

**BOARD OF GOVERNORS MEETING**  
**November 30-December 1, 2023**  
**Confluence Theatre, Hydro**  
**CSU Spur Campus**

**WEDNESDAY, NOVEMBER 29, 2023**

<b>Evaluation Committee (System Office)</b>	2:00 p.m. – 4:00 p.m.
<b>Holiday Reception – Hydro Spur, 4777 National Western Drive, Denver</b>	5:00 p.m. – 7:00 p.m.

**THURSDAY, NOVEMBER 30, 2023**

<b>Board Breakfast, Hydro, 1<sup>st</sup> floor</b>	8:00 a.m.
<b>COMMENCE BOARD MEETING, Confluence Theatre</b>	9:00 a.m.

**BOARD MEETING – CALL TO ORDER**

<b>1. EVALUATION COMMITTEE (30 min)</b>	9:00 a.m. – 9:30 a.m.
<b>2. BOARD CHAIR’S AGENDA (10 min)</b>	9:30 a.m. – 9:40 a.m.
<b>3. PUBLIC COMMENT (15 min)</b>	9:40 a.m. – 9:55 a.m.
<b>4. CHANCELLOR’S REPORT (1 hr 20 min)</b>	9:55 a.m. – 11:15 a.m.
<ul style="list-style-type: none"><li>• TEDTalk (15 min)</li><li>• CU-CSU “Closer Than You Think” campaign – Kyle Henley and Tiana Kennedy (15 min)</li><li>• CSU Extension Status – Kathay Rennels and CJ Mucklow (20 min)</li><li>• International Ag – Kerri Conway (15 min)</li><li>• CSU Spur Report – Jocelyn Hittle, Kristin Kirkpatrick (15 min)</li></ul>	

**BREAK (10 min)**

<b>5. REAL ESTATE AND FACILITIES COMMITTEE (20 mins)</b>	11:20 a.m. – 11:40 a.m.
<u>Betsy Markey, Chair</u> <i>Executive Session</i> <i>Open Session</i> Action on Program Plan for Durward Hall Window Replacement and Renovation Action on Program Plan Veterinary Teaching Hospital (VTH) Linear Accelerator	
<b>6. ANNUAL CLERY PUBLIC SAFETY REPORT – (30 min)</b>	11:40 a.m. – 12:10 p.m.
Jason Johnson Introduction and Overview Johnna Doyle CSU-Pueblo Highlights Jannine Mohr CSU Highlights	

<b>LUNCH – Paul Andrews, NWSS, Phase I and II update, 2<sup>nd</sup> floor classrooms</b>	12:10 p.m. – 1:25 p.m.
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**7. AUDIT AND FINANCE COMMITTEE (2 hr)** 1:25 a.m. – 3:25 p.m.

Kenzo Kawanabe, Chair

*Audit Items*

- Internal Audit Dashboard
- Status of FY 23-24 Audit Plan
- Review of Audit Reports Issued
- Status of Past Due Audit Recommendations

*Finance Items*

- State Budget Update
- FY24 Quarterly Financials
- Campus Budget Scenarios with Enrollment Update and Tuition Discussion FY24 and FY 25
- CSU System Treasury Update
- Action on Annual Approval of CSU STRATA (CSURF) Capital Lease Annual Line of Credit Renewal
- Action on the Plan of Finance Durward Hall Renovation and Window Replacement
- Action on the Plan of Finance Veterinary Teaching Hospital (VTH) Linear Accelerator
- Action on the Amended 2-Year Cash List
- Action on the Approval of CSU DCP Small Balance Accounts
- Investment Policy Change

**BREAK (15 min)**

**8. CSU REPORTS (40 min)** 3:40 p.m. – 4:00 p.m.

- Student Report – Presented by Nick DeSalvo (10 min)
- Faculty Report – Presented by Andrew Norton (10 min)
- President’s Report – Presented by Amy Parsons (20 min)

**9. CSU GLOBAL REPORTS (35 min)** 4:00 p.m. – 4:35 p.m.

- Student Report – Presented by Laxman Adhikari (10 min)
- Faculty Report – Presented by Susan Aloï (10 min)
- President’s Report – Presented by Becky Takeda Tinker (15 min)

**Board Dinner** – French 75, 717 17<sup>th</sup> Street Ste B, Denver (*social*) 6:30 p.m.

**FRIDAY, DECEMBER 1, 2023**

Board Breakfast, Hydro, 1<sup>st</sup> floor 8:00 a.m.

**RECONVENE BOARD MEETING,** 9:00 a.m.

**10. ACADEMIC AND STUDENT AFFAIRS COMMITTEE (40 min)** 9:00 a.m. – 9:40 a.m.

Dr. Nate Easley, Chair

- New Degree Programs:
  - CSU: Graduate Certificate in Spanish for Veterinary Professions
  - CSU Pueblo: Update Degree Program Title: Elementary Education K-6 Teacher Preparation

Colorado State University System  
Board of Governors Meeting Agenda  
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- CSU Pueblo Academic Calendar
- Faculty Manual Changes:
  - CSU Section E.10: Faculty Tenure
  - CSU Section E.13: Advancement in Rank (Promotion)
  - CSU Section E.14.3.2: Phase II Comprehensive Performance Reviews
  - CSU Section E.15: Disciplinary Action for Tenured Faculty
  - CSU Section F.1: Absences from Campus
  - CSU Global Section 2: Faculty Appointment, Terms, and Expectations Resources: Appointment Terms and Conditions
  - CSU Global Section 2: Collaboration, Scholarship, and Academic Freedom: Faculty's Guide to Free Speech in the CSU Global Classroom
  - CSU Global Section 4: Course and Teaching Operations
  - CSU Global Section 5: Faculty Resources: Faculty Tuition Benefits
- Sabbatical Request Summaries: CSU, CSU Pueblo
- Program Review Summaries: CSU, CSU Pueblo
- Final Enrollment Reports– CSU, CSU Pueblo, CSU Global

**11. ANNUAL RESEARCH REPORTS (1 hr)**

9:40 a.m. – 10:40 a.m.

- CSU – Rick Miranda (45 min)
- CSU Pueblo – Gail Mackin (15 min)

**BREAK (15 min)**

**12. CSU-PUEBLO REPORTS (40 min)**

10:55 a.m. – 11:35 a.m.

- Student Report – Presented by Gavin Graham (10 min)
- Faculty Report – Presented by Jonathan Pluskota (10 min)
- President's report – Presented by Tim Mottet (20 min)

**13. APPROVAL OF CONSENT AGENDA (5 min)**

11:50 a.m. – 11:55 a.m.

