



## **Board of Governors Finance & Facilities Committee Meeting**

**Plaster Student Union, Ballroom East**

**Thursday, 12/14/2023**

**9:30 - 10:15 AM CT**

- I. Roll Call Presented By: Governor Lynn Parman**
- II. Approval of Minutes Presented By: Governor Lynn Parman**
  - A. Approval of the minutes of the Open and Closed Finance and Facilities Committee Meeting of October 20, 2023**
    - II.A. Minutes of the October 20, 2023, Finance and Facilities Committee Meeting - Page 2*
- III. Year to Date Financial Review Presented By: Matt Morris, Vice President for Administration and Finance, and Cindy Schull, Assistant Vice President for Finance and Accounting**
  - III. Year-to-Date Financial Statements - Page 5*
- IV. Human Resources Presented By: Matt Morris, Vice President for Administration and Finance**
  - IV.A. FY2024 Internal Operating Budget - Retention Payment - Page 11*
  - IV.B. Salary Adjustments - Nonacademic Employees - Page 12*
- V. Procurement and Financial Presented By: Matt Morris, Vice President for Administration and Finance**
  - A. Review of Procurement Activity Report**
    - V.A. Procurement Activity Report - Review of Items for Approval - Page 13*
- VI. Facilities Update Presented By: Matt Morris, Vice President for Administration and Finance, and Mark Wheeler, University Architect and Director of Planning, Design, and Construction**
- VII. Foundation Review Presented By: Brent Dunn, Vice President for University Advancement**
  - A. Development Report**
    - VII.A. Development Report - Page 15*
- VIII. Resolution Authorizing Closed Meeting, Pursuant to Sections 610.021(1), (2), (3), (6), (9), (11), (12), (13), (14) and/or (17) of the Revised Statutes of Missouri**
  - VIII. Closed Meeting Resolution - FFC - Page 17*
- IX. Adjournment Presented By: Governor Lynn Parman**

II.A.

**MINUTES OF THE  
BOARD OF GOVERNORS FINANCE AND FACILITIES COMMITTEE  
MISSOURI STATE UNIVERSITY  
FRIDAY, OCTOBER 20, 2023**

Governor Lynn Parman, Chair of the Finance and Facilities Committee, called the meeting to order at 9:57 a.m. in the Plaster Student Union, Ballroom East, on the Missouri State University Springfield Campus in Springfield, Missouri.

**Roll Call**

Present – Lynn Parman, Committee Chair  
Bradley Cooper, Committee Member  
Anson Elliott, Committee Member  
Travis Freeman, Committee Member  
Melissa Gourley, Committee Member  
Lynn Parman, Committee Member  
Jeff Schrag, Committee Member  
Chris Waters, Committee Member

Absent – Ann Kampeter, Committee Member

Also present – Clif Smart, President  
Brad Bodenhausen, Vice President for Community and Global Partnerships  
Jeff Coiner, Chief Information Officer  
Rachael Dockery, General Counsel and Chief Compliance Officer  
Brent Dunn, Vice President for University Advancement  
John Jasinski, Provost  
Dennis Lancaster, Chancellor of the West Plains Campus  
Natalie McNish, Director of Internal Audit and Risk Management  
Matt Morris, Vice President for Administration and Finance  
Zora Mulligan, Executive Vice President  
Suzanne Shaw, Vice President for Marketing and Communications  
Mark Smith, Dean of the McQueary College of Health and Human Services  
Rowena Stone, Secretary to the Board of Governors

**Approval of Minutes**

Governor Parman called for a motion to approve the minutes of the June 22, 2023, Finance and Facilities Committee meeting. Governor Tim Francka provided a motion, receiving a second from Governor Chris Waters.

Motion passed 7-0.

**Foundation Review**

Brent Dunn, Vice President for University Advancement, provided an overview of gifts made to the Foundation since its inception and a development report from the Missouri State University Foundation through September 30, 2023.

### **Review Unaudited FY2023 Preliminary Financial Statements**

Matt Morris, Vice President for Administration and Finance, and Cindy Schull, Assistant Vice President for Finance and Accounting, reviewed year-to-date financial statements through June 30, 2023. Ms. Schull reviewed the budget to actual comparisons for operating, auxiliary, and West Plains funds. An increase was noted in the net position from 2022 with the university in a strong financial position.

### **FY2024 Budget Update**

President Smart provided a FY2024 budget update. He shared that with census enrollment numbers, investment earnings, and a discount for prepaying its pension contribution, the university is on track to be up in net revenue.

