

Lincoln University Board of Curators

November 7, 2024

OPEN SESSION - Part I

1. Call to Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 8:30 a.m., on Thursday, November 7, 2024, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia Bradley Brown, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard R. Popp, Terry Rackers, and Tina R. Shannon. Rose Ann Ortmeyer recorded the minutes.

2. Motion for Closed Session:

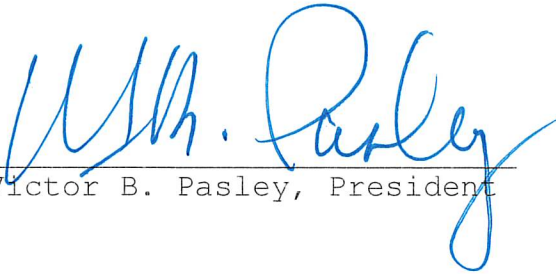
Curator President Pasley asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (2) "Leasing, purchase or sale of real estate by a public governmental body;" (3) "Hiring, firing, disciplining or promoting of particular employees;" (6) "Scholastic probation, expulsion, or graduation of identifiable individuals;" (11) "Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;" (12) "Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;" (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment;" and (14) "Records which are protected from disclosure by law."

Curator Cade so moved. Curator Rackers seconded the motion. Motion carried as follows:

Curator Bracy	Yes	Curator Brown	Yes
Curator Cade	Yes	Curator Callahan	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Rackers	Yes	Curator Shannon	Yes

Page 2 - Open Session - Lincoln University Board of Curators
November 7, 2024

Part I of the Open Session of the Lincoln University Board of Curators recessed at 8:31 a.m.



Victor B. Pasley, President



Tina Shannon, Secretary

Lincoln University Board of Curators

November 7, 2024

OPEN SESSION - Part II

1. Call to Order:

Part II of the Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 9:45 a.m., on Thursday, November 7, 2024, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia Bradley Brown, Everidge Cade, Richard G. Callahan, Victor B. Pasley, Richard Popp, Terry Rackers, and Tina Shannon. Nia Walker, Student Representative to the Board, was also present. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda (Enclosure 1):

Curator Shannon moved for approval of the Open Session Agenda as distributed. Curator Rackers seconded the motion. Motion carried.

3. Approval of the September 5, 2024, and October 10, 2024, Open Session Minutes (Enclosure 2):

Curator Shannon moved for approval of the September 5, 2024, and October 10, 2024, Open Session Minutes. Curator Cade seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Victor B. Pasley:

Board President Pasley shared the recent passing of Curator Emeritus Winston Rutledge, and Professor Emeritus Nathan Cook.

4. A. Charge to the Nominating Committee:

Board President Pasley charged the Nominating Committee, Curator Terry Rackers, Chair; Curators Stacia Bradley Brown, Everidge Cade, and Tina Shannon, with developing a slate of officers for calendar year 2025. The Committee report must be sent to the full Board on or before December 15, 2024, since the officers will be elected during the January 16, 2025 Board meeting.

4. B. Report from the Student Representative - Nia Walker:

Nia Walker, the Student Representative to the Board of Curators, gave a brief report on student activities.

5. Report from the Office of the President - Dr. John B. Moseley:
President John B. Moseley gave a brief report on recent activities.

5. A. Progress Report from the Faculty Senate - Dr. Brian Norris, Chair:

Dr. Brian Norris, Chair of the Faculty Senate, gave a brief report on Faculty Senate activities. The report was for informational purposes.

5. B. Progress Report from the Staff Council - Dr. Danisha Williams and Dr. Beth Jordan, Co-Chairs:

Dr. Danisha Williams and Dr. Beth Jordan, Co-Chairs of the Staff Council, gave a brief report. The report was for information only.

6. Action Items:

Office of the President

6. A. Additions and Modifications to the Rules & Regulations (Enclosure 5):

President Moseley reviewed the proposed Additions and Modifications to the Rules & Regulations. Curator Callahan moved for approval of the attached Additions and Modifications to the Rules & Regulations. Curator Cade seconded the motion. Motion carried.

6. B. Changes in Structure - Chapters/Sections of the Rules & Regulations:

President Moseley reported that the Sections and Numbers for several of the Chapters of the Rules and Regulations changed due to recent changes in the University organizational structure. Curator Shannon moved for approval of the Changes in Structure - Chapters/Sections of the Rules and Regulations. Curator Rackers seconded the motion. Motion carried.

Board By-Laws:

Due to the above stated changes, the By-Laws of the Lincoln University Board of Curators will also be updated at a special meeting in 30 days.

