

*University of Central Missouri*  
*Board of Governors*  
*Work Session*  
*January 23, 2008*

The University of Central Missouri Board of Governors held a work session on Wednesday, January 23, 2008, at 12:00 noon in Union 125. In attendance were Board President Deleta Williams and Governors Jennifer Nixon, Richard Phillips, Lawrence Fick, Michelle Wimes, Edward Baker, Walter Hicklin, and Anthony Arton. Also present were University President Aaron Podolefsky, General Counsel Judith Siminoe, and Assistant Secretary to the Board Monica Huffman.

**Opening Comments, Agenda Review** – Agenda Item No. 1

Ms. Williams thanked everyone for taking additional time from their busy schedules to attend the afternoon work session. She provided a brief overview of the agenda.

**Overview of Board Bylaws/Orientation Manual** – Agenda Item No. 2

Ms. Siminoe noted that copies of the Board of Governors Bylaws and Board Orientation Manual were included with the meeting materials (Attachment 1). She distributed and reviewed a handout that provided a summary of the two documents (Attachment 2). Following Ms. Siminoe's review of the documents, the Board asked that a paragraph be inserted in the appropriate document to state the responsibilities of the Board's representative assigned to serve on the Foundation Board.

**Discussion Items** – Agenda Item No. 3

*Approval of Contracts, Real Estate and Capital Projects Policy* – Mr. Hicklin noted that this item was added to the agenda at his request. His concern is that the Board is not informed of major purchases or contracts that may fall within the authority of the President or Vice Presidents, and said that there are instances when Board members are questioned by constituents about such matters, but they do not have the knowledge or awareness to be able to respond appropriately. He gave the example of the Master Plan consulting contract. President Podolefsky said that he could implement a practice to inform the Board of such expenditures. Ms. Nixon said that her agency prepares a written report to the Board to inform them of major expenditures for contracts, services, and purchases.. She offered to forward a copy of the report to Ms. Huffman so that it may be shared with staff for a possible UCM report. President Podolefsky agreed to adapt practices to keep the Board informed of major purchases and contracts.

*Note: Background information related to this policy was included with the meeting materials and is enclosed with the minutes as Attachment 3.*

Carry Forward Funds – It was noted that a Summary of General and Designated Fund Carry Forwards for FY 2004 – FY 2007 was sent to the Board earlier this month. Mr. Baker asked prior to 2004, how far back do the carryforwards go, and how much of this was carryforward to 2004. Ms. Siminoe noted that she arrived in 2001 and was not aware of the carryforward balances prior to this time. However, Mr. Hicklin was able to provide a brief history of how carryforward funds were handled during President Elliott's and President Patton's years in office. Mr. Baker stated that his concern is that there be greater control and accountability of the funds.

President Podolefsky noted that he and the Vice Presidents are discussing how to best handle carryforward funds. One possibility is to allow departments to keep a percentage of their carryforward funds, with the remaining amount coming back to the general fund. He said that last year, each division/area was assessed a certain percentage of carryforward monies to help cover a budget shortfall. Mr. Hicklin suggested, and the Board concurred, that the President and his Cabinet should establish guidelines for the distribution and handling of carryforward funds. Once established, President Podolefsky will share the process with the Board.

Enrollment Management – At the invitation of Mr. Phillips, Provost George Wilson, and Dr. Matt Melvin, Assistant Provost for Enrollment Management, joined the meeting. Mr. Phillips introduced the first of two or three sessions that will be needed for the Board to determine an enrollment management philosophy that addresses the issue of diversity, what the student body should look like, risk factors to those students, and a marketing campaign that attracts students and reflects what the university will do to help students graduate. He noted that in some years past, UCM had open enrollment and was later established as a moderately selective institution. Last year, a directive was made from the Provost's office to revise the ACT score to 24. Mr. Phillips said that the Board needs to determine if it wants the university to maintain a stable enrollment or increase enrollment without the risk of lowering standards. Dr. Wilson stated that the characteristics of the students will dictate a number of the things the university does.

A handout was distributed and reviewed by Dr. Matt Melvin regarding first semester performance review (Attachment 4). Mr. Phillips noted the key questions listed on page one of the handout that the Board must answer for enrollment management.

President Podolefsky stated that consideration must also be given to the student who may not be ready for a university, but who could better prepare for successful completion of a college degree by starting out at a community college the first two years and then transferring to a four-year institution. He added that enrollment management needs to be institutionalized and included as part of the strategic plan.

Ms. Wimes stated that it is also important for the Board to have historical data related to the key questions so that appropriate goals can be set. She said you must know where you came from in order to know where you are going. She added that there is also a need to define "quality," and stated the Board should know the differences between open admission and moderately selective admission criteria. Ms. Wimes would also like the

Board to see data regarding diversity at other institutions. Mr. Baker suggested also looking at the socio-economic populations and racial mixes in the area.

Mr. Hicklin said he would the Board to hold a full-day work session regarding this issue sometime in June. Mr. Phillips stated that the Academic Affairs Committee will begin working on an agenda and will arrange for another meeting prior to July 1 to discuss enrollment management at greater length with the Board.

### **Adjournment**

There being no further business to discuss, the session concluded at 3:00 p.m.

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Attachment Listing*

<u><i>Attachment No.</i></u>	<u><i>Attachment Item</i></u>
<i>1</i>	<i>Board of Governors Bylaws And Board Orientation Manual</i>
<i>2</i>	<i>Overview of Bylaws and Orientation Manual</i>
<i>3</i>	<i>Briefing Paper RE: Approval of Contracts, Real Estate and Capital Projects Policy</i>
<i>4</i>	<i>BOG EM Status Check and First Semester Performance Review</i>