



## Board of Governors Special Meeting

<https://us02web.zoom.us/j/82232848146>

Wednesday, 11/20/2024

3:00 - 5:00 PM CT

- I. Roll Call *Presented By: Governor Lynn Parman*
- II. Approval of Minutes *Presented By: Governor Lynn Parman*
  - A. Approval of the Open and Closed Minutes of the Board of Governors Special Meeting of November 8, 2024
    - II.A. *Open Minutes of the Board of Governors Special Meeting of November 8, 2024 - Page 2*
  - B. Approval of the Open and Closed Minutes of the Board of Governors Special Meeting of November 13, 2024
    - II.B. *Open Minutes of the Board of Governors Special Meeting of November 13, 2024 - Page 4*
- III. Procurement and Financial *Presented By: Matt Morris, Vice President for Administration and Finance*
  - A. Approval of Procurement Activity Report
    - III.A. *Approval of Procurement Activity Report - Page 6*
- IV. Facilities and Equipment *Presented By: Matt Morris, Vice President for Administration and Finance*
  - A. Approval of bids and award of a contract for the third floor buildout in building 4 at Jordan Valley Innovation Center
    - IV.A. *Approval of bids and award of a contract for the third floor buildout in building 4 at Jordan Valley Innovation Center - Page 10*
- V. Resolution Authorizing Closed Meeting, Pursuant to the Revised Statutes of the State of Missouri 610.021
  - V. *Closed Special Meeting Resolution - Page 12*
- VI. Adjournment *Presented By: Governor Lynn Parman*

**MINUTES OF THE  
BOARD OF GOVERNORS SPECIAL MEETING  
MISSOURI STATE UNIVERSITY  
FRIDAY, NOVEMBER 8, 2024**

The Board of Governors for Missouri State University held a special meeting via Zoom webinar on Friday, November 8, 2024, with Governor Lynn Parman, Chair of the Board, presiding. Governor Parman called the meeting to order at 4:31 p.m.

**Roll Call**

Present – Lynn Parman, Chair of the Board  
Anson Elliott, Governor  
Tim Francka, Governor  
Travis Freeman, Governor  
Missy Gourley, Governor  
Susan Hardy, Student Governor  
Ann Kampeter, Governor  
Jeff Schrag, Governor  
Chris Waters, Governor

Also present – Richard B. Williams, President  
Rachael Dockery, General Counsel and Vice President for Legal Affairs  
and Compliance  
Spencer Girouard, FleishmanHillard  
Natalie McNish, Director of Internal Audit and Risk Management  
Suzanne Shaw, Vice President for Marketing and Communications  
Rowena Stone, Secretary to the Board of Governors

Rachael Dockery, General Counsel and Vice President for Legal Affairs and Compliance, shared that in accordance with the Missouri Sunshine Law ([R.S.Mo. 610.020.4](#)), when necessary, a public meeting may be held on less than 24 hours' notice for good cause justifying the departure from the normal notice requirements, provided that such good cause is stated in the minutes. Ms. Dockery shared that the basis for the emergency meeting is that a lawsuit describing a sensitive personnel matter has been filed and is now being reported on in the media, with information indicating that the story will likely be reported by local media later today or tomorrow morning at the earliest. Thus, Board leadership determined that a special meeting should be called with less than 24 hours to apprise the Board and give them the opportunity to discuss in advance of any media reports or requests. Had the University provided the standard 24 hours' notice, it would have fundamentally defeated the purpose for the meeting.

**Closed Session**

It was determined that the Board of Governors needed to meet in a closed session to consider items of business provided in the Revised Statutes of Missouri. Governor Parman asked if a resolution authorizing a closed meeting of the Board was prepared. Thereupon, the following resolution was presented for consideration:

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

R.S.Mo. 610.021(3). “Hiring, firing, disciplining or promoting of particular employees by a public governmental body...;” and

R.S.Mo. 610.021(13). “Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...”

Governor Chris Waters provided a motion for approval, receiving a second from Governor Tim Francka.

A closed roll-call vote was taken. Those voting in favor – Governors Elliott, Francka, Freeman, Gourley, Kampeter, Parman, Schrag, and Waters; those voting against – none.

The open meeting recessed at 4:34 p.m. to go into closed session.

Governor Anson Elliott left the meeting during closed session.

The open meeting reconvened at 6:17 p.m.

### **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 6:17 p.m.

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Lynn Parman  
Board Chair

Passed at the meeting of  
November 20, 2024

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Rowena Stone  
Secretary to the Board

II.B.