Academic and Student Affairs Committee - Curator Stacia Brown

6. C. Master of Nursing (MSN) with Concentrations in Nursing Education, and Nursing Leadership (Enclosure 6):

Curator Stacia Bradley Brown, Chair of the Academic and Student Affairs Committee, reviewed the proposed Master of Nursing (MSN) Degree with concentrations in Nursing Education, and Nursing Leadership. The Master of Nursing (MSN) will be offered online and will begin effective Fall Semester 2025. Curator Cade moved for approval of the recommendation as presented. Curator Shannon seconded the motion. Motion carried.

6. D. Master of Arts Degree in Community and Economic Development with Concentrations in Urban & Rural Development, Social Entrepreneurship, Civic Engagement, and Public Administration (Enclosure 7):

Curator Brown reviewed the proposed Master of Arts Degree in Community and Economic Development with concentrations in Urban & Rural Development, Social Entrepreneurship, Civic Engagement, and Public Administration. This program will be offered online and will begin Fall Semester 2025. Curator Shannon moved for approval of the new program as presented. Curator Cade seconded the motion. Motion carried.

6. E. New Minor - African American and Africana Studies (Enclosure 8):

Curator Brown reviewed the proposed new Minor in African American and Africana Studies. This new minor will begin in Spring Semester 2025. Curator Cade moved for approval of the new minor in African American and Africana Studies. Curator Popp seconded the motion. Motion carried.

Budget and Finance Committee - Curator Richard Popp

6. F. Report from the External Auditors - Forvis Mazars, LLP:

Curator Richard Popp, Chair of the Budget and Finance Committee, asked Carley Lyford, Manager from Forvis Mazars, to give a brief report on the independent audit. Lincoln University received a "clean audit." "There were no material weaknesses." The University has submitted a plan to meet reporting compliance. Following discussion, Curator Shannon moved that the Board accept the audit report prepared by Forvis Mazars, LLP, for the fiscal year ending June 30, 2024. Curator Rackers seconded the motion. Motion carried.

6. G. Blue Tiger Advantage Transfer Scholarship for Fall 2025 (Enclosure 9):

Curator Popp asked Mr. Jeff Barlow, Vice President for Administration & Finance, and Dr. Danisha Williams, Executive Director of Enrollment Management, to review the proposed Blue Tiger Advantage Transfer Scholarship. Curator Popp moved for approval of the Blue Tiger Advantage Transfer Scholarship for Fall 2025. Curator Shannon seconded the motion. Motion carried.

6. H. LUOnline Program Fees and Certificate Costs:

President Moseley reviewed the proposed LUOnline Program Fees and Certificate Costs. Curator Shannon moved for approval of the attached LUOnline Program Fees and Certificate Costs. Curator Callahan seconded the motion. Motion carried.

7. A-G. Informational Reports (Enclosures 10-16):


The Chief Operating Officer, Provost, Vice Presidents, Athletic Director, and Chief Human Resources Officer gave brief reports from their respective areas. The reports were for the Board's information only and required no action.

8. Other Business:

There was no Other Business for discussion in the Open Session.

9. Motion for Adjournment:

Curator Shannon moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Cade seconded the motion. Motion carried. The Open Session adjourned at 11:43 a.m.



Victor B. Pasley, President



Tina Shannon, Secretary



LINCOLN UNIVERSITY


820 Chestnut Street
Jefferson City, MO 65101

Office of the President

Phone: (573) 681-5042
Fax: (573) 681-6074

MEMORANDUM

TO: Lincoln University Board of Curators

FROM: John B. Moseley, Ed.D., President 

DATE: October 16, 2024

SUBJECT: Recommended additions, deletions, and modifications to the Rules and Regulations

Attached for your review are additions, deletions, and modifications to the Lincoln University Rules & Regulations:

1. 8.21 Overtime Provisions and the Fair Labor Standards Act
2. 8.33.2 Requesting/Reporting Annual Leave related to COVID 19
3. 8.34.2 Requesting/Reporting Personal Leave related to COVID 19
4. 8.35.2 Requesting/Reporting Sick Leave related to COVID 19
5. 8.37 Medical Leaves Not Under FMLA
6. 8.39 Military Leave
7. 8.75 Pregnant Worker Accommodations
8. 8.40 Jury Duty and Court Witness Leave
9. 8.43.2.1 Benefit-Eligible Non-Exempt Employees
10. 8.43.2.2 Benefit-Eligible Exempt Employees
11. 8.43.3.1 Benefit-Eligible Exempt and Nonexempt Administrative, Service, and Support Staff, and Benefit-Eligible Non-Exempt Academic Employees
12. 8.45.1 Health Insurance
13. 8.73.2 Evaluating a Remote Work Arrangement
14. 8.75 Pregnant Worker Accommodations

These proposed additions, deletions, and modifications have been reviewed and approved by the Rules & Regulations Committee.

