



**Meeting Minutes**  
**May 5, 2023**  
**9:00 a.m. – 4:00 p.m.**  
**University Center, Western Colorado University**

### **I. Call to Order**

The meeting was called to order by Chair Pribyl at 9:01am.

### **II. Attendance**

Trustees: Trustee Blessman, Vice Chair Buckley, Student Trustee Engleman, Trustee Gutierrez, Trustee Hamner, Faculty Trustee Mason, Chair Pribyl, Trustee Szczurek (zoom), Trustee Todd, Trustee Vasquez (zoom), and Trustee Wiens (zoom).

Other Attendees: Brad Baca (President), Craig Beebe (Director of Residence Life), Kelsey Bennett (AVP Academic Affairs), Thomas Burggraf (E.D. Foundation), Al Caniff (Art Professor), Chase Cordova (Student), Matt DaSilva (Director of Campus Safety and Security), Sherry Ford (AVP of Campus Operations and Construction), Kim Gailey (Director of Human Resources), Ian Higgins (VP Finance and Administration), Kelli Kely (Politicalworks, via zoom), Mike LaPlante (VP Advancement), Patrick Magee! (Faculty Senate Chair), Steven Parker (VP Inclusivity), Gary Pierson (Dean of Students), Natalie Powell (AG Office, via zoom), Caitlin Rovner (Executive Assistant), Alex Sturde (IT), Leslie Taylor (Interim VP Enrollment and Marketing), Miles VanHee (Athletic Director), Marita Whalen (Equal Opportunity Officer), James Young (IT), Jessica Young (Provost).

### **III. Approval of the Agenda**

A motion to approve the agenda as presented was made by Trustee Gutierrez, and seconded by Trustee Buckley. With no objection, the agenda was approved.

### **IV. Approval of Minutes for the Board of Trustees meeting of March 23, 2023 and April 21, 2023**

A discussion of the Minutes from the March 23 BOT meeting was held. These minutes were unanimously approved. A motion to approve the minutes from the Special Meeting on April 21<sup>st</sup> was made by Trustee Gutierrez, and seconded by Trustee Hamner. The motion carried.

### **V. Review of Action Items from BOT Meeting of March 23, 2023**

President Baca gave updates, and no discussion or questions followed. Chair Pribyl noted his thanks for all Trustees who participated in the HLC Trustee session.

### **VI. Discussion topics**

#### **A. 2023-2028 Strategic Plan Update**

President Baca led a discussion of the draft Strategic Plan, beginning with an overview of the feedback meetings from the campus community—3 all-campus meetings, and open office hours about the plan with Steering Committee members. President Baca and Chair Pribyl welcomed Trustees' comments and questions about each goal and its initiatives. Staff will strive to send out the revised draft plan and metrics/implementation plan well in advance to the next meeting in June. The Strategic Plan will be an action item for approval at the June meeting.

#### **B. WCU/WCU Foundation MOU Update**

*(An oral report was given, no hand-carry document was shared.)*

President Baca provided an update on the MOU between Western and the Foundation, including the proposed re-organization that would bring Foundation operations under the University's oversight. The Foundation Executive Committee is supportive of this re-organization and the Executive Committee will be collecting feedback from other members of the Foundation Board of Directors. It was acknowledged that Thomas Burggraf will be resigning from his position as Executive Director of the Foundation, effective June 30<sup>th</sup>, and President Baca thanked him for all his contributions over 26 years of service. A new MOU will be presented to the Board at the June meeting for approval. We are working to schedule a joint meeting between the Western Board with the Foundation Board of Directors during the June retreat.

#### **C: Updates to *Trustee Policy Manual Section 3.2* and *The Handbook for Professional Personnel Section 2.03* regarding employee contracts**

VP Higgins reported that the Handbook for Professional Personnel requires a standard contract for professional employee appointees, and the Trustee Policy Manual specifies the elements to be included in contracts. The implementation of the new ERP system means this information is now available in real time to employees. A proposal to update our processes to no longer generate annual contracts, and instead utilize the new ERP system for this process, has been shared with Cabinet, Academic Chairs, HR, and the AG, and all are in favor of this change. Additionally, it was noted by the AG that the Handbook had a process that required two readings prior to making changes. This process has not been followed, and it is proposed that it be eliminated as unnecessary. A motion to approve the proposal to move to the new ERP system for contracts was made by Trustee Hamner. Trustee Gutierrez seconded the motion and offered a friendly amendment to include removal of language in the Handbook that requires two readings prior to making changes. Trustee Hamner accepted the amendment to her motion. The amended motion carried.