### **G8.09 Operating Funds Cash Reserves Policy**

President Smart shared that the Board held discussion at the August retreat to determine if the university should revise its operating funds cash reserves policy by adjusting the baseline operating reserve fund amount. The current policy sets the university's cash reserves minimum limit of not less than \$40 million for the university system. Moreover, no less than \$40 million of the university's cash reserves shall be in the U.S. Treasury or Federal Agency Securities.

Mr. Morris reviewed the university system's current cash and investments and operating non-designated carryforward history. He shared that the initial amount of not less than \$40 million for the university system was to be able to cover three months of payroll for employees. Numbers were reviewed for increasing the reserves amount based on three months of payroll at current rates, inflation, and as a percentage of operating funds.

The Board held discussion and recommended increasing the amount to \$50 million for both cash reserves for the university system and in U.S. Treasury or Federal Agency Securities. University staff will revise the policy and bring it to the Board for approval at a future meeting.

Mr. Morris reviewed maintenance and repair projects prioritized for use of university reserves, an on-going funding plan for vacating leased property, and examples of future needs. The Board was supportive of the projects and plan as presented.

### **Facilities Update**

Mark Wheeler, University Architect and Director of Planning, Design and Construction, provided an update on facilities projects. Highlights of his report included information on the Kemper Hall addition, renovations to Blunt and Cheek Halls, JVIC building 6 for the material braider, the small animal education center at Darr Agriculture Center, and the addition and nursing simulation lab at Looney Hall on the West Plains Campus.

### **Procurement and Financial**

Mr. Morris reviewed the procurement activity report for items over \$250,000 to be voted on in the regular Board meeting later in the day. He and Jeff Coiner, Chief Information Officer, shared information on the two items in the report that included:

- Approval of a three-contract for cloud services for administrative systems for the Office of Information Services

- Approval of a five-year contract for Ellucian administrative software maintenance and support services for Information Services on the Springfield Campus and Information Technology Services on the West Plains Campus

### **2024 Employee Benefits**

Mr. Morris shared information on 2024 employee benefits. Highlights of his report included information on the university's self-funded health care plan, benefits fair, open enrollment, plan design, wellness incentive program, and medical and dental premiums.

### **Adjournment**

With no additional information needing to be discussed, Governor Parman called for a motion to adjourn the meeting. Governor Waters provided a motion, receiving a second from Governor Travis Freeman.

Motion passed 7-0.

Meeting adjourned at 11:40 a.m.

---

Lynn Parman  
Committee Chair

Passed at the meeting of  
December 14, 2023

---

Rowena Stone  
Secretary to the Board

III.

Missouri State University  
Statement of Revenues, Expenses and Changes in Net Position - unaudited  
Operating Funds

	Current YTD October 31, 2023	Prior YTD October 31, 2022	FY2024 Original Budget	Current YTD % of Budget	% Increase/ (Decrease) to Prior YTD
<b>Operating Revenue</b>					
Tuition and fees	\$ 80,636,187.16	\$ 76,592,853.74	\$ 145,728,325.00	55.3%	5.28%
Scholarships and fellowships	(17,157,125.30)	(15,375,507.65)	(30,307,994.00)	56.6%	11.59%
Grants and contracts	11,484.24	8,742.61	150,000.00	7.7%	31.36%
Other revenues	898,591.92	768,330.69	1,717,878.00	52.3%	16.95%
<b>Total Operating Revenue</b>	<b>64,389,138.02</b>	<b>61,994,419.39</b>	<b>117,288,209.00</b>	<b>54.9%</b>	<b>3.86%</b>
<b>Operating Expenses</b>					
Salaries	39,261,944.06	37,833,843.75	122,826,577.39	32.0%	3.77%
Benefits	18,716,572.39	18,337,102.85	56,949,307.41	32.9%	2.07%
Utilities	1,727,172.27	1,735,969.10	6,234,046.00	27.7%	-0.51%
Travel	535,595.52	460,755.53	1,173,346.83	45.6%	16.24%
Supplies and services	7,053,240.30	6,392,337.67	16,334,990.55	43.2%	10.34%
Other	4,144,656.59	4,002,131.08	13,297,727.40	31.2%	3.56%
<b>Total Operating Expenses</b>	<b>71,439,181.13</b>	<b>68,762,139.98</b>	<b>216,815,995.58</b>	<b>32.9%</b>	<b>3.89%</b>
<b>Operating Income (Loss)</b>	<b>(7,050,043.11)</b>	<b>(6,767,720.59)</b>	<b>(99,527,786.58)</b>		
<b>Other Non-operating Revenues (Expenses)</b>					
State appropriations	32,743,252.00	31,314,220.69	98,304,762.00	33.3%	4.56%
Gifts	292,939.83	252,408.88	1,008,540.00	29.0%	16.06%
Other	2,584,189.39	1,338,555.91	7,767,000.00	33.3%	93.06%
Debt Service Transfers	(2,375,428.49)	(2,264,082.33)	(2,716,938.00)	87.4%	4.92%
<b>Increase (Decrease) in Net Position Before Operating Transfers</b>	<b>26,194,909.62</b>	<b>23,873,382.56</b>	<b>4,835,577.42</b>		9.72%
Operating Transfers, net	(3,490,494.65)	(2,091,620.35)	(8,833,578.20)		
Operating Transfers, Capital	(217,000.00)	(222,811.02)			
Operating Transfers, Federal Grants	-	-	-		
<b>Increase (Decrease) in Net Position</b>	<b>\$ 22,487,414.97</b>	<b>\$ 21,558,951.19</b>	<b>\$ (3,998,000.78)</b>		

