

Lincoln University Board of Curators

December 9, 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 1:00 p.m., on Monday, December 9, 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 Ortmeier 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: RSMo 610.021 Sections (1) "Legal actions, causes of action or litigation involving a public governmental body;" (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 or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;" and (14) "Records which are protected from disclosure by law."

Curator Callahan so moved. Curator Shannon 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

  
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Victor B. Pasley, President

  
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Tina Shannon, Secretary

**Lincoln University Board of Curators**

**December 9, 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 1:25 p.m., on Monday, December 9, 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 Ortmeier recorded the minutes.

Action Items:

2. Approval of the Open Session Agenda:

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

3. Report and Recommendation from the President of the Lincoln University Board of Curators - Victor B. Pasley:

3. A. Update to the Board ByLaws and Rules of Procedure:

Curator Popp moved for approval of the attached list of updates to the Board Bylaws and Rules of Procedure. Curator Shannon seconded the motion. Motion carried.

4. Report and Recommendation from the Office of the President - Dr. John B. Moseley:

4. A. Rules & Regulations Section 3.05.3 - Composition of the Graduate Council -:

President Moseley reviewed the recommendation to amend the Lincoln University Rules and Regulations, Section 3.05.3 - Composition of the Graduate Council (see attached). Curator Shannon moved for approval of the recommendation as presented. Curator Callahan seconded the motion. Motion carried.

Budget and Finance Committee - Curator Richard Popp

5. A. One-Time Retention Payment:

President Moseley reviewed the recommendation to issue 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; and 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. Curator Callahan moved for approval of the recommendation as presented. Curator Shannon seconded the motion. Motion carried.

5. B. LU Bookstore Contract and Proposed Book Fee Program:

President Moseley reviewed the attached recommendation with Follett Higher Education Group, LLC. Effective 2025 Spring Semester, the book fee program for students will be a \$30 per credit hour fee up to a maximum of \$340 per semester. The program has an opt-out provision for students. Curator Rackers moved for approval of the attached book fee program effective 2025 Spring Semester. Curator Shannon seconded the motion. Motion carried.

6. Other Business:

President Moseley reported that Lincoln University hosted a stop on the freshmen legislative tour earlier today showcasing our facilities, history and goals while introducing students to the legislators and facilitating internships.

7. Motion for Adjournment:

Curator Shannon moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Callahan seconded the motion. Motion carried. The Open Session adjourned at 1:41 p.m.

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Victor B. Pasley, President

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Tina Shannon, Secretary

## UPDATES TO THE BOARD BYLAWS AND RULES OF PROCEDURE – 2024


Page 24	Section 3.40 Change Chapter X to Chapter XI
	Section 3.45 Change Chapter X to Chapter XI
Page 25	Section 3.50 Change Chapter V to Chapter VI (last paragraph)
Page 27	Section 4.05.1 Change Chapter IV to Chapter V; Section 4.10 to Section 5.10
	Section 4.05.2 Change Chapter X to Chapter XI; Section 10.05 to 11.05
Page 29	Section 4.05.3 Change Chapter IV to V; Section 4.12 to 5.12 (last paragraph)
Page 31	F. 3. Change Section 1.09 to 1.08
Page 37	Section 4.50.1 Change - The Vice President for Advancement, Athletics and Campus Recreation to The Vice President for University Advancement
	Change Chapter VI to VII
	Section 4.60 Change Chapter XI to IX





**LINCOLN**  
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**Graduate Studies**  
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### MEMORANDUM

To: Dr. John B. Moseley, President 

Thru: Dr. Stevie L. Lawrence II, Provost and Vice President of Academic Affairs 

From: Dr. Jennifer R. Benne , Dean of Graduate and Extended Studies

Date: October 31, 2024

Re: Composition of the Graduate Council

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The Graduate Council unanimously reviewed and approved the proposed amendment to the Rules and Regulations (section 3.05.3) on Tuesday, October 24, 2024. Which currently reads:

**The Graduate Council shall be comprised of two (2) members from each of the graduate degree-granting departments [except for the Department of Education], and one (1) student member to be elected by the full Council membership. The Department of Education, having its own Graduate Education Council, shall be entitled to only one (1) member. The term of appointment, beginning October 1 of each academic year, is for two (2) years. The Graduate Council shall be the executive committee of the Graduate Studies program.**

The proposed amendment is to change the section to read:

**The Graduate Council shall be comprised of two (2) members from each of the graduate degree-granting departments/Schools, and one (1) student member to be elected by the full Council membership. The term of appointment, beginning October 1 of each academic year, is for two (2) years. The Graduate Council shall be the executive committee of the Graduate Studies program.**

The graduate council composition currently limits the School of Education to a single representative. This difference is based on the presence of a separate graduate education council. Due to the increased number of graduate programs in the School of Education and the diversity of function between the two councils, it has been recommended and unanimously approved by the Graduate Council to increase the representation of the School of Education to an equal number of participants.

If you have any questions or concerns, please do not hesitate to contact me.








OFFICE OF ADMINISTRATION AND FINANCE

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TO: Lincoln University Board of Curators

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

From: Jeff Barlow, Vice President for Administration & Finance   
April Robinson, Executive Director and Chief HR Officer 

Date: December 3, 2024

RE: Employee Retention Credit (One-Time Payment)

After a detailed review of revenues and expenditures, we are confident that our proposed budgeted revenues will exceed the approved budget.

We are anticipating reducing the need for a transfer from general funds to auxiliary fund from \$726,482 down to \$117,658. This means our revenue projection for Auxiliary is up by \$608,824. Furthermore, our tuition and fee revenue is projected to increase by \$473,916, provided the Spring semester enrollment continues at the Fall 2024 semester rates.

While there was an increase for the Missouri Consolidated Healthcare Plan (MCHCP) in June 2024 after the budget was approved. That will require \$317,382 in general funds in FY25 over the total benefits initially requested. We will cover that increase with budget savings.

Effective July 1, 2024, we did provide employees with a 3.4% increase in pay. However, the University was committed to doing more when enrollment growth allowed us to do so. We are pleased to recognize additional enrollment revenue and we are confident that a one-time retention payment for employees is fiscally appropriate and the right thing to do. Employees that were employed as of June 30, 2024 who are still employed January 1, 2025 would receive a one-time payment in January. The retention payment would be allocated as follows:

- Full-time employees** would receive \$1,250
- Permanent part-time employees** would receive \$750
- \*Casual hourly employees would not be eligible.

These payments will be subject to FICA taxes but will be exempt from retirement and other benefit costs. As such, the total cost for this is estimated to be \$533,148 with the general funds paying for \$295,731 and the auxiliary fund paying \$9,477. The remainder would be grant funded at a cost of \$227,939. If there is a grant that cannot afford their share, we will assist with general funds if needed.

**Action Item:** We request approval the BOC increase the general fund payroll and fringe benefit budgets using increase revenues received for a one-time retention payment for full-time and permanent part-time employees as described above to be paid in January 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.