Colorado State University System

- Minutes of the September 26, 2023 Academic and Student Affairs Committee
- Minutes of the September 28, 2023 Audit and Finance Committee
- Minutes of the October 4, 2023 Evaluation Committee
- Minutes of the October 5-6, 2023 Board and Committee Meetings
- Minutes of the October 13, 2023 Evaluation Committee
- Minutes of the November 5, 2023 Evaluation Committee

Colorado State University

- Graduate Certificate in Spanish for Veterinary Professions
- Faculty Manual Change Section E.10: Faculty Tenure
- Faculty Manual Change Section E.13: Advancement in Rank (Promotion).
- Faculty Manual Change Section E.14.3.2: Phase II Comprehensive Performance Reviews
- Faculty Manual Change Section E.15: Disciplinary Action for Tenured Faculty
- Faculty Manual Change Section F.1: Absences from Campus

Colorado State University Pueblo

- Update Degree Program Title: Elementary Education K-6 Teacher Preparation

Colorado State University System  
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Colorado State University Global Campus

- Faculty Manual Section 2: Faculty Appointment, Terms, and Expectations Resources: Appointment Terms and Conditions
- Faculty Manual Section 2: Collaboration, Scholarship, and Academic Freedom: Faculty’s Guide to Free Speech in the CSU Global Classroom
- Faculty Manual Section 4: Course and Teaching Operations
- Faculty Manual Section 5: Faculty Resources: Faculty Tuition Benefits

**LUNCH**

**14. EXECUTIVE SESSION (45 min)** 12:00 p.m. – 12:45 p.m.

**15. ACTION ON EXECUTIVE SESSION ITEMS (5 min)** 12:45 p.m. – 12:50 p.m.

**ADJOURN BOARD MEETING** 12:50 p.m.

**Next Board of Governors Board Retreat:** February 8-9, 2024, CSU Pueblo

**APPENDICES**

- I. Construction Reports
- II. Correspondence
- III. Higher Ed Readings

# Section 1

## *Evaluation Committee*

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# Section 2

## *Board Chair's Agenda*

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# Section 3

## *Public Comment*

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# Section 4

## *Chancellor's Report*



**COLORADO STATE UNIVERSITY SYSTEM**  
**CHANCELLOR'S REPORT**  
November 30-December 1, 2023

CSU Systemwide

- The Board of Governors Strategic Overview is now live on the CSU System website (under the [“About”](#) tab).
- The Colorado State and University of Colorado Systems are jointly launching a targeted ad campaign December 1 focused on the value of a college degree. The campaign, “Closer Than You Think,” engages people in recognizing that higher education in Colorado is closer in proximity, financial access, and as a pathway to success than people imagine. The secondary messages reinforce that notion with further detail. The campaign is based on qualitative and quantitative research across the state’s rural areas as to the messages that most resonate with students and parents. The campaign will roll out primarily through digital platforms, which allows audience segmentation and greater reach, and will be delivered in both English and Spanish. The campaign is designed to be “institution agnostic,” meaning that it is not promoting any particular campus or degree program but simply encouraging the idea that college is attainable and impactful. The website landing page is the only place where institution logos will be represented and is a way to provide credibility to the campaign. Chancellor Frank and President Saliman are inviting the CEOs of other state institutions to sign onto the campaign, as well. **[Kyle Henley and Tiana Kennedy will provide an overview of the campaign at the Board meeting.]** *(Priority 1.h. Improve K-12 outreach across the state to help improve awareness of opportunities & understanding of the benefits of a college degree; 2.3.c. Expose students in rural areas to more opportunities)*
- Chancellor Frank and AVC Kate Siegel-Shimko visited the San Luis Valley in November to meet with CSU staff, producers, and community partners in the region. *(Priority 2.2.c. Support agriculture innovation and efficiency)*
- Chancellor Frank and CAO Hentschell attended the annual meeting of APLU (the Association of Public and Land Grant Universities) on behalf of the System, along with a number of faculty and staff from CSU Fort Collins. *(Priority 3.2.e. Grow strategic partnerships that support innovation)*
- CSU Fort Collins opened up its annual Symposium on Inclusive Excellence this fall to faculty, students, and staff at all System institutions. The weeklong symposium was delivered mostly online and included workshops, keynotes, research presentations, and other opportunities to learn about issues related to diversity, equity, and inclusion in higher education. Participation from all three campuses and Spur was strong. *(Priority 5.a.: Healthy Campuses – Sustain an excellent and highly motivated workforce as the foundation for institutional success; Priority 1.e.: Student Success – Develop a stronger sense of community and collaboration within the System for students, faculty, and staff)*
- The Division of IT recently received approval from Chancellor and EVC Henry Sobanet to leverage OmniSOC, a partnership between higher education institutions and located at Indiana University, that will greatly enhance our ability to detect cybersecurity threats that includes 24x7 services to augment our security capabilities. *(Priority 5.c. Ensure a safe, accessible campus physical and online environment)*

- The Division of IT has trained more than 111 of its staff members, as well as 52 University employees, on the ProSci change management methodology (ADKAR) The ADKAR framework focuses on the people side of change management, ensuring the appropriate levels of staff engagement to ensure organizations are more effective at leading change initiatives that offer new ways of working together. *(Priority 3.3.e. Build agility across the System)*

#### Campus Updates

- Chancellor Frank, Melanie Geary, and Jason Johnson are providing staff leadership on the CSU Pueblo presidential search. *(Priority 5.a.: Healthy Campuses – Sustain an excellent and highly motivated workforce as the foundation for institutional success)*
- In October, the Division of IT introduced [Cybersecurity Awareness training](#) for CSU System faculty and staff members. The Cybersecurity training is part of a broader strategic initiative ([IT Strategic Plan](#)) designed to foster a system-wide approach to enhancing cybersecurity practices for the CSU community. *(Priority 5.c. Ensure a safe, accessible campus physical and online environment)*
- CAO Hentschell and Emily Amedée have begun conversations with campus partners at CSU Fort Collins and CSU Pueblo to discuss opportunities for transfer across campuses. They also launched regular collaboration meetings with all three campus’s student affairs leadership and are continuing regular collaborative conversations with campus groups focused on student success, enrollment, and high school dual/concurrent enrollment. *(Priority 4.b.: Campus Collaboration – Prioritize innovative administrative practices that improve delivery of academic programs, accessibility, and fulfillment of our educational mission; Priority 1.c. Improve the transfer process for undergraduate students)*
- A team from the System, CSUFC, and CSUP is participating in a series of workshops on “Building Capacity on Campus for Systemic Change” organized by the Pullias Center for Higher Education at the University of Southern California. *(Priority 1.e.: Student Success – Develop a stronger sense of community and collaboration within the System for students, faculty, and staff; Priority 4.e.- Emphasize leadership development across the System, with joint opportunities that promote collaboration and partnership)*
- A group of administrators from the System, CSUFC, CSUP, and CSUG will attend the 2024 Association for Undergraduate Education at Research Universities (UERU) National Conference in Washington, DC. The event is dedicated to *Seizing the Equity/Excellence Imperative* and emphasizes the presentation of current leading-edge innovations in undergraduate education from across the U.S. research university landscape. CSU Fort Collins is the UERU’s academic home. *(Priority 1.e.: Student Success – Develop a stronger sense of community and collaboration within the System for students, faculty, and staff; Priority 4.e.- Emphasize leadership development across the System, with joint opportunities that promote collaboration and partnership)*

#### CSU System Government Affairs – Federal

- Chancellor Frank has been actively engaged in a variety of federal outreach efforts within and outside of the Colorado delegation. *(Priority 3.2.c.: Innovation & Land-Grant Priorities – Communicate effectively about System impact and innovations that serve Colorado)*