**Missouri State University**  
**Statement of Revenues, Expenses and Changes in Net Position - unaudited**  
**Designated Funds**

	Current YTD October 31, 2023	Prior YTD October 31, 2022	% Increase/ (Decrease) to Prior YTD
<b>Operating Revenue</b>			
Tuition and fees	\$ 13,539,031.07	\$ 11,774,756.34	15.0%
Scholarships and fellowships	(417,745.26)	\$ (424,762.58)	-1.7%
Grants and contracts	1,004,695.08	\$ 908,283.29	10.6%
Other revenues	<u>6,613,392.05</u>	<u>6,290,999.61</u>	5.1%
<b>Total Operating Revenue</b>	<u>20,739,372.94</u>	<u>18,549,276.66</u>	11.8%
<b>Operating Expenses</b>			
Salaries	5,480,949.10	5,229,059.01	4.8%
Benefits	2,016,185.97	1,854,697.05	8.7%
Utilities	(34,944.75)	(28,175.54)	24.0%
Travel	420,165.65	289,309.37	45.2%
Supplies and services	3,361,166.71	2,454,042.19	37.0%
Other	<u>2,143,956.23</u>	<u>963,798.84</u>	122.4%
<b>Total Operating Expenses</b>	<u>13,387,478.91</u>	<u>10,762,730.92</u>	24.4%
<b>Operating Income (Loss)</b>	<u>7,351,894.03</u>	<u>7,786,545.74</u>	
<b>Other Non-operating Revenues (Expenses)</b>			
State appropriations	297,092.00	297,092.00	0.0%
Gifts	478,648.08	382,205.57	25.2%
Other	668,220.12	140,680.75	375.0%
Debt Service Transfers	<u>(1,746,409.93)</u>	<u>(1,455,744.60)</u>	
<b>Increase (Decrease) in Net Position Before Operating Transfers</b>	<u>7,049,444.30</u>	<u>7,150,779.46</u>	
Operating Transfers, net	620,565.99	(1,623,674.59)	
Operating Transfers, Federal Grants	-	-	
<b>Increase (Decrease) in Net Position</b>	<u>\$ 7,670,010.29</u>	<u>\$ 5,527,104.87</u>	

Missouri State University  
Statement of Revenues, Expenses and Changes in Net Position - unaudited  
Auxiliary Funds

