

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
DECEMBER 4, 2021

The Board of Governors for Truman State University met on Saturday, December 4, 2021, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union Building. The open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, K. Brooks Miller, Jr.

Participating in the meeting were six of the seven voting members: Sarah Burkemper, Philip J. Christofferson, Cheryl J. Cozette, Jennifer Kopp Dameron, Nancy Gingrich, and K. Brooks Miller, Jr. The seventh voting member, Jim O'Donnell, was unable to participate. Governor Miller recorded his absence as excused.

Also participating were the three non-voting members: David Lee Bonner and Mike McClaskey, the two out-of-state members, and Abigail Smeltzer, student representative. Governor Bonner participated by conference call.

Call to Order and Chair Report

Governor Miller, Chair of the Board, called the meeting to order and welcomed all in attendance.

Request for Public Comment

Dr. Craig Hennigan, Assistant Professor of Communication and Director of Forensics, made a request on behalf of students Anna Hedgpeth and Chase Strub to address the Board about issues important to them. Anna spoke in favor of a salary increase for student workers, and Chase spoke in favor of a campus vaccine mandate. Comments were limited to five minutes each.

Minutes for Open Session of Meetings on October 22, 2021

Governor Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on October 22, 2021, be approved.

The motion was seconded by Governor Cozette and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted.

Selection of Officers for 2022 Calendar Year

Governor Miller appointed the nominating committee of Governors Jennifer Kopp Dameron, Mike McClaskey, and himself to provide a proposed slate of officers for the 2022 Calendar Year. Governor Dameron moved the adoption of the following resolution:

BE IT RESOLVED that the following persons be duly elected officers of the Truman State University Board of Governors, taking office for a term of one year commencing at the first regular meeting of the 2022 Calendar Year.

Chair	Sarah Burkemper
Vice Chair	Cheryl J. Cozette
Secretary	Nancy Gingrich

The motion was seconded by Governor Christofferson and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted.

Board Committee Appointments for 2022 Calendar Year

Governor Miller announced the annual Board committee appointments, which take effect at the first regular meeting of the 2022 calendar year.

Academic Affairs and Student Services

- Nancy Gingrich, Committee Chair
- Cheryl J. Cozette
- Abigail Smeltzer
- Sarah Burkemper, ex officio

Budget and Capital Projects

- Philip J. Christofferson, Committee Chair
- David Bonner
- Mike McClaskey
- Sarah Burkemper, ex officio

Finance and Auditing

- Sarah Burkemper, Committee Chair
- Jennifer Kopp Dameron
- K. Brooks Miller, Jr.
- Jimmy O'Donnell

Honorary Degrees

- K. Brooks Miller, Jr., Committee Chair
- Cheryl J. Cozette
- Mike McClaskey
- Abigail Smeltzer
- Sarah Burkemper, ex officio

Truman State University Foundation Board of Directors

- K. Brooks Miller, Jr.
- Sarah Burkemper
- Cheryl J. Cozette

President's Report

University President Susan L. Thomas shared a selected engagements report and noted items of interest since the last meeting of the Board. Within her report, she highlighted, among other topics, the University's continued COVID-19 mitigation efforts, the results of the University's Vaccine Incentive Program, status reports on requests for American Rescue Plan Act (ARPA) and MoExcels funding, and the proposed federal appropriations bill. She also noted Truman's inclusion in America's Crossroads Bowl in Hobart, Indiana, and

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publicly thanked the Baptist Student Union for the many kindnesses they have extended recently to the campus community.

Academic Affairs Report

Dr. Janet L. Gooch, Executive Vice President for Academic Affairs and Provost, provided an academic affairs report showcasing the Self and Society Seminars and the Symposium. She was joined by Dr. Hyun-Joo Kim, Professor of Statistics; Dr. Vayujeet Gokhale, Associate Professor of Physics; and students Krista Baker, Samantha Seggerman, and Lucy Spencer.

