



# LINCOLN UNIVERSITY


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Office of the President

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## BOARD ACTIONS

TO: Faculty, Staff and Students

FROM: Dr. John B. Moseley, President 

DATE: June 6, 2024

SUBJECT: Action Items - Board of Curators

During its meeting held on Thursday, June 6, 2024, the Lincoln University Board of Curators approved the following:

1. The attached Non-Academic Holiday Schedule for Fiscal Year 2024-2025. (For additional information contact the Office of the President.)
2. Changes/Additions to the Lincoln University Rules & Regulations. (For additional information contact the Office of the President.)
3. The attached Fiscal Year 2025 General and Auxiliary Operating Budgets. The total General Fund Budget is \$38,142,923, and the Auxiliary Fund Budget is \$6,628,479. A 3.4% increase across the board COLA for all faculty and staff who have not been part of recent reclassifications, or recent hiring/promotion since January 1, 2024. (For additional information contact Mr. Jeffrey M. Barlow, Vice President for Administration and Finance)
4. A one-year contract renewal with Ellucian for Colleague ERP totaling \$537,043. (For additional information contact Mr. Jeffrey M. Barlow, Vice President for Administration and Finance)

The next meeting of the Lincoln University Board of Curators will be held on Thursday, September 5, 2024

## Non-Academic Holiday Schedule Fiscal Year 2024-2025

<b>Holiday</b>	<b>Date</b>	<b>Day</b>
1. Independence Day	July 4, 2024	Thursday
2. Labor Day	September 2, 2024	Monday
3. Veterans Day	November 11, 2024	Monday
4. Thanksgiving Holiday	November 28 & 29, 2024	Thursday & Friday
5. Christmas Holiday	December 24 & 25, 2024	Tuesday & Wednesday
6. New Year's Holiday	December 31, 2024, and January 1, 2025	Tuesday & Wednesday
7. Martin Luther King Jr Day	January 20, 2025	Monday
8. Lincoln's Birthday	February 10, 2025	Monday
9. Spring Recess*	March 10-14, 2025	Monday-Friday
10. Free Day	April 18, 2025	Friday
11. Memorial Day	May 26, 2025	Monday
12. Juneteenth	June 19, 2025	Thursday

Essential services (KJLU, Physical Plant, Campus Police, and Library) are to post a separate schedule, so that operations are not disrupted. Copies of these schedules are to be forwarded to the Office of Human Resources, 101 Young Hall.

As a cost saving measure, the University will be closed from end of business Friday, December 20, 2024, through Wednesday, January 1, 2025; it will open again for regular business on Thursday, January 2, 2025. Unit heads (cabinet level administrators) will determine what personnel in their units will be needed to perform essential services during the Christmas/New Year's period.

\*All offices will remain open during the Spring Recess with reduced staffing. Each employee is to be allotted two (2) days off during this week.

**FISCAL YEAR 2025  
GENERAL FUND BUDGET**

	FY23 Budget	FY 23 Actuals	FY24 Budget	%	FY 24 Actuals as of 5/22/2024	%	FY25 Budget Request	%	DIFF from prior budget request
<b>Income Category</b>									
State Appropriations - Core <sup>1</sup>	\$ 19,130,862	\$ 18,645,863	\$ 22,026,785	62%	\$ 22,026,785	61%	\$ 22,687,589	59%	\$ 660,804
State Appropriations - Match <sup>2</sup>	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Tuition, Incidental & Mandatory Fees <sup>3</sup>	\$ 10,306,751	\$ 11,690,399	\$ 11,994,217	34%	\$ 11,958,403	33%	\$ 12,467,981	33%	\$ 473,764
Interest Income	\$ 50,000	\$ (616,411)	\$ 210,000	1%	\$ 1,656,209	5%	\$ 1,076,536	3%	\$ 866,536
Indirect Costs	\$ 307,000	\$ 287,627	\$ 350,000	1%	\$ 366,863	1%	\$ 434,341	1%	\$ 84,341
Sales and Services	\$ 25,000	\$ 31,570	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Other Sources	\$ 187,093	\$ 230,548	\$ 195,000	1%	\$ 255,363	1%	\$ 226,476	1%	\$ 31,476
CARES Act Funding / MCHCP Rev. hold	\$ -	\$ 4,032,363	\$ (1,052,434)	-3%	\$ -	0%	\$ -	0%	\$ 1,052,434
Fund Balance	\$ 2,991,542	\$ -	\$ 2,000,000	6%	\$ -	0%	\$ 1,250,000	3%	\$ (750,000)
<b>Totals</b>	<b>\$ 32,998,248</b>	<b>\$ 34,301,958</b>	<b>\$ 35,723,569</b>	<b>100%</b>	<b>\$ 36,263,623</b>	<b>100%</b>	<b>\$ 38,142,923</b>	<b>100%</b>	<b>\$ 2,419,354</b>