I recommend your approval.

Attachments

8.21 Overtime Provisions and the Fair Labor Standards Act

Exempt and Non-Exempt Positions

All positions are presumed to be non-exempt as defined in the Fair Labor Standards Act ("FSLA") unless Lincoln University determines that the position meets one or a combination of the exemption criteria including executive, administrative, professional, computer, and highly compensated employees.

Positions that are customarily defined as non-exempt are as follows: administrative support, technical, and service. The job classification of professional can have positions that are either non-exempt or exempt depending on if the exemptions test criteria is met.

Work Hour Application

All time spent by an employee performing an activity for the benefit of Lincoln University and under the control or direction of the University is classified as "hours of work." Such time includes 1) time during which an employee is required to be on duty; 2) time during which an employee is permitted to work; and 3) waiting time or idle time which is under the control of an employer, and which is for the benefit of an employer.

"Workday" means the period between the commencement of the principal activities that an employee is engaged to perform on a given day, and the completion of the principal activities for that day. All time spent by an employee in the performance of such activities is classified as hours of work.

Any rest period authorized by Lincoln University that does not exceed twenty minutes and that is within the regular workday shall be considered hours of work. Bona fide meal periods (30 minutes or more) are not considered hours of work.

An employee who travels from home before the regular workday begins and returns home at the end of the workday is engaged in normal "home to work" travel; such travel is not classified under hours of work. Time spent traveling shall be considered hours of work if 1) an employee is required to travel during regular working hours; 2) an employee is required to drive a vehicle or perform other work while traveling; 3) an employee is required to travel as a passenger on a one-day assignment away from the official duty station; or 4) an employee is required to travel as a passenger on an overnight assignment away from the official duty station during hours on non-workdays that correspond to the employee's regular working hours.

Time spent in training during regular working hours shall be considered hours of work. Time spent in training outside regular working hours shall be considered hours of work if the employees are directed to participate in the training by the University and/or the purpose of the training is to improve the employees' performance of the duties and responsibilities of their current position.

Employees on standby or on call is on duty, and time spent on standby is classified as hours

of work if, for work-related reasons, the employees are restricted by official order to a designated post of duty and are assigned to be in a state of readiness to perform work, with limitations on the employees' activities so substantial that the employees cannot use the time effectively for their own purposes. Employees will be considered off duty and time spent in an on-call status shall not be considered hours of work if the employees are allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employees are required to remain within a reasonable call-back radius; or the employees are allowed to make arrangements such that any work which may arise during the on-call period will be performed by other persons.

Notification of Work Schedule

The area head is required to establish work schedules for their employees. In determining what activities constitute hours of work under the FSLA, regular working hours means the days and hours of an employee's regularly scheduled workweek. The regularly scheduled workweek is subject to change based on area needs but should be clearly announced as far in advance of the change as possible.

Essential Services

Essential services personnel include those employees who are appointed to areas which operate beyond normal workday hours or have functions which require extended-hours services. These employees are expected to be available on weekends, during holidays, during special events and in emergencies. Essential services include University Police, University Farms, KJLU-FM, Page Library, residence halls and other designated units.

Time Worked/Attendance

All departments with non-exempt hourly paid employees will submit monthly timesheets to the Payroll Office in accordance with an announced schedule from such office.

All non-exempt salaried employees must have time recording maintained by the department through a timekeeping log and individual employee timesheets. Timesheets are to include regular workweek hours ~~and any compensatory time earned over the 40 hours~~. The supervisor may use a time clock, have a timekeeper keep track of employee's work hours, or tell the employees to write their own times on a record. Any timekeeping plan is acceptable as long as it is complete and accurate and reflects arrival time, lunch breaks and departure time. Copies of the department's timekeeping log and individual employee timesheets, approved by supervisors, will be submitted to the Human Resource Office by the deadline set by the Human Resource Office.

Overtime Provisions

Staff employees generally perform work on a standard forty-hour workweek, Sunday through Saturday. Some positions will require additional hours beyond the forty-hour workweek. There is not a limit on the number of hours in a day, or days in a week, an employee may be required or scheduled to work, including overtime hours. Employees determined to be non-exempt from overtime provisions of the Fair Standards Labor Act (FSLA) must receive overtime pay for hours worked in excess of forty in a workweek at a rate not less than time and one-half their regular rates of pay.