Academic Affairs and Student Services Committee Report

Governor Cozette, Chair of the Academic Affairs and Student Services Committee, provided a report on the committee meeting held earlier in the day.

Revised Academic Calendar

The Academic Calendar for August Interim 2022 through Summer Session 2024, approved by the Board of Governors at the February 6, 2021 meeting, included the incorrect date of Monday, April 17, 2023, for Spring Semester 2023 Term Break. The revised academic calendar reflects the correct date of Monday, April 10, 2023, and remains unchanged in all other respects. Governor Cozette moved the adoption of the following resolution:

BE IT RESOLVED that the Revised Academic Calendar for August Interim 2022 through Summer Session 2024 be approved; and

BE IT FURTHER RESOLVED that a copy of the revised calendar be attached to the minutes as an exhibit.

The motion was seconded by Governor Christofferson and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Finance and Auditing Committee Report

Governor Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held earlier in the day.

Financial Report

Governor Burkemper presented the Financial Report which included a review as of October 31, 2021, of education and general revenues and expenditures and auxiliary system revenues and expenditures and a review as of October 31, 2021, of the Truman State University Foundation revenues and expenditures.

Budget and Capital Projects Committee Report

Governor Gingrich, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held earlier in the day.

Construction Projects Report

Governor Gingrich provided an update on construction projects which had been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases

Governor Gingrich noted that no construction projects or equipment purchases totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

Construction Project – Ophelia Parrish Fine Arts Center Chiller Project

Governor Gingrich moved the adoption of the following resolution:

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
Ophelia Parrish Fine Arts Center Chiller Project	\$402,000

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept and lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Governor Cozette and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit B.

Housing and Food Plan Charges

Governor Gingrich moved the adoption of the following resolution:

BE IT RESOLVED that the following major categories of housing charges be approved, effective with the 2022 Fall Semester:

Room rates for students living in the University's residence halls:

- 1) MISSOURI/DOBSON/CENTENNIAL

Size of Room	Charge for Academic Year
Single Occupancy	\$7,243 per student
Double Occupancy	\$6,185 per student
Deluxe Double	\$6,815 per student
Triple Occupancy	\$5,631 per student
Double Room Buyout (Single Occupancy)	\$7,760 per student
- 2) BLANTON NASON BREWER/RYLE/WEST CAMPUS SUITES

Size of Room	Charge for Academic Year
Single Occupancy	\$7,805 per student
Double Occupancy	\$6,586 per student
Deluxe Double	\$7,221 per student

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Triple Occupancy	\$6,003 per student
Double Room Buyout (Single Occupancy)	\$8,184 per student

3) CAMPBELL APARTMENTS

Size of Room	Charge for Academic Year
One Bedroom; Double Occupancy	\$5,470 per student
Two Bedroom; Triple Occupancy	\$5,279 per student
Family One Bedroom	\$7,762 per family
Family Two Bedroom	\$8,945 per family

BE IT FURTHER RESOLVED that the following food plan rates per semester will be approved effective with the Fall 2022 Semester:

21 meals per week with \$75.00 dining dollars:	\$1,953.00
18 meals per week with \$125.00 dining dollars:	\$1,885.00
15 meals per week with \$225.00 dining dollars:	\$1,775.00
12 meals per week with \$125.00 dining dollars:	\$1,548.00
150 meals per semester with \$275.00 dining dollars:	\$1,627.00

BE IT FURTHER RESOLVED that the other residence hall fees and room and board charges including incentives for returning students and short-term rates not listed in this resolution be established by the President of the University, based on the above fees and charges, in accordance with Sections 11.010 and 11.020 of the Code of Policies.

The motion was seconded by Governor Christofferson and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted.