<b>Expenditure Category</b>									
Salaries/Wages	\$ 14,084,010	\$ 12,744,532	\$ 15,532,583	43%	\$ 13,028,416	29%	\$ 16,183,106	42%	\$ 650,523
Fringe Benefits <sup>4</sup>	\$ 6,056,121	\$ 7,045,569	\$ 7,826,253	18%	\$ 5,376,770	16%	\$ 7,978,460	21%	\$ 152,207
Student Labor	\$ 44,639	\$ 17,176	\$ 45,000	0%	\$ 40,464	0%	\$ 49,139	0%	\$ 4,139
<b>Subtotal Personnel</b>	<b>\$ 20,184,770</b>	<b>\$ 19,807,276</b>	<b>\$ 23,403,836</b>	<b>61%</b>	<b>\$ 18,445,649</b>	<b>45%</b>	<b>\$ 24,210,705</b>	<b>63%</b>	<b>\$ 806,869</b>
Equipment Purchase	\$ 81,745	\$ 360,544	\$ 80,345	0%	\$ 67,749	1%	\$ 88,995	0%	\$ 8,650
Contractual Services	\$ 3,535,874	\$ 4,365,522	\$ 4,187,916	11%	\$ 4,582,735	10%	\$ 4,592,172	12%	\$ 404,256
Travel	\$ 628,963	\$ 435,627	\$ 534,193	2%	\$ 441,357	1%	\$ 788,068	2%	\$ 253,875
Consumable Supplies	\$ 354,743	\$ 443,198	\$ 361,339	1%	\$ 324,543	1%	\$ 622,905	2%	\$ 261,566
Other Costs	\$ 2,191,786	\$ 1,669,191	\$ 2,084,060	7%	\$ 1,601,583	4%	\$ 2,404,919	6%	\$ 320,859
Utilities/Communications	\$ 1,018,869	\$ 1,027,655	\$ 1,020,419	3%	\$ 699,753	2%	\$ 1,118,959	3%	\$ 98,540
Scholarships/Waivers	\$ 2,580,983	\$ 2,272,679	\$ 2,680,983	8%	\$ 2,094,422	5%	\$ 2,575,676	7%	\$ (105,307)
Transfer Out <sup>5</sup>	\$ 2,420,515	\$ 13,655,445	\$ 1,370,477	7%	\$ 7,655,142	31%	\$ 1,740,524	5%	\$ 370,047
<b>Subtotal Operations</b>	<b>\$ 12,813,478</b>	<b>\$ 24,229,860</b>	<b>\$ 12,319,732</b>	<b>39%</b>	<b>\$ 17,467,283</b>	<b>55%</b>	<b>\$ 13,932,218</b>	<b>37%</b>	<b>\$ 1,612,486</b>
GASB 68/75	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 0	0%	\$ -
<b>Grand total</b>	<b>\$ 32,998,248</b>	<b>\$ 44,037,137</b>	<b>\$ 35,723,568</b>	<b>100%</b>	<b>\$ 35,912,933</b>	<b>100%</b>	<b>\$ 38,142,923</b>	<b>100%</b>	<b>\$ 2,419,355</b>