	Current YTD October 31, 2023	Prior YTD October 31, 2022	FY2024 Original Budget	Current YTD % of Budget	% Increase/ (Decrease) to Prior YTD
<b>Operating Revenue</b>					
Tuition and fees	\$ 6,617,727.51	\$ 5,867,155.49	\$ 11,424,873.00	57.9%	12.79%
Scholarships and fellowships	(3,126,515.59)	(2,836,565.03)	(5,968,220.00)	52.4%	10.22%
Grants and contracts	52,000.00	52,000.00	60,000.00		
Other revenues	24,689,009.30	22,018,961.77	46,982,888.00	52.5%	12.13%
<b>Total Operating Revenue</b>	<b>28,232,221.22</b>	<b>25,101,552.23</b>	<b>52,499,541.00</b>	<b>53.8%</b>	<b>12.47%</b>
<b>Operating Expenses</b>					
Salaries	7,077,284.39	6,701,790.40	22,875,737.75	30.9%	5.60%
Benefits	2,433,478.95	2,218,045.72	7,962,230.08	30.6%	9.71%
Utilities	827,494.59	1,042,984.85	2,558,503.00	32.3%	-20.66%
Travel	963,243.29	696,293.52	2,968,744.00	32.4%	38.34%
Supplies and services	6,070,022.03	4,543,423.33	16,545,383.00	36.7%	33.60%
Other	1,650,081.12	1,679,054.40	3,265,487.00	50.5%	-1.73%
<b>Total Operating Expenses</b>	<b>19,021,604.37</b>	<b>16,881,592.22</b>	<b>56,176,084.83</b>	<b>33.9%</b>	<b>12.68%</b>
<b>Operating Income (Loss)</b>	<b>9,210,616.85</b>	<b>8,219,960.01</b>	<b>(3,676,543.83)</b>		
<b>Other Non-operating Revenues (Expenses)</b>					
State appropriations	-	-	-		
Gifts	141,337.20	398,306.25	4,060,416.00	3.5%	-64.52%
Other	173,440.17	70,014.53	57,500.00	301.6%	147.72%
Debt Service Transfers	(4,254,964.39)	(4,079,324.29)	(10,131,827.28)	42.0%	4.31%
<b>Increase (Decrease) in Net Position Before Operating Transfers</b>	<b>5,270,429.83</b>	<b>4,608,956.50</b>	<b>(9,690,455.11)</b>		<b>14.35%</b>
Operating Transfers, net	2,635,690.53	(21,488,257.10)	9,966,370.00		
Operating Transfers, Capital Purchase	-	-	-		
Operating Transfers, Federal Grants	-	-	-		
<b>Increase (Decrease) in Net Position</b>	<b>\$ 7,906,120.36</b>	<b>\$ (16,879,300.60)</b>	<b>\$ 275,914.89</b>		

Missouri State University  
Statement of Revenues, Expenses and Changes in Net Position - unaudited  
West Plains Operating, Designated and Auxiliaries

	Current YTD October 31, 2023	Prior YTD October 31, 2022	FY2024 Original Budget	Current YTD % of Budget	% Increase/ (Decrease) to Prior YTD
<b>Operating Revenue</b>					
Tuition and fees	\$ 3,233,955.27	\$ 2,831,815.87	\$ 4,584,165.00	70.5%	14.20%
Scholarships and fellowships	(294,392.24)	(256,749.52)	(528,478.00)	55.7%	14.66%
Grants and contracts	47,010.52	25,328.32	-		
Other revenues	711,143.71	693,062.38	1,590,867.00	44.7%	2.61%
<b>Total Operating Revenue</b>	<b>3,697,717.26</b>	<b>3,293,457.05</b>	<b>5,646,554.00</b>	<b>65.5%</b>	<b>12.27%</b>
<b>Operating Expenses</b>					
Salaries	2,664,164.01	2,582,497.84	7,769,325.78	34.3%	3.16%
Benefits	1,069,389.03	995,381.34	2,993,510.25	35.7%	7.44%
Utilities	116,085.27	139,266.55	369,244.00	31.4%	-16.65%
Travel	80,764.98	67,113.20	140,576.81	57.5%	20.34%
Supplies and services	512,717.57	625,398.86	915,458.51	56.0%	-18.02%
Other	352,617.79	310,788.08	1,292,343.09	27.3%	13.46%
<b>Total Operating Expenses</b>	<b>4,795,738.65</b>	<b>4,720,445.87</b>	<b>13,480,458.44</b>	<b>35.6%</b>	<b>1.60%</b>
<b>Operating Income (Loss)</b>	<b>(1,098,021.39)</b>	<b>(1,426,988.82)</b>	<b>(7,833,904.44)</b>		
<b>Other Non-operating Revenues (Expenses)</b>					
State appropriations	2,505,300.00	2,349,108.00	7,515,889.00	33.3%	6.65%
Gifts	-	1,896.41	206,720.00	0.0%	-100.00%
Other	29,678.89	35,862.94	130,200.00	22.8%	-17.24%
Debt Service Transfers	(70,971.12)	(58,367.13)	(88,750.97)	80.0%	21.59%
<b>Increase (Decrease) in Net Position Before Operating Transfers</b>	<b>1,365,986.38</b>	<b>901,511.40</b>	<b>(69,846.41)</b>		51.52%
Operating Transfers, net	(9,884.00)	128,944.00	(84,443.20)		
Operating Transfers, Federal Grants	-	-	-		
<b>Increase (Decrease) in Net Position</b>	<b>\$ 1,356,102.38</b>	<b>\$ 1,030,455.40</b>	<b>\$ (154,289.61)</b>		