#### CSU System Government Affairs – State

- Chancellor Frank and Senior Vice Chancellor Sobanet continue to have regular, targeted outreach with Colorado legislators, with the help of state lobbying team Jia Meeks and Rich Schweigert. *(Priority 3.2.c.: Innovation & Land-Grant Priorities – Communicate effectively about System impact and innovations that serve Colorado)*
- Senior Vice Chancellor Sobanet continues to serve on the Governor’s Task Force Concerning Tax Policy. *(Priority 3.2.d.: Innovation & Land-Grant Priorities – Lead strategic conversations and decisions around opportunities for innovation)*
- Assistant Vice Chancellor Kate Siegel Shimko is spearheading a collaborative process around elected-official visits to all CSU campuses to ensure they are streamlined. This is also an effort to become a “location of choice” for elected officials. *(Priority 3.1.e.: Innovation in Student Success & K-12 Relationships – Explore innovative approaches to improve System funding/financing)*
- CSU System staff are supporting the Thematic Year of Democracy at Fort Collins. AVC Kate Siegel Shimko was instrumental in coordinating a visit by Governors Polis and Governor Cox of Utah to discuss their “Disagree Better” initiative in November. The presentation drew a full house and was recorded for use by all System campuses. *(Priority 5.b.: Healthy Campuses – Promote campus climates in which the constitutional right to free speech is valued, promoted, and exercised)*
- CAO Hentschell and Emily Amedée continue to represent the System office at CDHE Academic Affairs and General Education committee meetings. *(Priority 1.a.: Student Success – Increase rates and improve equity of recruitment, enrollment, retention, and graduation)*

#### State and National Partnerships

- Staff from the Education Team at Spur and System Academic Affairs staff have been meeting quarterly with Colorado Education Initiative leadership to pursue career-connected pathways for high school students in Colorado. *(Priority 3.1.a.: Innovation in Student Success & K-12 Relationships – Promote innovation in building pathways)*
- The CSU System’s International Agriculture team supports the secretariat for the North American Agricultural Advisory Network (NAAAN). The NAAAN’s work feeds into a global conversation about extension and rural advisory services through a web of international networks. In October, the NAAAN hosted the Global Forum for Rural Advisory Services (GFRAS) Annual Meeting at CSU Spur to share the stories of the farmers, producers, extension workers, rural advisory service providers, and others making an impact today – and to talk about what it looks like to build a foundation of food security across North America and worldwide. This landmark meeting, held for the first time in the US, brought together nearly 200 participants from more than 40 different countries and Native American Tribes, along with the CEOs of 4-H and Future Farmers of America. **[Kerri Conway will provide an update on these activities during the Board meeting.]** *(Priority 2.2.b. Enhance our national recognition as a leader in agriculture)*

#### CSU Spur

- Recent CSU events at Spur have included the Salazar Center for North American Conservation Symposium and the sold-out Water in the West Symposium, which featured U.S. Secretary of Agriculture Tom Vilsack. Other events hosted at Spur included the Hispanic Top Chef, the Colorado Food Showcase, Girl Scout Day, the Rotary WASH

Symposium, and the US Green Building Council Fall Summit. *(Priority 3.2.b.: Innovation & Land Grant Priorities – Offer innovative opportunities and education; 2.4.c. Showcase campus strengths in sustainability, water, soils, biodiversity, wildfires, climate science, adaptation, resilience, and natural resources).*

- Tours at Spur have included new Denver City Council members, OEDIT staff, CO Parks and Wildlife, NREL, NSF Smart Connected Communities, and other organizations across various sectors. *(Priority 4.4.c. Elevate the profile of the System and campuses in ways that “raise all boats”)*
- Provost Gail Mackin and other CSU Pueblo academic leaders spent the day at Spur touring and brainstorming potential academic programming. *(Priority 3.2.b.: Innovation & Land Grant Priorities – Offer innovative opportunities and education)*
- Spur Second Saturdays continue to be a popular offering, with 200-350 people attending each month. Second Saturdays are themed each month and offer family-friendly activities. The October 2<sup>nd</sup> Saturday included eclipse viewing, and the November 2<sup>nd</sup> Saturday focused on air quality, and included indoor gardening, DIY air filter creation, and coding workshops. *(Priority 3.2.b.: Innovation & Land Grant Priorities – Offer innovative opportunities and education)*
- The Spur team is preparing for National Western Stock Show, and for summer programs for summer 2024, including drone, engineering, sports, design thinking, music, and theater camps. *(Priority 3.2.b.: Innovation & Land Grant Priorities – Offer innovative opportunities and education; 3.3.d. Offer innovative and attractive Summer Bridge Programs)*
- Members of the education team, System academic affairs, and admissions staff from CSU and CSU Pueblo met with Bruce Randolph High School leadership to discuss continued partnership. *(Priority 1.2.a: Student Success -- K-12 relationships: Improve K-12 outreach across the state to help improve awareness of opportunities and understanding of the benefits of a college degree)*
- Spur is hiring a Community Coordinator to expand our ability to offer community-responsive programming and outreach. *(Priority 2.1.d. Expand relationships with high schools, community colleges, families, and rural communities)*
- Lifelong learning opportunities are expanding, including the Masters of Ag Innovation’s full cohort this semester, Osher Lifelong Learning launching at Spur, and the upcoming Professional Science Masters in Biomanufacturing, starting in Fall 2024. *(Priority 2.1.e. Encourage lifelong learning; Priority 3.3.c. Be a national leader in offering innovative adult learning opportunities)*
- The CSU Spur website will be undergoing updates in the coming months to incorporate more information on the range of programs offered. Visit [www.CSUSpur.org](http://www.CSUSpur.org) to see these updates. *(Priority 3.1.c.: Innovation in Student Success & K-12 Relationships – Develop innovative communication strategies to advance System goals)*
- Follow @CSUSpur for the latest updates; [click here for links to all social accounts](#).

#### CSU System Rural Broadband Project

- Proposals for tranche 1 of federal broadband funding of \$162 million for Colorado were due September 29. CSU and their consultant, NEO Connect, worked with nine counties and submitted nine proposals (the most attractive from a total of 75 project sites analyzed in detail) for a total of nearly \$60 million, covering 5,785 sites in rural areas. We should

hear the results of these proposals in late November or December. A map illustrating the counties/cities, and locations (stars) is provided below. The next and final tranche of federal broadband funding is \$820 million for Colorado, termed the Broadband Equity, Access and Deployment (BEAD) program. Proposals are targeted for Calendar Year 2024. *(Priority 2.3.a. Improve place-based support and education services to allow people to grow and thrive in their communities; Priority 3.2.d. Lead strategic conversations and decisions around opportunities for innovation)*

## EDA Broadband Planning Grant to Date



11/03/23

EDA - Progress to Date and Next Steps

1

**Strategic Overview goals highlighted in green are noted at least once in this Chancellor’s Report.**

<b>Priority 1: Student Success and K-12 Relationships</b>
1.a. Increase rates and improve equity of recruitment, enrollment, retention, & graduation
1.b. Enhance academic and co-curricular student experiences that contribute to student success
1.c. Improve the transfer process for undergraduate students
1.d. Promote a “whole person” approach through resources and opportunities for students
1.e. Develop a stronger sense of community & collaboration within the System for students, faculty and staff
1.f. Provide excellent professional development for graduate students transitioning to the workforce
1.g. Increase and enhance K-12 engagements with Spur (in-person and online) across the state of Colorado
1.h. Improve K-12 outreach across the state to help improve awareness of opportunities & understanding of the benefits of a college degree