Salary Policies 2022

Governor Gingrich moved the adoption of the following resolution:

BE IT RESOLVED that the following salary and wage policies for the 2022 calendar year be approved:

- 1) 2022 Policy for Faculty Salaries;
- 2) 2022 Policy for Exempt and Salaried/Comp Time Eligible Staff Salaries;
- 3) 2022 Policy for Non-Exempt Staff Salaries;
- 4) 2022 Policy for Hourly Personnel Wage Rates;
- 5) 2022 Policy for Unit I Wage Rates; and
- 6) 2022 Policy for Off-Campus and Workshop Faculty Salaries; and

BE IT FURTHER RESOLVED that a copy of the six documents be attached to and made a part of the minutes for this meeting.

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The motion was seconded by Governor Burkemper and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted, and the Secretary designated a copy of the documents as Exhibit C.

Resolution Amending Chapter 10 of the Code of Policies of the Board of Governors pertaining to Vacation Leave
Governor Gingrich moved the adoption of the following resolution:

BE IT RESOLVED that Section 10.070 of the Code of Policies of the Board of Governors of Truman State University entitled Vacation Leave is hereby amended by adding an additional accrual step for full-time staff with 20 or more years of service at Truman. Changes to Section 10.070 are shown in the text below by adding new language shown in **bold underlined italics** and will take effect January 1, 2022. In all other respects, Section 10.070 remains unchanged.

10.070. Vacation Leave. Vacation leave is administered in the following manner.

10.070.1. Full-Time Professional Exempt Employees. Vacation leave for full-time professional exempt employees accrues at the rate of 1.25 days per month (15 working days per year). At the beginning of the 15th year of continuous employment, vacation leave accrues at the rate of 1.67 days per month, which totals 20 days per year. **At the beginning of the 20th year of continuous employment, vacation leave accrues at the rate of 2 days per month, which totals 24 days per year.**

10.070.2. Full-Time Professional Non-Exempt Employees. Vacation leave for full-time professional non-exempt employees accrues at the rate of 1.25 days per month (15 working days per year). At the beginning of the 15th year of continuous employment, vacation leave accrues at the rate of 1.67 days per month, which totals 20 days per year. **At the beginning of the 20th year of continuous employment, vacation leave accrues at the rate of 2 days per month, which totals 24 days per year.**

10.070.3. Full-Time Hourly Employees. Vacation leave for full-time hourly employees accrues at the rate of 0.83 of one day per month, which totals 10 working days per year, during the first five years of continuous employment. From the beginning of the sixth year of continuous employment to the beginning of the 15th year, vacation leave accrues at the rate of 1.25 days per month, which totals 15 working days per year. At the beginning of the 15th year of continuous employment, vacation leave accrues at the rate of 1.67 days per month, which totals 20 working days per year. **At the beginning of the 20th year of continuous employment, vacation leave accrues at the rate of 2 days per month, which totals 24 days per year.**

10.070.4. Other Employees. Vacation leave for part-time employees who work at least 20 hours per week or for full-time employees employed less than 12 months per year accrues at a rate proportionate to that of full-time similarly classified employees who work 40 hours per week on a twelve month basis.

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The motion was seconded by Governor Cozette and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted.

Agenda Items for Future Meetings

Governor Miller reviewed a list of projected agenda items for the regular meetings during the next year.

Dates for Future Meetings

Governor Dameron moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, February 5, 2022, on the University campus in Kirksville, Missouri, beginning at 1:00 p.m., with the understanding that the Chair may alter the starting time and/or place for the meeting by giving due notice of such change; and

BE IT FURTHER RESOLVED that other regular meetings of the Board during the next year be tentatively scheduled for the following dates:

Saturday, April 9, 2022;
Saturday, June 18, 2022;
Saturday, August 6, 2022;
Friday, October 7, 2022; and
Saturday, December 3, 2022.

The motion was seconded by Governor Gingrich and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted.