Overtime hours worked should be stated separately from the regular forty-hour workweek and calculated at time and one-half the employee's regular rate.

The overtime requirement may not be waived by agreement between the department and the employee.

An employee may not volunteer work time for his/her job or another employee's job duties.

All overtime must be approved by the area supervisor in advance of the time it is earned. The supervisor is responsible to ensure the overtime work is completed prior to approval of overtime pay.

When the supervisor determines that circumstances warrant the request for overtime work, which could be either for an emergency situation of a temporary nature or a non-emergency when overtime is deemed the best way to handle the situation, the employee will be asked to work overtime. Employees of similar job functions should have equal opportunity or equal burden for overtime assignments, either by way of mandatory or volunteer assignment to perform overtime work. If the overtime work is mandatory, an employee system of designating required work will be devised by the area head so that all employees in that job category will have shared burden of work over a reasonable time. If an employee refuses to work mandatory overtime without sufficient justification of cause not to work, disciplinary action can be taken.

An employee shall be compensated for all overtime work. A quarter of an hour shall be the largest fraction of an hour used for crediting irregular or occasional overtime work. When irregular or occasional overtime work is performed in other than the full fraction, odd minutes shall be rounded up or rounded down to the nearest full fraction of a quarter hour used to credit overtime work.

Lincoln University will provide a minimum of two hours pay at time and one-half for irregular or occasional overtime work approved by the employee's direct supervisor and performed by an employee on a day on which work is not scheduled for that employee or for which the employee is required to return to work.

~~8.33.2 Requesting/Reporting Annual Leave related to COVID-19~~

~~Employees shall notify the Human Resources Office when the employee is unable to work because the employee is quarantined pursuant to Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees shall discuss remote work options with their immediate supervisor. If employees are unable to work due to illness, employees shall utilize their sick, personal, and then annual leave. The University's existing FMLA leave and sick leave policies still apply to all other qualifying reasons for leave outside of this policy.~~

~~8.34.2 Requesting/Reporting Personal Leave related to COVID-19~~

~~Employees shall notify the Human Resources Office when the employee is unable to work because the employee is quarantined pursuant to Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees shall discuss remote work options with their immediate supervisor. If employees are unable to work due to illness, employees shall utilize their sick, personal, and then annual leave. The University's existing FMLA leave and sick leave policies still apply to all other qualifying reasons for leave outside of this policy.~~

~~8.35.2 Requesting/Reporting Sick Leave related to COVID-19~~

~~Employees shall notify the Human Resources Office when the employee is unable to work because the employee is quarantined pursuant to Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees shall discuss remote work options with their immediate supervisor. If employees are unable to work due to illness, employees shall utilize their sick, personal, and then annual leave. The University's existing FMLA leave and sick leave policies still apply to all other qualifying reasons for leave outside of this policy.~~

8.37 Medical Leaves Not Under FMLA

Medical leaves, including maternity leave, not taken under the FMLA may be taken at the request of the employee and upon approval of the employee's immediate supervisor and the University's President. Requests for leave are to include the period of absence and a doctor's certification stating the need for medical leave, duration of leave required, and expected date of return to work.

Medical leave may be paid leave utilizing any accrued sick, vacation leave, and personal leave ~~and compensatory time~~. Medical leave without pay may be requested and approved by the employee's immediate supervisor and the President. This type of leave would require the employee to cover the cost of employee benefits during the time away from work unless the employee is on paid leave.

8.39 Military Leave

This policy covers all regular full-time and regular part-time employees who serve in the Armed Forces, Army, National Guard or reserve component of the Armed Forces as it relates to military service requests. The policy is in accordance with Federal Law of the Uniformed Services Employment and Re-employment Rights Act of 1994 and the Missouri Revised Statute 105.270. This policy covers an employee's compensation, benefits, retirement eligibility, length of service and reinstatement to employment rights.

Leave with Pay for Periods of Intermittent Service (not to exceed 120 hours per fiscal year)

Employees requesting uniformed services leave with pay must provide written documentation to their supervisors at least two (2) weeks in advance of the scheduled training or service, specifying the reason and duration of the leave.

Employees who are members of the National Guard or Reserve units will be granted uniformed services leave with pay not to exceed fifteen (15) regular workdays in any calendar year. Travel time required for reporting to the place of duty is included in the fifteen (15) day allowance. Vacation or personal leave may be used for any training or service in excess of fifteen (15) workdays subject to the approval of the area supervisor.