1.i. Enhance the role campuses play in developing educators in and for the State of Colorado
<b>Priority 2: Land-Grant Priorities</b>
2.1. LGP – Access & Affordability
2.1.a. Have a student body that reflects the State of Colorado
2.1.b. Ensure that student debt levels stay below the national mean of public peers
2.1.c. Improve coordination regarding credentialing, enrollment, and transfers
2.1.d. Expand relationships with high schools, community colleges, families, and rural communities
2.1.e. Encourage lifelong learning
<b>2.2. LGP - Agriculture</b>
2.2.a. Improve delivery of agriculture curriculum
2.2.b. Enhance our national recognition as a leader in agriculture
2.2.c. Support agriculture innovation and efficiency
2.2.d. Increase partnerships and collaborations across the state
2.2.e. Improve financing and investment into agricultural science
<b>2.3. LGP – Rural Development</b>
2.3.a. Improve place-based support and education services to allow people to grow and thrive in their communities
2.3.b. Expand scope of rural development beyond agriculture and veterinary medicine
2.3.c. Expose students in rural areas to more opportunities
<b>2.4. LGP – Environmental Sustainability</b>
2.4.a. Develop an interdisciplinary curriculum related to sustainability
2.4.b. Prioritize water as a primary area of focus for CSU
2.4.c. Showcase campus strengths in sustainability, water, soils, biodiversity, wildfires, climate science, adaptation, resilience, and natural resources
<b>Priority 3: Innovation</b>
<b>3.1. Innovation in Student Success &amp; K-12 Relationships</b>
3.1.a. Promote innovation in building pathways
3.1.b. Seek innovative ways to increase retention and expand opportunities
3.1.c. Develop innovative communication strategies to advance System goals
3.1.d. Encourage innovation in CSU System and campus strategy and operations
3.1.e. Explore innovative approaches to improve System funding/financing
<b>3.2. Innovation &amp; Land Grant Priorities</b>
3.2.a. Adopt innovative approaches to high school connections & opportunities
3.2.b. Offer innovative opportunities & education
3.2.c. Communicate effectively about System impact and innovations that serve Colorado

3.2.d. Lead strategic conversations & decisions around opportunities for innovation
3.2.e. Grow strategic partnerships that support innovation
<b>3.3. Innovation &amp; Additional Endeavors</b>
3.3.a. Promote innovation in meeting state demand for nursing education
3.3.b. Innovate in faculty/postdoc sharing
3.3.c. Be a national leader in offering innovative adult learning opportunities
3.3.d. Offer innovative and attractive Summer Bridge Programs
3.3.e. Build agility across the System
3.3.f. Highlight innovation in reporting accomplishments of the CSU System
<b>Priority 4: Campus Collaboration</b>
4.a. Pursue efficiencies that decrease bureaucracy and improve campus operations
4.b. Prioritize innovative administrative practices that improve delivery of academic programs, accessibility & fulfillment of our educational mission
4.c. Elevate the profile of the System and campuses in ways that “raise all boats”
4.d. Jointly explore new revenue-generating opportunities including grants, fundraising, efficiencies
4.e. Emphasize leadership development across the System, with joint opportunities that promote collaboration and partnership
<b>Priority 5: Healthy Campuses</b>
5.a. Sustain an excellent and highly motivated workforce as the foundation for institutional success
5.b. Promote campus climates in which the constitutional right to free speech is valued, promoted, and exercised
5.c. Ensure a safe, accessible campus physical and online environment
5.d. Model the value we place on student and employee mental health and well-being



# CSU SYSTEM

COLORADO STATE UNIVERSITY







# Communicating the value of a 4-year degree

Higher education advertising campaign



**Why? The problem to solve for.**



## **Americans Are Losing Faith in the Value of College. Whose Fault Is That?**

For most people, the new economics of higher ed make going to college a risky bet.

# Why? The problem to solve for.

## Majority of Americans Lack Confidence in Value of 4-Year Degree

All age groups are more likely to disagree than agree that getting a four-year degree is worth the cost, citing debt and doubts about skill development.

By [Doug Lederman](#)

When it comes to getting a four-year college degree, which of the following statements comes closer to your point of view? A four-year college education is...



The Wall Street Journal



## Why? The problem to solve for.

Just 29% of rural Americans aged 18-24 are enrolled in colleges and universities, compared to 42% of all Americans in this age range.

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# Advertising campaign goals

- Focus on rural Colorado and the “affordability challenge” narrative
- Open doors to underrepresented students so campuses better reflect the diversity of our state.
- Help student see broader value proposition and understand that four-year degree is attainable
- Call to action: Seek information and apply to one of Colorado’s four-year degree universities.



# The process

- Partnership between CU and CSU Systems
- Determined key goals, audiences
- RFP process, budget decisions, staffing needs
- Roles and responsibilities of each university and agency
- Involved communications and external affairs staff
- Connected with multicultural agency to engage in bilingual representation of campaign
- Reviewed with university leadership
- Invited other CO higher education systems to participate



# Research outcomes

Utilization of existing and fresh insight for the campaign



# Existing research insights

- **The benefits of college:** A four-year degree delivers enhanced employment prospects, increased income potential, expanded opportunities, and the acquisition of skills that will get them farther in life.
- **The question of cost:** Individuals of all ages and income brackets express concern about costs, perceiving tuition as too high, financial support out of reach and uncertainty of the ROI.
- **Academic vs. personal skills:** Increased importance of the cultivation of personal skills alongside academic education.
- **Speed is of the essence:** Speed up the time to graduation to minimize costs.
- **A family's influence:** When rural high school students come from families with conservative political leanings and/or limited exposure to higher education, the propensity to endorse college education diminishes.





# Social listening + 1:1 target market interviews

## **Perceptions of Higher Ed: One of multiple choices**

- The next step after high school is broader than ever.
- College is no longer considered a given for successfully getting a good job.
- Pathways should be based on the student's desires and goals, focused on landing a job and a secure, rewarding future.

## **Influences & Considerations: Parents and community**

- Parents/guardians play a large role.
- Rural communities more broadly impact a student's educational pathways.
- Some communities embraced and supported students' pursuit of a degree; other encouraged staying local.

## **Aspirations & Ambitions: Rational then emotional**

- Find a well-paying job, if not career.
- Recognition that the value of a four-year degree expands beyond rural communities.
- An exciting opportunity and daunting pursuit into the bigger unknown in some cases.

## **Barriers & Concerns: Cost, value and fit**

- The cost of college.
- One POV: College out of reach for many due to its hefty price tag.
- Second POV: College not worth the investment and is not the best fit for some.