Missouri State University  
Statement of Revenues, Expenses and Changes in Net Position - unaudited  
All Funds

	Current YTD October 31, 2023	Prior YTD October 31, 2022	% Increase/ (Decrease) to Prior YTD	Variance (Decrease) to Prior YTD
<b>Operating Revenue</b>				
Tuition and fees	\$ 104,074,302.01	\$ 97,071,625.44	7.21%	\$ 7,002,676.57
Scholarships and fellowships	(41,565,223.40)	\$ (37,374,933.47)	11.21%	(4,190,289.93)
Grants and contracts	14,631,177.56	\$ 14,508,306.04	0.85%	122,871.52
Other revenues	32,912,136.98	29,871,374.45	10.18%	3,040,762.53
<b>Total Operating Revenue</b>	<b>110,052,393.15</b>	<b>104,076,372.46</b>	<b>5.74%</b>	<b>5,976,020.69</b>
<b>Operating Expenses</b>				
Salaries	57,265,619.41	54,975,772.32	4.17%	2,289,847.09
Benefits	25,131,655.67	24,170,952.65	3.97%	960,703.02
Utilities	2,635,807.38	2,890,044.96	-8.80%	(254,237.58)
Travel	2,130,010.46	1,693,770.79	25.76%	436,239.67
Supplies and services	17,527,286.05	14,772,704.37	18.65%	2,754,581.68
Other	10,919,944.74	10,834,747.41	0.79%	85,197.33
<b>Total Operating Expenses</b>	<b>115,610,323.71</b>	<b>109,337,992.50</b>	<b>5.74%</b>	<b>6,272,331.21</b>
<b>Operating Income (Loss)</b>	<b>(5,557,930.56)</b>	<b>(5,261,620.04)</b>		<b>(296,310.52)</b>
<b>Other Non-operating Revenues (Expenses)</b>				
State appropriations	35,545,644.00	33,957,681.13	4.68%	1,587,962.87
State appropriations-capital	1,382,865.75	-		1,382,865.75
Federal Pell grants to students	11,152,780.31	10,002,862.12	11.50%	1,149,918.19
Gifts	912,925.11	13,137,102.79	-93.05%	(12,224,177.68)
Other	2,438,565.84	547,857.84	345.11%	1,890,708.00
Debt Service Transfers	(0.00)	(0.00)		-
<b>Increase (Decrease) in Net Position Before Operating Transfers</b>	<b>45,874,850.45</b>	<b>52,383,883.84</b>	<b>-12%</b>	<b>(6,509,033.39)</b>
Operating Transfers, net	(0.00)	-		(0.00)
<b>Increase (Decrease) in Net Position</b>	<b>\$ 45,874,850.45</b>	<b>\$ 52,383,883.84</b>	<b>-12%</b>	<b>\$ (6,509,033.39)</b>

**Missouri State University**  
**Statement of Net Position - unaudited**  
**All Funds**

	<b>October 31, 2023</b>	<b>October 31, 2022</b>
<b>Assets</b>		
Cash, cash equivalents and investments	\$ 197,635,537.34	\$ 222,150,388.78
Receivables, net of allowance for doubtful accounts	53,591,802.90	38,786,809.23
Interfund receivables (payables)	0.00	(0.00)
Prepaid MOSERS	18,236,701.98	17,396,020.37
Inventories	4,810,806.29	4,770,854.51
Other assets	873,566.05	(755,340.74)
Fixed Assets & CIP	1,155,047,416.68	1,110,807,253.67
Accumulated depreciation	(530,422,465.26)	(502,479,682.98)
Deferred outflows of resources related to pension and bonds	69,964,952.17	48,746,797.17
<b>Total Assets</b>	<u>\$ 969,738,318.15</u>	<u>\$ 939,423,100.01</u>
<b>Liabilities</b>		
Accounts payable/other	\$ 7,108,099.34	\$ 9,825,488.90
Accrued salaries	17,614,404.71	17,018,050.73
Deferred revenue	6,838,127.81	7,162,780.73
Net pension & OPEB liability	361,412,677.00	271,908,453.00
Deferred inflow of resources related to pension/OPEB/leases	13,423,567.07	67,756,978.79
Notes, bonds and leases payable	160,220,436.46	165,919,333.28
<b>Total Liabilities</b>	<u>\$ 566,617,312.39</u>	<u>\$ 539,591,085.43</u>
<b>Net Position</b>	<u>403,121,005.76</u>	<u>399,832,014.58</u>
<b>Total Liabilities and Net Position</b>	<u>\$ 969,738,318.15</u>	<u>\$ 939,423,100.01</u>

IV.A.