**MINUTES OF THE  
BOARD OF GOVERNORS SPECIAL MEETING  
MISSOURI STATE UNIVERSITY  
WEDNESDAY, NOVEMBER 13, 2024**

The Board of Governors for Missouri State University held a special meeting via Zoom webinar on Wednesday, November 13, 2024, with Governor Lynn Parman, Chair of the Board, presiding. Governor Parman called the meeting to order at 3:01 p.m.

**Roll Call**

Present – Lynn Parman, Chair of the Board  
Anson Elliott, Governor  
Tim Francka, Governor  
Travis Freeman, Governor  
Missy Gourley, Governor  
Susan Hardy, Student Governor  
Ann Kampeter, Governor  
Jeff Schrag, Governor  
Chris Waters, Governor

Also present – Richard B. Williams, President  
Rachael Dockery, General Counsel and Vice President for Legal Affairs  
and Compliance  
Brent Dunn, Vice President for University Advancement  
Natalie McNish, Director of Internal Audit and Risk Management  
Zora Mulligan, Executive Vice President  
Rebecca Rausch, Senior Vice President and Partner for FleishmanHillard  
Suzanne Shaw, Vice President for Marketing and Communications  
Rowena Stone, Secretary to the Board of Governors

**Closed Session**

It was determined that the Board of Governors needed to meet in a closed session to consider items of business provided in the Revised Statutes of Missouri. Governor Parman asked if a resolution authorizing a closed meeting of the Board was prepared. Thereupon, the following resolution was presented for consideration:

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

R.S.Mo. 610.021(1). “Legal actions, causes of action, or litigation involving a public governmental body...”

R.S.Mo. 610.021(3). “Hiring, firing, disciplining or promoting of particular employees by a public governmental body...;” and

R.S.Mo. 610.021(13). “Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...”

Governor Tim Francka provided a motion for approval, receiving a second from Governor Ann Kampeter.

A closed roll-call vote was taken. Those voting in favor – Governors Elliott, Francka, Freeman, Gourley, Kampeter, Parman, Schrag, and Waters; those voting against – none.

The open meeting recessed at 3:02 p.m. to go into closed session.

Student Governor Susan Hardy left the meeting during closed session.

The open meeting reconvened at 7:24 p.m.

**Adjournment**

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

Motion passed 8-0.

Meeting adjourned at 7:24 p.m.

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Lynn Parman  
Board Chair

Passed at the meeting of  
November 20, 2024

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Rowena Stone  
Secretary to the Board

III.A.

MISSOURI STATE UNIVERSITY

BOARD RESOLUTION

PURCHASING ACTIVITY REPORT NO. 539-24  
Approval of Procurement Activity Report

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the attached Activity Report for all reportable actions since the last Board of Governors' meeting, as presented by the Office of Procurement Services, be approved.

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Lynn Parman  
Board Chair

Passed at meeting of  
November 20, 2024

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Rowena Stone  
Secretary to the Board

**COMMENTS:**

Recommend the attached report summarizing all reportable Office of Procurement Services activity from September 6, 2024 through November 8, 2024 be approved.

**ACTIVITY REPORT  
MISSOURI STATE UNIVERSITY  
OFFICE OF PROCUREMENT SERVICES**

**FOR APPROVAL**

**Single purchase > \$250,000 from established cooperative contract**

**Air Charter Service \$343,125.00  
Intercollegiate Athletics Basketball Men/Women**

Pursuant to University policy, which allows for participation in contract agreements established by other public entities, the University is utilizing E&I Cooperative Contract EI00373 with Short's Travel Management, (STM Charters Incorporated).

Men's basketball service is for a total of six (6) games for December 12, 2024, December 29, 2024, January 4, 2025, January 21, 2025, January 29, 2025, and February 19, 2025.

Women's basketball service is for a total of five (5) games for January 30, 2025, February 13, 2025, February 19, 2025, February 26, 2025, and March 1, 2025.

**Note: Funding to be from Basketball Men H02000 222014 73004 201 and Basketball Women H02000 222024 73004 201.**

**Contract amendments that cause the estimated value of a contract to be exceeded by 25% Or \$50,000, whichever is less**

**Software Maintenance and Support Services \$392,071.00  
Computer Services – Springfield (Three Years)**

As a result of a competitive bid process in 2006, the University selected the Ellucian Banner product for its Enterprise Resource Planning (ERP) system, as the long-term core business administrative software suite.