**“Provided you find the right one that is cost effective and actually gives you a return on investment, I think it is worth it.”**

- High school student

**“I’m excited that they find a career that they love and are passionate about. College is a steppingstone in that direction.”**

- Parent/guardian



# The campaign

Creative, strategy, and rollout plans

# The Campaign: “Closer Than You Think”

- “Closer Than You Think” works on multiple levels:
  - **Geographically closer:** Within driving distance.
  - **More financially attainable:** Scholarships, in-state affordability, etc.
  - **Career aspirations and far-reaching dreams:** These are in your reach with a 4-year degree.
  - **Diverse culture where you can find your fit:** Colleges are not one thing with one point of view, they are a collective of diverse individuals that want to push your thinking.





# Closer Than You Think.

College is not any one thing to everyone. For many, it's all about the career pathway and future success. For others, it's about pushing curiosity, stretching understanding, and growing in every way. But to some, it remains only a dream, rather than a place where you can pursue them.

Whatever college means to you, we feel it should be a possibility for everyone. The colleges and universities of Colorado have partnered together to make the path to college more affordable, more accessible, and well within your reach.

And as hard as you will work for your four-year degree, we feel it should work just as hard for you. We offer internship, mentorship and career placement opportunities so you can go right from campus to your career.

**Colorado colleges are closer than you think.**



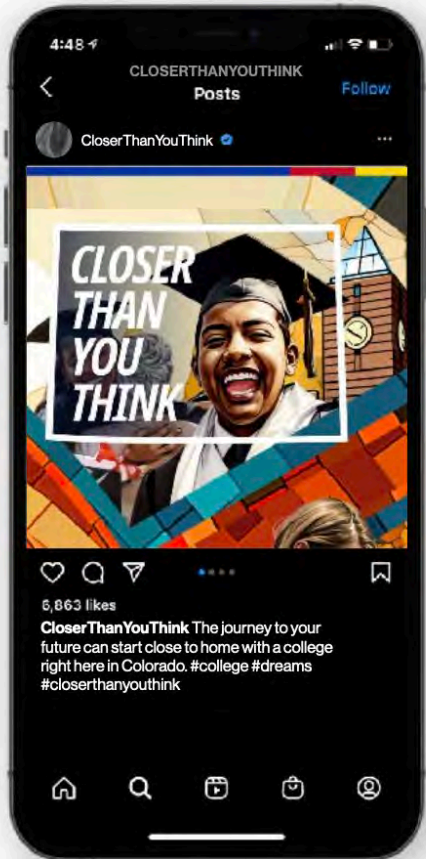
# Visuals based on desired audience

- **Visual treatment:**
  - Patchwork of a bigger image, separated imagery forms a cohesive whole.
  - Mosaic/mixed media design appeals to students and differentiates campaign from admissions materials.
- College, particularly in Colorado, is a tapestry of numerous opportunities and experiences. Colleges in Colorado offer myriad experiences and support – from affordable courses and nearby campuses to a multitude of prosperous future paths.
- Fragmented story telling visual illustrate how various experiences, courses, and individuals come together to form a bright, cohesive future.