Agenda Items for Closed Session

Governor Dameron moved the adoption of the following resolution:

BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

1. Approval of minutes for the closed session of the last meeting under Subsection 14 of the statute for "Records which are protected from disclosure by law";
2. Individual personnel actions under Subsection 3 of the statute for "Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded"; and
3. Confidential communications with the General Counsel.

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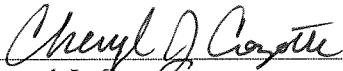
The motion was seconded by Governor Burkemper and carried by a unanimous vote of 6 to 0, with Governors Burkemper, Christofferson, Cozette, Dameron, Gingrich, and Miller voting Aye. Governor Miller declared the motion to be duly adopted.

The closed session of the meeting began shortly after 2:05 p.m.

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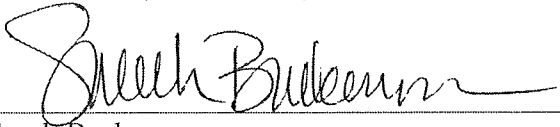
The open session of the meeting resumed shortly after 3:35 p.m.

There being no further business, Governor Burkemper moved that the meeting be adjourned. The motion was seconded by Governor Gingrich and carried by a unanimous vote of 6 to 0. Governor Miller declared the motion to be duly adopted, and the meeting adjourned shortly after 3:40 p.m.



Cheryl J. Cozette
2021 Secretary of the Board of Governors

I hereby certify that the foregoing minutes
were approved by the Board of Governors
on the 5th day of February, 2022.



Sarah Burkemper
2022 Chair of the Board of Governors

**Revised Academic Calendar for
August Interim 2022 through Summer Session 2024**

EXHIBIT A

ca

August Interim 2022	(15 days)
Begins	Saturday, July 30
Ends	Saturday, August 13
Fall Semester 2022	(72 class days)
New Faculty Start	Monday, August 15
New Students Move-In	Wednesday, August 17
Truman Days Begins	Wednesday, August 17
Faculty Contract Period Begins	Wednesday, August 17
Classes Begin	Monday, August 22
Labor Day Holiday (University Closed)	Monday, September 5
First Block Classes End	Tuesday, October 11
Second Block Classes Begin	Wednesday, October 12
Midterm Break	Thursday-Friday, October 13-14
Thanksgiving Break	Monday-Friday, November 21-25
Last Day of Classes	Friday, December 9
Finals Start	Monday, December 12
Reading Day	Wednesday, December 14
Finals End	Friday, December 16
Commencement	Saturday, December 17, 11 a.m.
Number of Class Days (Minutes of Class)	MWF 43 (2150 min)
	TTh 29 (2320 min)
Winter Interim 2022-23	(29 days)
Begins	Saturday, December 17
Ends	Saturday, January 14
Spring Semester 2023	(72 class days)
Martin Luther King, Jr. Holiday (University Closed)	Monday, January 16
Classes Begin	Tuesday, January 17
First Block Classes End	Wednesday, March 8
Second Block Classes Begin	Thursday, March 9
Spring Break	Monday-Friday, March 13-17
Term Break	Monday, April 10 (ends at 5 p.m.)
Student Research Conference	Thursday, April 27 (No classes; 7:30 a.m. - 5:30 p.m.)
Last Day of Classes	Friday, May 5
Finals Start	Monday, May 8
Reading Day	Wednesday, May 10
Finals End	Friday, May 12
Commencement	Saturday, May 13, 2 p.m.
Number of Class Days (Minutes of Class)	MWF 43 (2150 min)
	TTh 29 (2320 min)