<b>Functional Category</b>									
Instruction	\$ 10,043,219	\$ 9,576,712	\$ 12,116,140	34%	\$ 9,344,409	26%	\$ 12,057,893	0%	\$ 2,072,921
Research	\$ -	\$ 218,877	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Public Service	\$ 111,221	\$ 341,259	\$ 91,557	0%	\$ 34,777	0%	\$ 283,198	0%	\$ (19,664)
Academic Support	\$ 1,817,502	\$ 1,918,278	\$ 2,076,588	6%	\$ 1,696,411	5%	\$ 2,339,166	6%	\$ 259,086
Student Services	\$ 3,859,747	\$ 4,568,736	\$ 5,019,872	14%	\$ 4,082,137	11%	\$ 5,365,844	14%	\$ 1,160,125
Institutional Support	\$ 9,015,617	\$ 8,321,439	\$ 9,096,483	25%	\$ 8,035,890	22%	\$ 10,174,806	25%	\$ 80,866
Operations/Maintenance	\$ 3,149,444	\$ 3,163,711	\$ 3,385,668	9%	\$ 2,948,272	8%	\$ 3,605,816	9%	\$ 236,224
Scholarships/Waivers	\$ 2,580,983	\$ 2,272,679	\$ 2,680,983	8%	\$ 2,115,894	6%	\$ 2,575,676	8%	\$ 100,000
Transfers <sup>5</sup>	\$ 2,420,515	\$ 13,655,445	\$ 1,256,277	4%	\$ 7,655,142	21%	\$ 1,740,524	4%	\$ (1,164,238)
<b>Subtotal</b>	<b>\$ 32,998,248</b>	<b>\$ 44,037,137</b>	<b>\$ 35,723,568</b>	<b>100%</b>	<b>\$ 35,912,933</b>	<b>100%</b>	<b>\$ 38,142,923</b>	<b>100%</b>	<b>\$ 2,725,320</b>
GASB 68/75	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 0	0%	\$ -
<b>Grand total</b>	<b>\$ 32,998,248</b>	<b>\$ 44,037,137</b>	<b>\$ 35,723,568</b>	<b>100%</b>	<b>\$ 35,912,933</b>	<b>100%</b>	<b>\$ 38,142,923</b>	<b>100%</b>	<b>\$ 2,725,320</b>

Notes:

<sup>1</sup> State Appropriations - Core are based the FY25 appropriation level (adjusted by the standard 3% Governor's Reserve).

<sup>2</sup> State Appropriations - Match was moved to the Project Accounting module to be accounted for outside of the General Operating Budget in FY23.

<sup>3</sup> Tuition and Incidental fees are based on FY24 actuals for Fall and Spring with 5% Decline in enrollment

<sup>4</sup> Fringe benefits are calculated at 37.15% of salaries plus \$12,204 per employee per year

<sup>5</sup> FY25 Transfer out reflects \$600,000 to ORM for base amount, \$726,482 to Auxiliary to support Debt Service obligations, \$94,508.59 to Plant for DNR Loan repayment, \$319,533 to Restricted for Utilities for the LINC plus \$230,805 in other misc transfers.



**FISCAL YEAR 2025  
AUXILIARY FUND BUDGET**

Income Category	FY23 Budget	FY 23 Actuals	FY24 Budget	%	FY 24		FY 25 Budget Request	%	DIFF from prior budget request
					Actuals as of 5/22/2024	%			
Residence Hall Revenue <sup>1</sup>	\$ 2,404,312	\$ 3,146,993	\$ 3,193,166	50%	\$ 3,039,068	51%	\$ 3,003,624	45%	\$ (189,542)
Board Revenue <sup>1</sup>	\$ 2,135,963	\$ 2,568,114	\$ 2,757,162	43%	\$ 2,534,791	42%	\$ 2,566,192	39%	\$ (190,970)
Auxiliary System Appropriation	\$ 160,446	\$ 180,812	\$ 169,707	3%	\$ 189,112	3%	\$ 179,656	3%	\$ 9,949
Sales & Service	\$ 95,500	\$ 73,653	\$ 89,500	1%	\$ 118,692	2%	\$ 131,500	2%	\$ 42,000
Facility Rentals	\$ 1,500	\$ 130,958	\$ 76,050	1%	\$ 18,716	0%	\$ 19,000	0%	\$ (57,050)
Transfer Revenues	\$ 1,395,043	\$ 359,511	\$ 114,200	2%	\$ 80,198	1%	\$ 726,482	11%	\$ 612,282
Other Revenue	\$ 2,000	\$ 2,025	\$ 2,025	0%	\$ 14,879	0%	\$ 2,025	0%	\$ -
CARES Act Funding	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 6,194,764</b>	<b>\$ 6,462,066</b>	<b>\$ 6,401,810</b>	<b>100%</b>	<b>\$ 5,995,456</b>	<b>100%</b>	<b>\$ 6,628,479</b>	<b>100%</b>	<b>\$ 226,670</b>