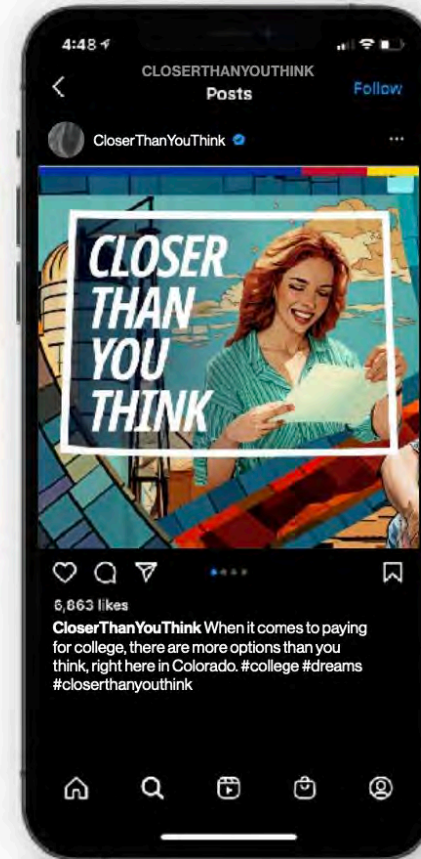
# Social media carousels



Student



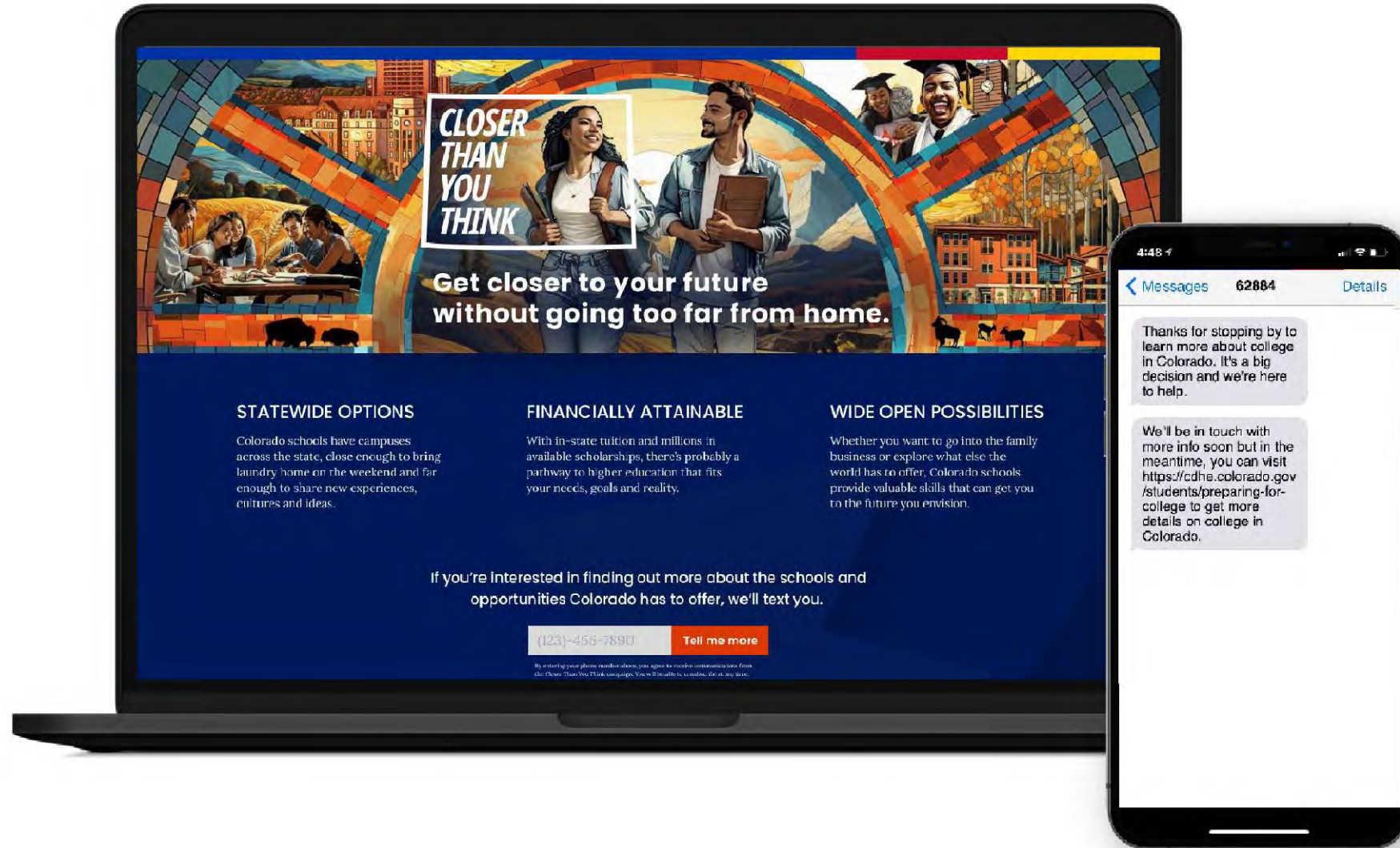
Parents



Both



# Website landing page



# Website for visitors outside of Colorado

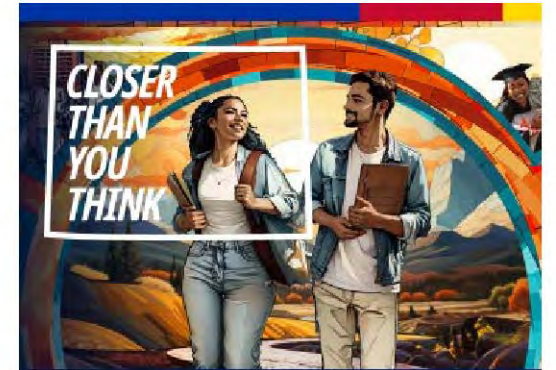


**No matter where you live now,  
college in Colorado is a great option.**

Check out the opportunities Colorado schools have to offer.

[Learn more](#)

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you live now,  
college in Colorado  
is a great option.**

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# Campaign messages

Segmented by audience: students and parents/support system

# Student messages



**LET'S MAKE COLLEGE HAPPEN.**

Higher education is closer than you think.

[Learn more](#)




**THE REAL QUESTION IS,**

**WHAT DO YOU REALLY WANT TO DO?**

Your dreams are closer than you think.

[Learn more](#)



**CLOSER TO YOUR DREAMS**

**CLOSER TO HOME**

College in Colorado is closer than you think.

[Learn more](#)



**LET'S MAKE COLLEGE HAPPEN.**

High education is closer than you think.

[Learn more](#)



**CLOSER TO YOUR DREAMS. CLOSER TO HOME.**

High education is closer than you think.

[Learn more](#)



**FEWER BARRIERS. MORE OPPORTUNITIES.**

College in Colorado is closer than you think.

[Learn more](#)



**GO FARTHER IN LIFE BY STAYING CLOSE TO HOME.**

College in Colorado is closer than you think.

[Learn more](#)



**GO FARTHER IN LIFE BY STAYING CLOSE TO HOME.**

College in Colorado is closer than you think.

[Learn more](#)



**WHEN IT COMES TO COLLEGE, THERE'S A WAY. AND, IT'S RIGHT HERE.**

College in Colorado is closer than you think.

[Learn more](#)

# Parent/support system messages



**LET'S MAKE COLLEGE HAPPEN.**

Higher education is closer than you think.

[Learn more](#)



**MORE FINANCIAL OPTIONS**

**EVEN MORE POSSIBILITIES**

College in Colorado is closer than you think.

[Learn more](#)



**LET'S MAKE COLLEGE HAPPEN.**

College in Colorado is closer than you think.

[Learn more](#)



**LET'S MAKE COLLEGE HAPPEN.**

High education is closer than you think.

[Learn more](#)



**MORE FINANCIAL OPTIONS, EVEN MORE POSSIBILITIES.**

College in Colorado is closer than you think.

[Learn more](#)



**KEEP THEM CLOSE BY, BUT WATCH THEM GO FAR.**

College in Colorado is closer than you think.

[Learn more](#)



**FEWER BARRIERS. MORE OPPORTUNITIES.**

College in Colorado is closer than you think.

[Learn more](#)



**MORE FINANCIAL OPTIONS. EVEN MORE POSSIBILITIES.**

College in Colorado is closer than you think.

[Learn more](#)



**A WORLD OF POSSIBILITIES, ONLY A COUPLE HOURS AWAY.**

College in Colorado is closer than you think.

[Learn more](#)



**KEEP THEM CLOSE BY, BUT WATCH THEM GO FAR.**

College in Colorado is closer than you think.

[Learn more](#)



**THE FUTURE YOUR KIDS DESERVE IS CLOSER THAN YOU THINK.**

College in Colorado is closer than you think.

[Learn more](#)



# Campaign roll out

- The University of Colorado and Colorado State University have agreed to commit \$1.5 million annually (\$750K apiece) for 3 years to a campaign to impact public attitudes on the value of a four-year degree from one of Colorado's higher education institutions.
- The campaign to be executed in English and in Spanish.
- The Year One campaign will be focused on one targeted geographic area of the state.
  - Following the test-campaign, the intent is to assess success, adjust as necessary, and expand the campaign to other parts of the state.
- It's designed to be “institution agnostic” to allow for other campuses to engage, and to keep message about higher education, rather than CSU and CU.
- Focus on students and parents/supports in Western Slope and Eastern Plains communities.



**Thank you.**


**Feedback and  
questions welcome.**



**CSU SYSTEM**  
COLORADO STATE UNIVERSITY







# Overview of International Agriculture Programs and Activities for the CSU System (2018-2023)

**Kerri Conway**

Presentation for the CSU System Board of Governors

November 30, 2023

# Genesis and Goals for the Program and Projects

- **Mapping** what we had and understanding what we needed to create;
- **Catalyzing partnerships and platforms** – national and international in focus; and
- **Creating a global conversation in agriculture** for our Colorado youth and faculty

# International Agriculture Team



**KERRI CONWAY**

Special Advisor to the Chancellor and Director of  
International Agriculture, CSU Spur and  
*NAAAN Secretariat*



**GREG NEWMAN**

Coordinator of  
Engagement Technology,  
CSU Spur



**LAUREN WELLER**

Assistant Director,  
International Agriculture,  
CSU Spur  
*NAAAN Secretariat*



**REBECCA POPARA**

Program Associate,  
International Agriculture,  
CSU Spur  
*NAAAN Secretariat*



**ARYN BAXTER**

Associate Director for  
Development and  
Education, International  
Agriculture, CSU Spur