Five-year contract renewal approved by the Board of Governors in October 2023 for Ellucian Banner included Enterprise Data Warehouse and Operational Data Storage Oracle renewal for one year only due to expected discontinuation of the software. Replacement product from Ellucian is not yet available for production, resulting in the need to execute an agreement through 2027.

September 6, 2024 through November 8, 2024





**ACTIVITY REPORT**  
**PAGE THREE**

Proposals for calendar year 2025 were received from four respondents, and the incumbent, Tokio Marine HCC, offered the low best quotation.

Med-Pay has recommended that the University accept Tokio Marine HCC's renewal proposal of \$1,169,864.28, which includes the same \$275,000.00 specific deductible, and \$300,000.00 aggregating specific deductible, with no lasers.

Acceptance of the Tokio Marine HCC proposal reflects an approximate 5% cost increase utilizing the quoted enrollment. Med-Pay advises that this offer is reasonable. The contract period is from January 1, 2025 through December 31, 2025.

**Note: Funding to be from Insurance Medical Stop Loss A02000 052015 69516 062.**

September 6, 2024 through November 8, 2024

IV.A.

MISSOURI STATE UNIVERSITY

BOARD RESOLUTION

BIDS & QUOTATIONS NO. 1621-24  
Approval of bids and award of a contract for  
The third floor buildout in building 4 at  
Jordan Valley Innovation Center

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the low bid of KCI Construction Company in the amount of One Million Six Hundred Twenty-six Thousand and 00/100ths dollars (\$1,626,000.00) for the base bid for the third floor buildout in building 4 at Jordan Valley Innovation Center be accepted, approved, and awarded.

**BE IT FURTHER RESOLVED** that the financial plan be established as follows:

<b>Project Budget</b>	
Consultant Fees	\$112,000.00
Construction Costs	\$1,626,000.00
Other Construction Cost	\$12,020.00
Project Administration	\$32,520.00
Construction Contingency	\$187,460.00
Furniture, Fixtures, and Equipment	\$0.00
Telecommunications	\$30,000.00
Relocation Costs	\$0.00
<b>Total Project Budget</b>	<b>\$2,000,000.00</b>
<b>Funding Source</b>	
JVIC Third Floor Improvements	\$2,000,000.00
<b>Total Funding Source</b>	<b>\$2,000,000.00</b>

**BE IT FURTHER RESOLVED** that this be paid from the JVIC Third Floor Improvements budget funded by Department of Housing and Urban Development Funds.

**BE IT FURTHER RESOLVED** that the Vice President for Administration and Finance or the University Architect and Director of Planning, Design and Construction be authorized to sign the agreement with the selected contractor, incorporated herein by reference, and perform those acts necessary to carry out and perform the terms of the agreement. With approval of the above project budget, authorization is also provided to further sign agreements or amendments to existing agreements directly related to this project as long as the approved project budget is not exceeded.

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Lynn Parman  
Board Chair

Passed at meeting of  
October 18, 2024

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Rowena Stone  
Secretary to the Board

**COMMENTS:**

The bids received on this project are as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate 1</b>	<b>Total (Base Bid Only)</b>
<b>KCI Construction Company</b>	\$1,626,000.00	\$36,225.00	\$1,626,000.00
<b>Nabholz Construction Corporation</b>	\$1,755,652.00	\$34,500.00	\$1,755,652.00
<b>MSI Constructors</b>	\$1,848,400.00	\$23,500.00	\$1,848,400.00
<b>CB-GC, LLC</b>	\$2,014,000.00	\$27,000.00	\$2,014,000.00
<b>Bales Construction Company, Inc.</b>	\$2,028,000.00	\$26,800.00	\$2,028,000.00

This project is approximately 12,300 square feet of construction infill of the third floor in building 4 at the Jordan Valley Innovation Center. This infill will create three lab spaces with office suites and includes a conference room and kitchenette area. MSU can use the space to partner with one or more other businesses to conduct even more cutting-edge, collaborative research and development. Work is scheduled to be completed during the summer 2025 semester.

Alternate 1 would have provided surface-mounted, single channel, aluminum raceways. This alternate is not being accepted due to cost.

Other construction costs include radon testing required by the Department of Housing and Urban Development. It also includes security system installation.

This project will be paid from the JVIC Third Floor Improvements budget funded by Department of Housing and Urban Development Funds (\$2,000,000.00).

V.

RECOMMENDED ACTION - Resolution authorizing closed meeting

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 this special meeting of the Board of Governors to consider items pursuant to the [revised statutes of the State of Missouri 610.021](#):

- 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(18). “Confidential or privileged communications between a public governmental body and its auditor,...”