MISSOURI STATE UNIVERSITY

BOARD RESOLUTION

FINANCE NO. 1107-23

Request for FY24 Internal Operating Budget

BE IT RESOLVED by the Board of Governors for Missouri State University that the Internal Operating Budget for the year ending June 30, 2024, consisting of:

\$196,363,071 Budgeted operating revenue  
 \$122,554,640 Budgeted non-operating revenue  
 \$310,201,362 Budgeted Expenses  
 (\$12,420,675) Budgeted Transfers  
 \$3,998,001 Budgeted non-recurring allocations

which non-recurring allocations includes a one-time retention payment on December 31, 2023 of \$1,500 for full-time employees employed on or before July 1, 2023 and remaining an active full-time employee through December 1, 2023, be adopted and administered through the following funds:

	Budgeted Operating Revenues*	Budgeted Non-Operating Revenues	Budgeted Expenses	Budgeted Transfers	Increase (Decrease) in Net Position (including non-recurring allocations)	Non-recurring Allocations	Increase (Decrease) in Net Position (excluding non-recurring allocations)
<b>Springfield Campus</b>							
Operating Fund	\$ 117,288,209	\$ 107,080,302	\$ 216,815,996	\$ (11,550,516)	\$ (3,998,001)	\$ 3,998,001	\$ 0
Total Designated Funds**	20,928,767	3,503,613	23,728,823	(531,507)	172,050	-	172,050
Total Auxiliary System Fund	52,499,541	4,117,916	56,176,085	(165,457)	275,915	-	275,915
<b>Total Springfield Campus</b>	<b>190,716,517</b>	<b>114,701,831</b>	<b>296,720,903</b>	<b>(12,247,480)</b>	<b>(3,550,036)</b>	<b>3,998,001</b>	<b>447,965</b>
<b>West Plains Campus</b>							
Operating Fund	4,190,456	7,342,609	11,495,769	(34,792)	2,504	-	2,504
Total Designated Funds	-	485,000	737,092	(21,266)	(273,358)	-	(273,358)
Total Auxiliary System Fund	1,456,098	25,200	1,247,598	(117,136)	116,564	-	116,564
<b>Total West Plains Campus</b>	<b>5,646,554</b>	<b>7,852,809</b>	<b>13,480,458</b>	<b>(173,194)</b>	<b>(154,290)</b>	<b>-</b>	<b>(154,290)</b>
<b>Total Budget</b>	<b>\$ 196,363,071</b>	<b>\$ 122,554,640</b>	<b>\$ 310,201,362</b>	<b>\$ (12,420,675)</b>	<b>\$ (3,704,325)</b>	<b>\$ 3,998,001</b>	<b>\$ 293,676</b>

\*Budgeted Operating Revenues are net of \$37,015,692 of scholarships.

Christopher Waters  
Chair of the Board

Passed at Meeting of  
June 23, 2023

Rowena A. Stone  
Secretary

The FY24 Internal Operating Budget does not include the following: operating fund carryforward balances, other enrollment fees and supplemental course fee revenues and associated dedicated expenses; all grant related revenues and associated dedicated expenses including Pell Grants; and any other similar dedicated revenues and expenses for self-supporting ventures.

The FY24 Internal Operating Budget can be found at:  
<https://www.missouristate.edu/financialservices/documentsandreports.htm>

#### IV.B.

### **Salary Adjustments for Nonacademic Employees (Effective January 1, 2024)**

Missouri State University's workforce is its most vital resource, and the total compensation plan should demonstrate the high value the university holds for its employees.

In addition to traditional annual salary increases, President Smart allows salary adjustments to be implemented two times per year (January 1 and July 1), as cost center funding allows.

This contributes to the overall total compensation package for staff that is directed toward retaining and rewarding highly qualified, engaged, and committed employees who serve the university.