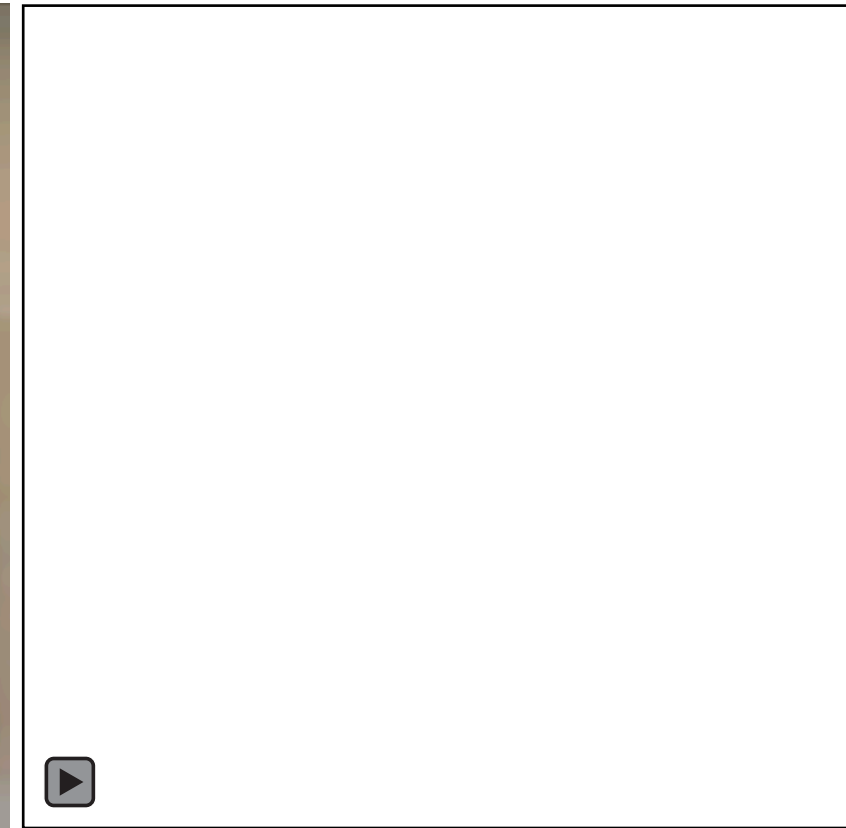


**DAVID NIELSON**

Senior Advisor to the  
NAAAN  
*NAAAN Secretariat*

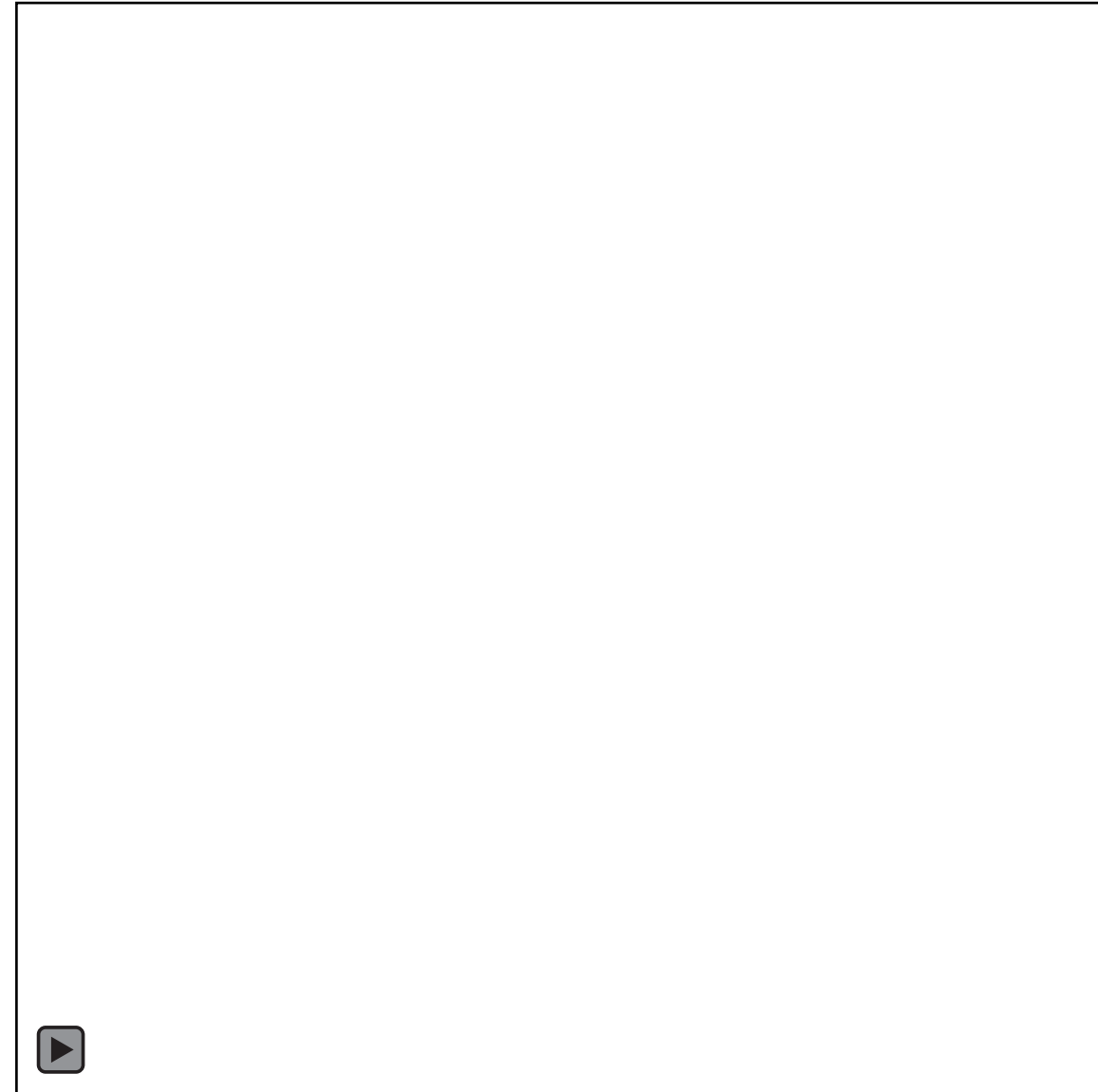
***A Service Unit for CSU Spur, the CSU System, and External Partners***

# Global Mapping and Strategic Outreach - CSU Impact(o) Map



# Global Mapping Strategic Outreach (GMSO) Project

- GMSO team includes 22 members representing Fort Collins (5), Pueblo (3), Global (2), Spur (5) and the System (5).
  - The team also includes Geospatial Centroid student interns (3).
- 131 bilingual stories on the CSU Impact(o) Map exhibit and website represent stories across the three campuses.
- 36 alumni currently featured.
- Next steps include mapping and storytelling for career pathways.





NA  AN

*NORTH AMERICAN AGRICULTURAL  
ADVISORY NETWORK*



# North American Agricultural Advisory Network (NAAAN)

Joined the Global Forum in Rural Advisory Services (GFRAS) and formally created the NAAAN as a partnership with Canada, Mexico, and the U.S. in rural advisory services and extension in 2020.