Revised Academic Calendar for August Interim 2022 through Summer Session 2024

May Interim 2023	(15 days)
Begins	Saturday, May 13
Ends	Saturday, May 27
Summer Session 2023	(48 class days)
Memorial Day Holiday (University Closed)	Monday, May 29
First Five and Ten Week Classes Begin	Tuesday, May 30
Eight Week Classes Begin	Monday, June 5
First Five Week Classes End	Friday, June 30
Second Five Week Classes Begin	Monday, July 3
Independence Day Holiday (University Closed)	Tuesday, July 4
Eight Week Classes End	Friday, July 28
Second Five and Ten Week Classes End	Friday, August 4
August Interim 2023	(15 days)
Begins	Saturday, July 29
Ends	Saturday, August 12
Fall Semester 2023	(72 class days)
New Faculty Start	Monday, August 14
New Students Move-in	Wednesday August 16
Truman Days Begins	Wednesday, August 16
Faculty Contract Period Begins	Wednesday, August 16
Classes Begin	Monday, August 21
Labor Day Holiday (University Closed)	Monday, September 4
First Block Classes End	Tuesday, October 10
Second Block Classes Begin	Wednesday, October 11
Midterm Break	Thursday-Friday, October 12-13
Thanksgiving Break	Monday-Friday, November 20-24
Last Day of Classes	Friday, December 8
Finals Start	Monday, December 11
Reading Day	Wednesday, December 13
Finals End	Friday, December 15
Commencement	Saturday, December 16, 11 a.m.
Number of Class Days (Minutes of Class)	MWF 43 (2150 min)
	TTh 29 (2320 min)
Winter Interim 2023-24	(29 days)
Begins	Saturday, December 16
Ends	Saturday, January 13

Revised Academic Calendar for August Interim 2022 through Summer Session 2024

Spring Semester 2024	(72 class days)
Martin Luther King, Jr. Holiday (University Closed)	Monday, January 15
Classes Begin	Tuesday, January 16
First Block Classes End	Wednesday, March 6
Second Block Classes Begin	Thursday, March 7
Spring Break	Monday-Friday, March 11-15
Term Break	Monday, April 1 (ends at 5 p.m.)
Student Research Conference	Thursday, April 18 (No classes; 7:30 a.m.-5:30 p.m.)
Last Day of Classes	Friday, May 3
Finals Start	Monday, May 6
Reading Day	Wednesday, May 8
Finals End	Friday, May 10
Commencement	Saturday, May 11, 2 p.m.
Number of Class Days (Minutes of Class)	MWF 43 (2150 min)
	TTh 29 (2320 min)
May Interim 2024	(15 days)
Begins	Saturday, May 11
Ends	Saturday, May 25
Summer Session 2024	(48 class days)
Memorial Day Holiday (University Closed)	Monday, May 27
First Five and Ten Week Classes Begin	Tuesday, May 28
Eight Week Classes Begin	Monday, June 3
First Five Week Classes End	Friday, June 28
Second Five Week Classes Begin	Monday, July 1
Independence Day Holiday (University Closed)	Thursday, July 4
Eight Week Classes End	Friday, July 26
Second Five and Ten Week Classes End	Friday, August 2

ITEM J.3

Construction Project – Ophelia Parrish Fine Arts Center Chiller Project

CA

DESCRIPTION AND BACKGROUND

Ophelia Parrish has two chillers located in the basement mechanical room which were installed during the 2001 renovation and expansion project. Both chillers have components which are failing due to age. Quotes have been obtained to perform only required repairs versus an overhaul of each chiller following factory rebuilding specifications. Based on the efficiencies to be gained by additionally replacing original controls with new (2021) controls, it is recommended that the latter option be selected. Funds are available in the Plant Fund for this project, with a budget of \$402,000. Work would be performed by the original manufacturer, Daikin TMI, LLC, under an existing competitively bid contract.

RECOMMENDED ACTION

BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<u>Project Name</u>	<u>Project Budget</u>
Ophelia Parrish Fine Arts Center Chiller Project	\$402,000

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept and lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a copy of the description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

Moved by _____
Seconded by _____

	Aye	Nay
Vote: Burkemper	_____	_____
Cozette	_____	_____
Christofferson	_____	_____
Dameron	_____	_____
Gingrich	_____	_____
O'Donnell	_____	_____
Miller	_____	_____

2022 Policy for Faculty Salaries

Faculty promotion adjustments will be considered by the Board at the June 2022 meeting.

