




BOARD ACTIONS

TO: Faculty, Staff and Students

FROM: John B. Moseley, President 

DATE: December 9, 2024

SUBJECT: Action Items - Board of Curators

During its special meeting held on Monday, December 9, 2024, the Lincoln University Board of Curators approved the following:

1. Updated Chapter and Section numbers to the Board Bylaws and Rules of Procedure.
2. A change to the Composition of the Graduate Council. (For additional information contact Dr. Stevie Lawrence II, Provost and Vice President for Academic Affairs.)
3. A one-time retention payment of \$1,250 for all permanent, full-time employees who were employed as of June 30, 2024, and still employed full-time as of January 1, 2025. A one-time retention payment of \$750 for all permanent part-time employees who were employed as of June 30, 2024, and still employed as of January 1, 2025.
4. The attached Book Fee Program with Follett Higher Education Group, LLC, effective 2025 Spring Semester. (For additional information contact Mr. Jeff Barlow, Vice President for Administration and Finance.)

The next meeting of the Lincoln University Board of Curators will be held on Thursday, January 16, 2025



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TO: Lincoln University Board of Curators
Through: John B. Moseley, Ed.D, President *JBM*
From: Jeff Barlow, MPA, Vice President for Administration & Finance
Date: November 14, 2024
RE: LU Bookstore Contract and – Proposed Book Fee Program

The university is under contract with the Follett Higher Education Group, LLC for the operation of the bookstore on campus. The company approached staff in the spring of 2024 and announced that all customers that have less than \$750,000 per year in sales will be moved to the new Follett ACCESS program. Provost Lawrence and the Deans also participated in a presentation from Follett and we asked to postpone implementation until Spring 2025.

In order to move to the program, the university will have to sign an amendment to the bookstore operating agreement. The way the new program works is that the university would continue to work with Follett to provide books for all students, but the program would assess a \$30 per credit hour fee up to a maximum of \$340 per semester. That fee would ensure students have all the books required for their classes.

Each faculty member would determine if the books for their class were to be provided in paper or electronic format. If electronic format is selected, the books would automatically be loaded into the student’s online Canvas learning management system profile. Students would still own the books and could sell any paper books after a given semester. Students would also be able to download the e-books and keep those after completion of their courses as needed.

Per Semester Book Fees Proposed			
Credits	Cost	Credits	Cost
1	\$30	10	\$300
2	\$60	11	\$330
3	\$90	12+	\$340
4	\$120		
5	\$150		
6	\$180		
7	\$210		
8	\$240		
9	\$270		

Per the amendment, students would initially be charged based upon the number of credit hours they are registered for but if the student wishes to opt out, Follett would work with LU's Student Financial Services to remove the charges from the student's account. The opt-out provision in the contract is required. Specifically, the amendment says:

“Opt-Out:

Based on Federal Regulations (U.S. Department of Education Regulations in 34 C.F.R. § 668.164) Follett advises that the University provides an opt-out option for the students in the Program. If the University determines that an opt-out option is not needed, Follett is not responsible for ramifications that might arise from the University not implementing an opt-out for the Students in the Program.”

While this is not a mandatory fee, it would be automatically billed and if the student did not opt-out, then it will be added to the student's account each semester. As such, it should be considered like a mandatory fee and should be considered and approved by the Board of Curators.

It is believed that ensuring students have books each semester should help improve retention and student success. Students would be provided information and frequently asked questions on how to opt out of the program.

Currently, it is the staff recommendation to proceed with this program beginning the Spring semester of 2025. A letter of support from the Student Government Association (SGA) and a listing of HBCU's currently using the program are available.