### **VII. Action Items**

#### **A: Personnel Action and Information Items**

President Baca reported on turnover rates, which are significantly lower than last year. President Baca reported on the search for the permanent position of VP of Marketing and Enrollment. This position will be filled by Leslie Taylor. A motion to approve the presented personnel action items was made by Trustee Buckley, and seconded by Trustee Todd. The motion carried.

#### **B: FY2023-24 Current Fund Budgets**

VP Higgins presented the proposed FY2023-2024 Current Fund Budgets and highlighted changes from the draft budgets presented in March. This included the final state appropriation increase of \$1.4M. A balanced budget is being presented for the Education and General Funds and Restricted Funds, and the Auxiliary Funds are projected to have a cumulative net income of \$907K. Additional funding for housing for faculty and staff is being requested from reserves. An increase of \$99/semester to the non-mandatory student recreation fee is being proposed. This fee has not been increased since 2017. A motion to approve the recommended current fund budgets and adjustment to the student recreation fee was made by Trustee Blessman, and seconded by Trustee Buckley. The motion carried.

### **C: FY2024-25 Capital, IT, and Controlled Maintenance Requests**

VP Higgins presented proposed projects for the FY2024-2025 funding cycle. This included a \$1M Controlled Maintenance request for “Phase 2” of the Campus Lighting Project, a \$1.3M Controlled Maintenance request for Campus Electrical Upgrades, a \$2.8M Capital Renewal request for Campus Roadway Rehabilitation, and a \$4M Capital Renewal request for Crawford Hall. A motion to approve these requests as Board priorities was made by Trustee Todd, and was seconded by Trustee Gutierrez. The motion carried.

### **D: Affirmative Action Program**

VP Parker requested the Board retrospectively approve the FY2023 Affirmative Action Plan. The data for FY2023 was presented with no major concerns by the Equal Employment Opportunity and Affirmative Action Office, represented by Marita Whalen. The Office of Inclusivity presented the vision for Affirmative Action. The Office will be transitioning to a two-year plan cycle starting in FY2024. Plan progress will be presented annually during a spring Board meeting. Each FY that a plan is rewritten, the Board will be requested to review, provide feedback to the Office of the President, and approve it. Annual data will be collected per state regulations to ensure compliance and we will seek to build a proactive AA program for Western. The EEO AA Office will present the new FY2024 Plan to the Board during a fall meeting. A motion to approve the Affirmative Action Plan was made by Trustee Buckley, and was seconded by Trustee Hamner. The motion carried.

### **Lunch with newly-tenured and emeritus faculty**

The meeting was reconvened by Chair Pribyl at 1:17pm.

## **VII. Action Items (continued)**

### **E: Ad Hoc Committee on Policy**

Trustee Szczurek presented a revised meeting memo to the Board. Discussion followed regarding recommended meeting guidelines. No motion to approve the guidelines was made. Trustee Gutierrez moved to remove the Board meeting agenda template in Appendix B of the Trustee Policy Manual, and Trustee Blessman seconded. The motion carried.

### **F: Curriculum Approval: Bachelor of Science in Psychology**

Provost Young explained the reason that the curriculum proposal for a Bachelor of Science in Psychology was not presented prior and asked for BOT approval. A motion to approve the proposed curricular addition was made by Trustee Buckley, and was seconded by Trustee Gutierrez. The motion carried.

### **G: Election of Officers for 2023-24: Chair, Vice Chair, Secretary, and Treasurer**

Nominations for Board Officers was opened. Trustee Gutierrez moved to re-elect Trustee Pribyl and Trustee Buckley to the roles of Chair and Vice Chair, respectively, and was seconded by Trustee Hamner. The motion carried. Trustee Gutierrez moved to re-elect President Baca and VP Higgins to the roles of Secretary and Treasurer, respectively, and was seconded by Trustee Hamner. The motion carried.