Rationale for within-grade salary adjustments is outlined in the Employee Handbook for Administrative, Professional and Support Staff Employees (G7.02) and can be requested for employees for one of the following reasons (G7.02-4.3.7):

- Internal equity – may be used to address salary inequities among individuals who are in positions that require similar skills, responsibilities, and experience.
- Special market considerations – may be used when there are compelling market reasons for an adjustment.
- Additional responsibilities – a salary increase of no more than 12%, not to exceed the maximum salary of the pay range, may be provided for employees who are assigned significant additional, ongoing job duties resulting from a reorganization or implementation of a new organizational initiative. Subsequent equity adjustments may be needed for other employees within the department. Documentation of additional responsibilities must accompany the PAF.
- Sustained commendable job performance – at the discretion of the cost center, dependent upon adequate budgeting, employees who have an ADP score in the top tier of their cost center for the previous 3 years may receive a salary increase of not more than 12%, not to exceed the maximum of the salary of the pay range.

The department head determines the appropriateness and amount of the in-grade salary adjustment with input from the office of human resources and approval from the major cost center administrator and President.

Salary adjustments for (81) nonacademic employees, effective January 1, 2024, may be found within the Human Resources consent agenda for the December 2023 Board of Governors Meeting.

V.A.

**FOR APPROVAL**

**Single Feasible Source > \$250,000**

**Coating Requirements and Applications Engineering Services                      \$300,000.00**  
**Jordan Valley Innovation Center (JVIC)**

Northrop Grumman Corporation (NGC) will provide technical support to JVIC's USAF program in collaboration with JVIC affiliate GVD Corporation. The effort seeks to optimize and scale unique CVD coating processes to enhance sealing and hermeticity in certain electronic systems of interest to the US Air Force and NGC. NGC will support this effort by providing the following services:

- Provide technical requirements for coating systems
- Review program data and provide feedback vis-à-vis technical requirements
- Support development of a draft procurement specification for CVD coated electronics
- Provide estimates for product demand for coated electronics
- Participate in two annual program reviews and final review via web conference
- Participate in periodic ad hoc technical telecoms as required

NGC has been working with JVIC affiliate GVD Corporation for several years providing requirements and applications for electronics coatings. NGC has specific knowledge of the GVD capability and has a recommended plan to qualify it for use across the defense industry. NGC is an important member of the technology acceleration team and has customer insight, knowledge, and access not readily available from another DoD prime contractor.

These services are required to meet the deliverables of a federally funded program and is funded by the Air Force Research Laboratory (AFRL) on the project, *Cost-Effective Solutions for the Reliability of Combat Cloud Communications Systems*.

Recommend award to Northrop Grumman Corporation as a sole source.

**Note: Funding to be from Cooperative Agreement Award FA8650-23-2-1088.**

**Payment is to be made through CASE-Cloud Communication Systems, Center for Applied Science and Engineering Capital Equipment Research I03169 072008 73420 021.**

## ACTIVITY REPORT

**Exercise of contract renewal option for the purchase of goods and services estimated >  
\$250,000.00**

**Custodial Supplies Campus-Wide** **\$319,000.00**  
**Facilities Management** **(Estimated One-Year)**

Request renewal of Contract C7442-1, AMD-4, Second Renewal initiated by Hillyard Incorporated, for the purchase of custodial supplies campus-wide.

This action is the second renewal of five renewals, for the contract term January 1, 2024, through December 31, 2024. Three additional University optional one-year renewals are available through December 31, 2027.

**Subject to continued satisfactory performance, the University will continue to exercise the remaining available annual renewal options as needed.**

**Note: Funding is to be from ongoing operational budgets.**

October 6, 2023 through December 1, 2023

**Report of Gifts  
to the  
Missouri State University Foundation  
Monthly and Year-to-Date**

	Year	MONTHLY						YEAR-TO-DATE		
		Designations under \$1,000		Designations \$1,000 and over		Totals for November		Running Totals		Year
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	
<b>Annual Gifts</b>	FY 23	6,657	\$175,012	84	\$391,062	6,741	\$566,074	34,141	\$3,314,420	FY 23
	<b>FY 24</b>	814	\$80,127	105	\$645,684	919	\$725,811	21,012	\$2,985,080	<b>FY 24</b>
<b>Capital Facilities</b>	FY 23	13	\$1,977	3	\$28,040	16	\$30,017	121	\$612,241	FY 23
	<b>FY 24</b>	17	\$3,212	21	\$340,300	38	\$343,512	93	\$578,655	<b>FY 24</b>
<b>One Time Gifts</b>	FY 23	0	\$0	9	\$276,043	9	\$276,043	78	\$3,455,278	FY 23
	<b>FY 24</b>	0	\$0	18	\$110,980	18	\$110,980	61	\$911,755	<b>FY 24</b>
<b>TOTALS</b>	FY 23	6,670	\$176,989	96	\$695,145	6,766	\$872,134	34,340	\$7,381,939	FY 23
	<b>FY 24</b>	831	\$83,339	144	\$1,096,964	975	\$1,180,303	21,166	\$4,475,490	<b>FY 24</b>

