Group. Design development documents complete and construction documents are being developed.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Vandiver Hall Exterior Envelope</td>
<td>Spring/Summer 2018</td>
<td>Professional services contract awarded to Hurst-Roche for initial building envelope investigation and recommendation. This phase to be completed by March 31, 2018.</td>
</tr>
</tbody>
</table>