## **X. Written Reports**

### **A: Enrollment Report**

VP Taylor presented the Enrollment Report. Deposits continue to lag, currently down by 10% (similar to last year). Expect 110 new students to deposit before the start of school. Faculty, staff, and current students

are working to convert admitted students by referring them to appropriate support areas such as Financial Aid and Advising and Registration. Currently, net tuition revenue is up \$1,000 per new student, allowing for the consideration of additional financial aid offers to new students over the next 2 months. For the longer term, we will continue to evaluate processes and policies to determine where recruiting and yielding can be more streamlined and student-focused.

### **B: Emergency Response Protocols and Planning**

Dean Pierson reintroduced Matt DaSilva, Director of Campus Security. Dean Pierson described the Emergency Operations Plan and the MOU in place with Gunnison Police Department to provide law enforcement services and emergency incident management services to Western. Emergency protocol training will occur on campus this fall. Western currently uses the RAVE Alert as our campus notification system and is exploring expanding to the RAVE AppArmor Safety App which will provide more comprehensive information and features regarding safety protocols and procedures.

### **C: Elevate Western Campaign Update**

VP La Plante recognized Executive Director Burggraf for his longtime leadership of the Foundation and outlined a transition plan, including communication with key donors. He reviewed the campaign dashboard and discussed the launch of the public phase of the Elevate Western Campaign. The launch is scheduled for September 30<sup>th</sup> and all Trustees are encouraged to attend the dinner event. A fundraising organizational structure/plan will be presented at a future Board meeting.

### **D: Campus Updates**

Dean Pierson acknowledged Student Trustee Engelman's re-election as President of the Student Government Association. He gave an overview of end-of-semester events on campus.

## **VI. Oral Reports**

### **A. President**

President Baca reported on land acknowledgement efforts and the process to build sustainable relations with local indigenous populations. The DEI committee has been accepted as a permanent part of the Faculty Senate.

### **B. Board Chair**

Chair Pribyl reminded Trustees of the Mountaineer Gala on May 20<sup>th</sup>, honoring Nancy Chisholm.

### **C. Student Trustee**

Student Trustee Engleman was re-elected President of the Student Government Association. She reported on new Executive Board members for the 2023-2024 academic year. A student intranet has been launched.

### **D. Faculty Trustee**

Faculty Trustee Mason discussed faculty priorities during the end of the academic year. He shared examples of events showcasing our graduating students and many of their capstone projects.

### **E. Faculty Senate Chair**

Faculty Senate Chair Magee! reported on the DEI committee moving to the Faculty Senate permanently. He provided updates on sustainability efforts, and the review of the personnel policy manual.

## **F. Administrative Leadership Council Chair**

ALC Chair Beebe reported that one of the ALC's goals is increased communication, and to this end multiple guests had been invited to share information about their respective departments. The Mountaineer Awards acknowledged 60 employees for their years of service at Western. The upcoming ALC retreat will focus on supporting DEI efforts.

## **G. Foundation Executive Director**

Chair Pribyl thanked Thomas Burggraf for his nearly 26 years of service. Dashboards of the Foundation's fundraising were shared with the Board.

## **H. Athletic Director**

Athletic Director VanHee announced that President Baca has been elected as the Chair of the Rocky Mountain Athletic Conference President's Council. He provided updates on the Mountaineer Bowl renovation, and shared information about the new Basketball Coach, Michael Lamberti.

## **I. Attorney General/Legal Report**

Natalie Powell advised that legal training would be given to Trustees at the June meeting, and that questions can be submitted in advance of this meeting.

## **J. Legislative Report**

Kelli Kelty reported that the legislative session is about to adjourn. Between operational increases and capital and IT project funding, Western was very successful, particularly considering the limited availability of state revenue.

## **VII. Public Comment**

No comments were put forward.

## **XI. Set Next Meeting's Agenda: Board Retreat June 22-23, 2023**

The removal of Action Item D, *Updates to Trustee Policy Manual section 3.2 and The Handbook for Professional Personnel section 2.03* from the June agenda was noted, as this action item was completed during the May 5<sup>th</sup> meeting.

## **XII. Other Business**

No other business was raised.

## **XIV. Adjournment**

Chair Pribyl adjourned the meeting at 3:19pm.