Leave Without Pay for Periods of Active Service

Employees requesting uniformed services leave without pay should present their orders to their immediate supervisor. Extended uniformed services leave without pay will be granted to employees performing active military or national defense service. Cumulative uniformed services leave is limited to five (5) years throughout employment at Lincoln University. Employees can continue benefits coverage while on unpaid leave, to include health insurance coverage through COBRA, continued basic life insurance, and long-term disability for a year at their expense. Upon reinstatement, time served during the uniformed services leave will be credited toward the retirement service accrual with proper documentation. Employees are entitled to apply earned but unused vacation and personal leave ~~or compensatory leave~~ to their service leave before beginning the unpaid portion. Vacation, personal leave and sick leave do not accrue while on leave.

Reinstatement of Employment

Upon honorable completion of military service, employees are entitled to be reinstated to the position they held prior to military leave or to an equivalent position for which they qualify. If disabled by reason of uniformed service, employees are entitled to be reinstated to their former position or a position of similar pay and status for which they are qualified, with reasonable accommodation. Upon reinstatement, employees' compensation, benefits, retirement eligibility, and length of service will be reinstated as if they had been continuously employed during the service leave period. Compensation will reflect any increases and annual across-the-board pay adjustments, or promotions by reason of seniority that reasonably would have been expected to take effect if the employee had not been on leave. To be eligible for reinstatement, employees must apply within the time periods outlined in the Uniformed Services Employment and Re-employment Rights Act of 1994.

If, through no fault of the employee's own, it is impossible or unreasonable for the employee to apply for reinstatement within the prescribed period, the employee may report as soon as possible following the period, without forfeiting the employees' reinstatement rights.

Protection from Discharge Period

Upon reinstatement, an employee is protected from discharge without cause for a period of

time tied to the length of uniformed service. One year of protection is provided if the period of uniformed service was more than 180 days. Six months protection is provided for service of 31 to 180 days. There is no protection period for service of less than 31 days.

8.40 Jury Duty and Court Witness Leave

Regular full-time employees are eligible for paid jury duty leave up to a maximum of ten (10) days within a rolling year. An employee will be granted leave with pay when required to be absent to serve on a jury or when subpoenaed to serve as a witness related to any matter involving the University before a court, commission, or legislative committee. Employees who are called to such service must show the jury notice or subpoena to their immediate supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury notice or subpoena must be forwarded to Human Resources for the employee's personnel file. Employees are expected to report to work whenever the court schedule permits.

The University will continue to provide University-paid health insurance benefits for the full term of the jury duty/witness absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty/witness leave.

The employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Paid court leave is not available to employees appearing on their own behalf or in an action in which they are named as the plaintiff or defendant. Absences from work for court appearances not pursuant to a subpoena must be taken as vacation leave, personal leave, ~~compensatory time~~ or unpaid leave.

8.43.2.1 Benefit-Eligible Non-Exempt Employees

- Employees who are required to work on-site during closure will receive premium pay. Premium pay will be paid at time and a half for all hours actually worked. Those hours actually worked will count toward the calculation of weekly overtime pay.
- If employees are required to work less than their regular schedule, they will receive administrative pay for those hours they are not required to work up to their regular FTE (based on the regular daily work schedule).
- Employees who are required to work remotely during a closure will receive their regular pay for hours worked, and are not eligible for premium pay or administrative pay.

- Use of paid time off (e.g., annual leave) is required if an employee is absent from required on-site work and/or remote work.
- Should a closure extend beyond five (5) days, employees who are required to work on-site or via remote work may use available accrued annual leave, personal days, or sick leave (as appropriate), ~~or compensatory time~~. Employees may, with supervisory approval, or take leave without pay.

8.43.2.2 Benefit-Eligible Exempt Employees

- Employees who are required to work on-site or via remote work during closure will receive their regular pay (based on their normal schedule). Exempt employees are not eligible for premium pay ~~or compensatory time off~~ for hours worked during a closure.
- Employees who are not required to work on-site or via remote work during a closure will be granted administrative pay to continue their regular pay for up to five (5) work days per closure. Pay is based on their normal daily work schedule and regular FTE.
- Should a closure extend beyond five (5) days, employees who are not working on-site or via remote work may use available accrued annual leave, personal days, sick leave (as appropriate) or take leave without pay (with approval).