**Expenditure Category**

Salaries/Wages	\$ 372,578	\$ 322,745	\$ 421,026	6%	\$ 305,828	5%	\$ 512,980	8%	\$ 91,954
Fringe Benefits	\$ 160,208	\$ 126,111	\$ 321,678	3%	\$ 127,674	2%	\$ 285,105	4%	\$ (36,573)
Student Labor	\$ 7,200	\$ 5,508	\$ 10,000	\$ 0	\$ 8,084	0%	\$ 7,200	0%	\$ (2,800)
<b>Subtotal Personnel</b>	<b>\$ 539,986</b>	<b>\$ 454,364</b>	<b>\$ 752,704</b>	<b>9%</b>	<b>\$ 441,586</b>	<b>8%</b>	<b>\$ 805,285</b>	<b>12%</b>	<b>\$ 52,581</b>
Equipment Purchase	\$ 9,675	\$ 4,895	\$ 9,675	0%	\$ 3,500	0%	\$ 9,675	0%	\$ -
Contractual Services	\$ 2,797,165	\$ 2,909,876	\$ 2,901,132	45%	\$ 2,806,651	49%	\$ 2,854,739	43%	\$ (46,393)
Travel	\$ -	\$ 6,558	\$ -	0%	\$ 3,654	0%	\$ -	0%	\$ -
Consumable Supplies	\$ 13,957	\$ 16,036	\$ 13,957	0%	\$ 15,266	0%	\$ 13,897	0%	\$ (60)
Other Costs	\$ 346,346	\$ 246,276	\$ 228,236	6%	\$ 30,146	1%	\$ 250,488	4%	\$ 22,252
Utilities/Communications	\$ 647,672	\$ 741,294	\$ 657,672	10%	\$ 576,157	10%	\$ 857,490	13%	\$ 199,818
Scholarships/Waivers	\$ 395,012	\$ 390,244	\$ 395,012	6%	\$ 391,669	7%	\$ 395,012	6%	\$ -
Transfer Out - Debt Service <sup>3</sup>	\$ 1,444,951	\$ 1,427,691	\$ 1,443,422	23%	\$ 1,427,691	25%	\$ 1,441,893	22%	\$ (1,529)
Transfer Out - Nonmandatory	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
<b>Subtotal Operations</b>	<b>\$ 5,654,778</b>	<b>\$ 5,742,869</b>	<b>\$ 5,649,106</b>	<b>91%</b>	<b>\$ 5,254,733</b>	<b>92%</b>	<b>\$ 5,823,194</b>	<b>88%</b>	<b>\$ 174,088</b>
<b>GRAND TOTALS</b>	<b>\$ 6,194,764</b>	<b>\$ 6,197,233</b>	<b>\$ 6,401,810</b>	<b>100%</b>	<b>\$ 5,696,320</b>	<b>100%</b>	<b>\$ 6,628,479</b>	<b>100%</b>	<b>\$ 348,176</b>

**Functional Category**

Instruction	\$ -	\$ -	\$ -						
Research	\$ -	\$ -	\$ -						
Public Service	\$ -	\$ -	\$ -						
Academic Support	\$ -	\$ -	\$ -						
Student Services	\$ -	\$ -	\$ -						
Institutional Support	\$ 3,001,060	\$ 2,729,072	\$ 2,907,147	45%	\$ 2,391,424	42%	\$ 2,994,479	45%	\$ 87,332
Operations/Maintenance	\$ 1,502,074	\$ 1,650,226	\$ 1,654,700	26%	\$ 1,485,536	26%	\$ 1,797,095	27%	\$ 142,395
Scholarships/Waivers	\$ 246,224	\$ 390,244	\$ 395,012	6%	\$ 391,669	7%	\$ 395,012	6%	\$ -
Transfer Out - Debt Service <sup>3</sup>	\$ 1,445,406	\$ 1,427,691	\$ 1,444,951	23%	\$ 1,427,691	25%	\$ 1,441,893	22%	\$ (3,058)
Transfer Out - Nonmandatory	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 6,194,764</b>	<b>\$ 6,197,233</b>	<b>\$ 6,401,810</b>	<b>100%</b>	<b>\$ 5,696,320</b>	<b>100%</b>	<b>\$ 6,628,479</b>	<b>100%</b>	<b>\$ 226,669</b>

Notes

<sup>1</sup> Room and Board revenue is based on a projected 5% decline in FY25.

<sup>3</sup> Transfer out reflects payments made for principal and interest payments on revenue bonds (2015B and 2019).