**MISSOURI STATE UNIVERSITY FOUNDATION  
INCOME SUMMARY TOTALS BY TYPE AND SOURCE  
07/01/2023 TO 11/30/2023**

SOURCE	UNRESTRICTED CURRENT	RESTRICTED CURRENT	ENDOWMENT	GIFTS OF PROPERTY	NON-GIFT INCOME*	TOTAL 07/01/2023 TO 11/30/2023	TOTAL 07/01/2022 TO 11/30/2022
ALUMNI	\$25,912	\$622,285	\$123,018	\$10,541	\$217,400	<b>\$999,168</b>	\$1,389,408
FRIENDS	4,737	745,254	184,326	95,130	129,727	<b>\$1,159,174</b>	1,522,834
PARENTS	25	26,542	500	0	7,960	<b>\$35,027</b>	92,165
FOUNDATIONS	5,000	274,500	155,000	0	0	<b>\$434,500</b>	144,110
ORGANIZATIONS	6,200	361,993	231,221	7,365	0	<b>\$606,779</b>	2,940,275
BUSINESSES	2,003	587,035	125,677	114,947	411,180	<b>\$1,240,842</b>	1,293,147
<b>GIFT TOTAL</b>	<b>\$43,877</b>	<b>\$2,617,609</b>	<b>\$819,742</b>	<b>\$227,983</b>	<b>\$766,267</b>	<b>\$4,475,490</b>	<b>\$7,381,939</b>

*\*Per the Tax Cuts and Jobs Act, the US Tax reform bill signed into law effective in 2021, income recieved from athletics seat assessments and suites are no longer tax deductible.*

**DEFERRED GIFT COMMITMENTS**

	UNRESTRICTED CURRENT	RESTRICTED CURRENT	ENDOWMENT	GIFTS OF PROPERTY	TOTAL 07/01/2023 TO 11/30/2023	TOTAL 07/01/2022 TO 11/30/2022
DEFERRED GIFTS	1,000,000	0	600,000	0	<b>\$ 1,600,000</b>	<b>\$ 1,200,000</b>

GRAND TOTAL FOR TESTAMENTARY GIFTS YET TO BE RECEIVED: \$80M

	NUMBER OF DONORS 7/1/2023 TO 11/30/2023	NUMBER OF DONORS 7/1/2022 TO 11/30/2022
ALUMNI	<b>3,260</b>	3,801
FRIENDS	<b>6,601</b>	7,508
PARENTS	<b>321</b>	384
FOUNDATIONS	<b>18</b>	18
ORGANIZATIONS	<b>148</b>	147
BUSINESSES	<b>456</b>	478
<b>TOTAL</b>	<b>10,804</b>	12,336



## VIII.

BE IT RESOLVED by the Board of Governors for the Missouri State University that a closed meeting, with closed records and closed vote, be held during a recess of the Finance and Facilities Committee meeting of the Board of Governors to consider items pursuant to...

- A. R.S.Mo. 610.021(1). “Legal actions, causes of action, or litigation involving a public governmental body...”
- B. R.S.Mo. 610.021(2). “Leasing, purchase or sale of real estate by a public governmental body...”
- C. R.S.Mo. 610.021(3). “Hiring, firing, disciplining or promoting of particular employees by a public governmental body...”
- D. R.S.Mo. 610.021(6). “Scholastic probation, expulsion, or graduation of identifiable individuals...”
- E. R.S.Mo. 610.021(9). “Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;”
- F. R.S. Mo. 610.021(11) and (12). “Specifications for competitive bidding...;” and “Sealed bids and related documents...;”
- G. R.S.Mo. 610.021(13). “Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...;”
- H. R.S.Mo. 610.021(14). “Records which are protected from disclosure by law;” and
- I. R.S.Mo. 610.021(17). “Confidential or privileged communications between a public governmental body and its auditor,...”