8.43.3.1 Benefit-Eligible Exempt and Nonexempt Administrative, Service, and Support Staff, and Benefit-Eligible Non-Exempt Academic Employees

- Employees who are directed to leave the worksite and are unable to perform their duties at a different location (including telework) will be granted administrative leave to continue their regular pay for up to five (5) work days per closure. Pay is based on their normal daily work schedule and regular FTE.
- Employees who are required to work on-site or via remote work during a limited closure will receive their regular pay. If they are required to work less than their regular schedule, employees will receive administrative pay for those hours they are not required to work up to their regular FTE.

- Hours worked prior to the closure and/or travel time to/from home are not counted as hours worked, and are not eligible for administrative pay.
- Should a limited closure extend beyond five (5) days, employees may use available accrued annual leave, personal days, sick leave (as appropriate), ~~compensatory time~~ or take leave without pay.

8.45.1 Health Insurance

The University's full-time regular employees have the opportunity to enroll in a health insurance plan at the time of hire or during an annual open enrollment period thereafter. The University provides a determined amount of monthly premium contributions for each employee. An employee has the option for spouse and dependent coverage at the employee's expense. A new employee can elect to enroll in a health plan from the date of employment, effective the first day of the employee's first full month of employment.

An employee's health insurance coverage ends when the employee elects to cancel coverage or upon employment termination. An election to continue health insurance coverage after termination from employment through COBRA provisions will be available to those qualifying employees, spouses or dependent children. Under COBRA guidelines, only those terminated for gross misconduct are not qualified.

~~Employees retiring from the University will have the opportunity to continue ongoing coverage, as outlined below, provided that the retiree pays 100% of her/his monthly premium.~~

~~Pre-65 Non-Medicare Eligible Retirees~~

~~Retirees who are not eligible for Medicare may stay on the University health insurance plan and be pooled with the active employees for monthly premium rates. The University pre-65 retirees will be charged an additional percentage rate to more closely reflect market value. This percentage rate will be based on the State of Missouri Health System's pre-65 retiree group rate. Upon reaching age 65, the retiree may choose to transition into the post-65 plan described below.~~

~~Post-65 Medicare Eligible Retirees~~

~~All current and future retirees on the University health insurance plan will be transitioned to the United Health Care AARP Medicare Supplement Insurance Plan F and Part D Drug Plan.~~

~~After completion of the annual review and recommendation process by the Employee Compensation and Benefits Committee, University will select a group health care provider in accordance with established procurement guidelines.~~

8.73.2 Evaluating a Remote Work Arrangement

Remote work arrangements are not required to be uniformly available to all positions or employees within a department because not all positions are conducive to remote work arrangements. Remote work arrangements are based upon Lincoln University's mission in providing a residential campus experience coordinated with a department's defined business model.

Instructional duties are generally not eligible for a remote work arrangement. Instructors are expected to provide classroom instruction and conduct office hours *in person* unless an exception or official accommodation is approved, the position is hired as remote, or the class is officially designated as an online course.

Department leadership is responsible for determining the best use of a remote work arrangement, while assessing the impact on campus operations, space availability, budget, and the student experience. The remote work arrangement is intended to benefit the employee and Lincoln University without putting undue burden or added expense on the supervisor, team, and/or department and must conform with all applicable Lincoln University policies, procedures, Rules and Regulations and state law.

Each of the following factors should be considered by a department leadership:

- Remote work arrangements must not adversely affect the services provided to students, parents, employees, colleagues, or the public, whether those services are directly provided by the employee or by other department members.
- Remote work arrangements must not be assigned if it adversely impacts productivity at the individual or department level, or if the arrangement negatively impacts communications, collaborations, team-based environments, etc.
- Work schedules in different time zones will need to be considered and managed to ensure department operations and services are not disrupted. Work schedules should be aligned with the Central Standard Time Zone when possible.
- A remote work location agreement is not intended to provide child, dependent, and family care, convalescing, or caring for an ill family member. The presence of children or other dependents, guests, or pets in the remote work location cannot disrupt the overall performance of work activities or negatively affect the productivity of the employee.

- Although a work schedule modification that is reflective of both the employee and Lincoln University needs might be possible, the focus of the arrangement must remain on the effective fulfillment of job responsibilities.
- Remote work arrangements should be analyzed to determine if the position duties can be performed in a remote environment.
- The employee's prior/current work performance and conduct should be considered to determine whether the employee is likely to be successful in a remote work arrangement.
- Remote work arrangements should not create or increase a need for additional staffing or increase work hours of existing staff.
- Remote work arrangements should not create data security or other confidentiality risks that cannot be effectively mitigated.
- Remote work arrangements require supervisors to be able to effectively manage work hours and productivity. The supervisor should provide clear performance goals and expectations for the employee, and the employee's work quality, quantity, and timeliness should be adequately monitored by the supervisor.
- Hourly (non-exempt) employees working over 40 hours during an assigned work week are eligible for ~~compensatory time~~/overtime hours.