The Faculty Compensation Committee has made several recommendations regarding salaries which are designed to make Truman's compensation policies more competitive. Utilizing data gathered via a national survey conducted by the Colleges and Universities Professional Association (CUPA), the committee recommended several steps which would move faculty salaries closer to national medians for bachelors and masters institutions.

All full-time faculty will be increased by \$1,000. Individuals with full-time equivalent status of .75 - .90 will receive prorated raises. Some individual faculty salaries will be increased by up to \$6,100 to move salaries toward the CUPA median.

This increase will be effective for faculty on the payroll as of January 1, 2022, unless the employment letter indicates otherwise.

2022 Policy for Exempt and Salaried/Comp Time Eligible Staff Salaries

Full time exempt and salaried/comp time eligible staff will receive an annual increase of \$1,760. The increase will be effective January 1, 2022, for employees on the payroll as of that date unless the employment letter indicates otherwise.

2022 Policy for Non-Exempt Staff Salaries

Non-exempt staff starting salaries for the 2022 calendar year will be increased as outlined in the tables which follow.

Existing non-exempt staff will receive a raise of \$0.85 per hour.

Equity Adjustments

The President of the University may grant adjustments in salaries to a limited number of faculty or staff members, when required for the purposes of equity and fairness. Such adjustments made by the President are to be reported to the Board at the next regular meeting.

2022 Policy for Hourly Personnel Wage Rates

The standard starting wage for employees in clerical, secretarial, and similar office positions is to be as follows during the 2022 calendar year.

Grade	Title	Hourly
A	Office Assistant 1	\$12.00
B	Office Assistant 2	\$12.25
C	Administrative Assistant 1	\$13.73
D	Administrative Assistant 2	\$15.35

Current non-exempt staff will receive adjustments of \$0.85 per hour.

2022 Policy for Unit I Wage Rates

The hourly wage rates for employees in Unit I are to be the following amounts during the 2022 calendar year.

WAGE RATES FOR UNIT I

<u>Wage Status</u>	<u>Controls Technician</u>	<u>Grounds Mechanic</u>
Step 1	\$20.15	\$14.45
Step 2	\$21.15	\$14.95
Step 3	\$22.25	\$15.55

<u>Wage Status</u>	<u>Mechanical Services</u>	<u>Building Trades</u>
Step 1	\$15.31	\$14.80
Step 2	\$16.19	\$15.58
Step 3	\$16.90	\$16.17

<u>Wage Status</u>	<u>Groundskeeper/ Mover/Laborer</u>	<u>Housekeeper</u>
Step 1	\$11.90	\$11.48
Step 2	\$12.51	\$12.08
Step 3	\$12.98	\$12.59

Step 1 = Starting Pay

Step 2 = 1st year anniversary

Step 3 = 2nd year anniversary

Individuals on Step Schedule receive applicable increases on anniversary date.

Current non-exempt staff will receive a raise of \$0.85 per hour.

2022 Policy for Off-Campus and Workshop Faculty Salaries

Instructors of off-campus courses and workshops are to be paid the following salaries during the 2022 Fiscal Year.

<u>Status</u>	<u>Teaching Experience for the University</u>	<u>Salary for each Credit Hour of Instruction</u>
University Faculty Member	--	\$ 925
Non-University Faculty Member	Less than 5 years	\$ 925
	5 years or more but Less than 10 years	\$ 975
	10 years or more	\$1000

The 2022 calendar year rates require a minimum of 20 students, with the salary decreased by 1/20 for each student fewer than 20 for off-campus Professional Development classes.

University faculty teaching workshops are paid at the rate of \$925 per credit hour provided tuition and fees cover the faculty member's salary and benefit costs.

These are the same rates utilized for the 2021 Calendar Year.