Departments considering remote work arrangements are encouraged to contact the Lincoln University's Human Resources Department for consultation, especially for employment arrangements necessitating an out-of-state remote work location to ensure all employment law requirements and related costs are identified. Employees will be taxed according to the state and employment law and benefit provisions for the city and state designated as the primary work location which may have a financial impact to the department.

Remote work arrangements should be reviewed by the department and employee after the first six months and annually thereafter or at the time of evaluation to confirm continuation of the arrangement. Employees hired into a position designated as fully remote do not necessitate a review outside of the performance evaluation process. Lincoln University will review work location arrangements annually.

In the event of campus closure due to a declared emergency or inclement weather, employees may immediately be designated as remote workers for temporary or permanent arrangement. Remote work due to temporary campus closures will not require completion of a Lincoln University Work Location Request Form.

8.75 Pregnant Worker Accommodations

The University will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the University's operations, as required by the federal Pregnant Workers Fairness Act (PWFA).

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the University's Human Resources Office. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the Human Resources Office will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.


While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to: sit while working; drink water during the workday; receive closer-in parking; have flexible hours; receive appropriately sized uniforms and safety apparel; receive additional break time to use the bathroom, eat and rest; take time off to recover from childbirth; and be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request to use the employee's accrued paid leave or unpaid leave as a reasonable accommodation under this policy; however, the University will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The University prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful pregnancy discrimination.



306 Young Hall • 820 Chestnut Street
Jefferson City, MO 65101
Phone: (573) 681-5071
Fax: (573) 681-5072

To: Lincoln University Board of Curators
Through: John B. Moseley, Ed.D., President 
From: Jeff Barlow, MPA, Vice President for Administration & Finance
Stevie L. Lawrence II, Ph.D., Provost & Vice President for Academic Affairs
Date: November 5, 2024
RE: LUOnline Program Fees

As Lincoln University works to expand its online certificate and degree program offerings through the successful launch of LUOnline, it is necessary to ensure that both students and faculty are provided with an optimal experience. The following certificate and degree programs are currently, or will soon be, offered through LUOnline:

Certificates

- Certificate in Cybersecurity (18 Credit Hours)
- Geospatial Information Sciences (GIS) Certificate (15 Credits)
- Emergency Medical Technician (EMT) Certificate (12 Credits coming Fall 2025)
- Mental Health for First Responders Certificate (12 Credit Hours)
- Graduate Certificate in Educational Technology (16 Credit Hours)
- Graduate Certificate in College Student Mental Health (18 Credit Hours)

Undergraduate (UG) Degrees

- Bachelor of Science in Elementary or Special Education (120/123 Credit Hours)
 - *Average is about 55-63 hours from LU
 - *Known as our Para-to-Pro program
- Bachelor of Liberal Studies (120 hours minimum-pending internal approval)
- Bachelor of Science in Nursing (RN to BSN Completion Program 120 Credit Hours)
 - *Average is about 55 hours from LU

Graduate (GR) Degrees

- Master of Business Administration (36 Credit Hours)
- Master of Arts in Higher Education (36 Credit Hours)
- Master of Education in K-12 Administration (34 Credit Hours)
- Master of Arts in Community & Economic Development (36 Credit Hours – Coming Fall 2025)
- Master of Science in Nursing-Educator Track (36 Credit Hours – Coming Fall 2025)
- Master of Science in Nursing-Nursing Leadership Track (30 Credit Hours – Coming Fall 2025)

Proposed LUOnline Program Fee Summary:

- “LUOnline Program” is defined as a certificate or degree program offered FULLY online, with no in-seat courses offered.
- The current mandatory ‘on-campus fees’, which total \$790, are being replaced by a new \$840 LUOnline Program Fee for students enrolled in a 100% online program.
- This new dedicated fee will be used to provide budgetary support for infrastructure and personnel needs to provide a quality online experience for students.
- The proposed LUOnline Program Fee structure is being recommended for approval by the Lincoln University Board of Curators for implementation beginning Spring 2025.
- LUOnline degree programs will charge the in-state tuition rate for all students. (International students who travel to the U.S. on a visa cannot be fully online students due to visa restrictions requiring a certain percentage of classes to be in-person.)
- Per credit hour tuition rates for both undergraduate and graduate programs will stay the same.
- LUOnline is not available to students choosing to reside on campus.

Current Mandatory Fees for all “On-Campus” Students:

Fee Type	1-11 Credit Hours	12-18 Credit Hours	19+ Credit Hours
Activity Fee	\$10.00 per credit hour	\$150.00 per semester	\$150.00 plus \$10.00 per credit hour in excess of 18 hours
Athletic Fee	\$10.00 per credit hour	\$150.00 per semester	\$150.00 plus \$10.00 per credit hour in excess of 18 hours
Technology Fee	\$15.00 per credit hour	\$175.00 per semester	\$175.00 plus \$15.00 per credit hour in excess of 18 hours
Building Maintenance Fee	\$11.25 per credit hour	\$140.00 per semester	\$140.00 plus \$11.25 per credit hour in excess of 18 hours
Wellness Fee	\$6.25 per credit hour	\$75.00 per semester	\$75.00 plus \$6.25 per credit hour in excess of 18 hours
Student Health Fee	\$7.00 per credit hour	\$100.00 per semester	\$100.00 plus \$7.00 per credit hour in excess of 18 hours
	Semester Subtotal	\$790	

Proposed \$840 LUOnline Program Fee will be distributed as follows:

Fee Distribution	Amount
Facility Sustainment	\$140
Technology Fee	\$175
LUOnline Program Fee (Used to support additional technology, software, training, and personnel needs to provide a quality online learning experience)	\$525
Total	\$840

**The LUOnline Program Fee will be deposited into a new project account and tracked separately and used exclusively for the needs of LUOnline sustainability and expansion costs.*

*Founded 1866: 62nd & 65th Colored Infantries
An equal opportunity institution*

Proposed LUOnline Certificate Program Costs:

Based on a market analysis of similar programs at competitor institutions, we recommend the following flat-rate costs for the respective LU Online Certificates:

Certificates	Credit Hrs	Cost
Cybersecurity	18	\$6,500
Geospatial Information Sciences (GIS)	15	\$6,500
Emergency Medical Technician (EMT)	12	\$3,500
Mental Health for First Responders (MHFR)	12	\$3,500
Grad Certificate in College Student Mental Health	18	\$7,250
Grad Certificate in Educational Technology	16	\$6,500

**These certificate costs include the \$840 LUOnline Program Fee.*

Additional Information:

- **FOR LUOnline CERTIFICATES:** Individual course costs will be prorated based on the total certificate cost divided by the number of credit hours in the certificate program. For example, a student previously paid \$6,500 for the cybersecurity certificate program, and they need to repeat a course. The student will retake that one course at a prorated cost. ($\$6,500/18 \text{ credits} = \$361 \text{ per credit hour}$, meaning a 3-credit hour course is \$1,083).
- **FOR LUOnline GRAD CERTIFICATES:** Graduate level certificates will be charged at the flat-rate cost denoted above. Like the undergraduate certificate programs above, a student that retakes a course will pay a prorated amount based on the number of credit hours of the respective course.
- **FOR LUOnline UNDERGRADUATE DEGREES:** Current flat rate, in-state tuition applies for all domestic students (in-state flat-rate tuition is \$3833/semester for 12-18 credit hours PLUS \$840 LUOnline Program Fee). Currently, the full cost of one semester of fully online undergraduate work is \$4673 (not including potentially associated course specific fees). Students taking less than 12 credit hours will be charged the current in-state tuition rate of \$256 per credit hour PLUS a prorated LUOnline fee, based on the number of credit hours taken. (A per-credit hour LU Online Program Fee chart is located at the bottom of this page.)
 - Programs may include additional course specific fees dependent upon special instruction requirements (e.g. nursing and labs)
- **FOR LUOnline GRADUATE DEGREES:** Academic degree programs that are completely online will be charged at the in-state graduate tuition level, plus the LUOnline Program Fee of \$840 per semester. Students enrolled in less than full time (less than 9 hours for a graduate student) will pay the normal graduate-level per credit hour tuition rate plus the prorated LUOnline Program Fee.

Prorating the LUOnline Program Fee: The following is a breakdown of per credit hour LU Online Program Fees based on credit hours attempted:

Undergraduate:

Credits	Amount
1	\$70
2	\$140
3	\$210
4	\$280
5	\$350
6	\$420
7	\$490
8	\$560
9	\$630
10	\$700
11	\$770
12-18	\$840

Graduate:

Credits	Amount
1	\$94
2	\$188
3	\$282
4	\$376
5	\$470
6	\$564
7	\$658
8	\$752
9-12	\$840