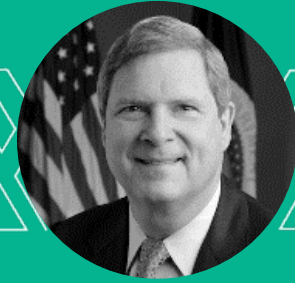
# NAAAN Steering Committee



**HONORABLE LAWRENCE MACAULAY  
(EX OFFICIO)**  
Minister of Agriculture and Agri-Food,  
Canada



**SECRETARY VICTOR VILLALOBOS  
(EX OFFICIO)**  
Secretary of Agriculture and Rural  
Development, Mexico



**SECRETARY TOM VILSACK  
(EX OFFICIO)**  
Secretary of Agriculture,  
United States of America



**BRODIE BERRIGAN**  
Director of Government Relations  
and Farm Policy, Canadian  
Federation of Agriculture



**CARLOS VAZQUEZ OCHOA**  
Minister Counselor, Agricultural Office,  
Embassy of Mexico to the United States



**DOUGLAS STEELE, PH.D.**  
Vice President Food, Agriculture & Natural  
Resources, Association of Public and  
Land-Grant Universities



**VACANT**



**LOURDES CRUZ TRINIDAD**  
General Coordinator of International  
Affairs, Secretariat of Agriculture and  
Rural Development



**CATHIE WOTEKI, PH.D.**  
Professor, Iowa State University; Visiting  
Distinguished Professor, University of  
Virginia; President, Charles Valentine Riley  
Memorial Foundation



**TONY FRANK, PH.D**  
Chancellor, Colorado State University  
System (host institution)  
Chair of the NAAAN Steering Committee



# NAAAN's Key Thematic Areas



## BIODEFENSE & MANAGEMENT OF NATURAL DISASTERS

Diseases, natural disasters, and a changing climate threaten agricultural systems and economies. NAAAN will coordinate and help to mitigate risk with other public and private partners.



## IMPROVING SOIL & WATER MANAGEMENT

Soil and water management are fundamental aspects of productive agricultural activities and climate change mitigation and resilience. NAAAN has an essential role in soil and water management guidance to limit the effects of climate change on food production.



## BUILDING SKILLS & CAREER DEVELOPMENT FOR YOUTH

Working with our partners the NAAAN will cultivate the next generation of skilled, diverse, and inclusive leaders in global agriculture.

# Core Functional Areas

In accordance with the work of GFRAS and other regional networks, NAAAN focuses on the following core functional areas for its work.



## KNOWLEDGE DEVELOPMENT & MANAGEMENT

Support discussions and analysis to strengthen the technical and empirical grounding of agricultural advisory services in conceptual frameworks.



## NETWORKING

Create expanded contact and closer relationships between NAAAN stakeholders in North America and with counterparts throughout the world.



## POLICY ADVOCACY

Develop and utilize lessons from research, analysis, experience, and discussion to create policy briefs related to agricultural extension, which will underpin advocacy with program leaders, policy makers, and other stakeholders.



## USDA/NAAAN Study and Report

- In 2021 the NAAAN conducted a first-time survey with **over 500 participants** to understand the agricultural advisory/extension landscape within Canada, Mexico, and the United States.
- Survey results helped the NAAAN better understand **agricultural training, agricultural education, and agricultural advisory/extension services** and needs across North America.
- The Report includes survey results and country chapters written by subject matter experts. The report was **released in September 2022 in partnership with the USDA and all three ministries** to support the NAAAN's next steps.

\*The survey was funded by the NAAAN Secretariat and supported by the Institute for Research in the Social Sciences at Colorado State University

# 2023 GFRAS Annual Meeting



- Global Forum for Rural Advisory Services (GFRAS) Annual Meeting held in Denver, Colorado October 17-19, 2023
- 187 participants from 40+ countries
- Raised and competed for \$325K in funding support for the convening
- Over 26 sessions held on the topic of *Building the Next Generation of Leaders in Agriculture*
- Six farm and field visits along the Front Range and a visit to Spur



# THANK YOU GAM SPONSORS



# NAAAN 2023-2025 Workplan

## Priorities

- **Host the 2023 GFRAS Annual Meeting** *(complete)*
- **Establish NAAAN Country Hubs**
  - Canada, Mexico, and the United States.
  - Facilitate discussions, collaborations, and activities.
- **Implement Storytelling and Marketing Campaign**
  - Amplify awareness, sponsorship, and membership.
  - Promote agricultural innovation, best practices, and impact stories

## Potential Areas of Work

- **NAAAN Extension Exchange**
  - Facilitate collaborations and exchanges among farmers and advisors.
  - Promote the next generation of leaders.
- **Extension Education and Engagement Opportunities**
  - Improve agricultural extension education.
  - Address the need for emerging knowledge areas.
- **Private Sector Agricultural Extension and Advisory Study**
  - Understand private-sector agricultural services in NAAAN countries.
  - Develop reports in consultation with private-sector experts.

# NAAAN Engagement Platform



# NAAAN Engagement Platform - Multilingual Functionalities



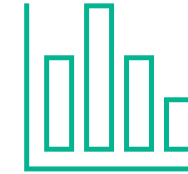
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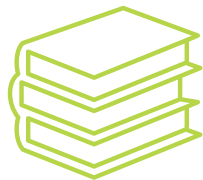
Events



Groups



Data and Research



Content Library



Discussion Boards



Project Collaboration



Mentorship



Opportunities & Jobs

Immediate Term

Long Term



# Colorado GROW Youth Institute



# Colorado GROW Youth Institute

- World Food Prize Launch of the NAAAN in 2021 led to discussion and creation of a **Colorado GROW Youth Institute** (pilot) to join the Global Youth Institute of the World Food Prize Foundation
- Establishing pilot and curriculum for Colorado educators, linked to **CSU Spur, Cam's Academy and VPEE team**
- **Fundraising** activities underway
- Aiming to scale the pilot and expand to a **Western States GROW Youth Institute** partnership with neighboring Western states

## Overview of Approved International Ag Budget for FY24

Description	FY23 Recurring	FY 24 Recurring	CSU System Salary Amnt.	Fringe Amnt.
Personnel (Includes GMSO Personnel)			\$ 384,084	\$ 60,397
International Ag Operating	\$ 100,000	\$ 50,000		
NAAAN Operating		\$ 70,000		
GMSO Project Operating	<b>\$ 86,000</b>	<b>\$ 46,000</b>		
SERVICES PROVIDED	\$ 6,000	\$ 6,000		
COMMUNICATIONS	\$ 45,000	\$ 15,000		
TECHNOLOGY & EXHIBIT	\$ 25,000	\$ 15,000		
STRATEGIC OUTREACH	\$ 10,000	\$ 10,000		
<b>TOTALS</b>	<b>\$ 186,000</b>	<b>\$ 166,000</b>		
Total Operating	\$ 186,000	\$ 166,000		
Salaries	\$ 369,800	\$ 384,084		
Fringe	\$ 54,853	\$ 60,397		
<b>Grand Total **</b>	<b>\$ 610,653</b>	<b>\$ 610,481</b>		
**Does not include Intl. Ag Director Salary				

# *Building Bridges, Creating Catalytic Partnerships for CSU and the CSU System with Global Ag and Policy Partners*





# Thank you!

## Contact us

[csus\\_intlag@colostate.edu](mailto:csus_intlag@colostate.edu)

[gmso\\_mailbox@mail.colostate.edu](mailto:gmso_mailbox@mail.colostate.edu)

u

[csus\\_naaan@mail.colostate.edu](mailto:csus_naaan@mail.colostate.edu)

## Learn more

[csuspur.org/csus-impact](http://csuspur.org/csus-impact)

[naaan.csusystem.edu](http://naaan.csusystem.edu)



**CSU SYSTEM**  
COLORADO STATE UNIVERSITY

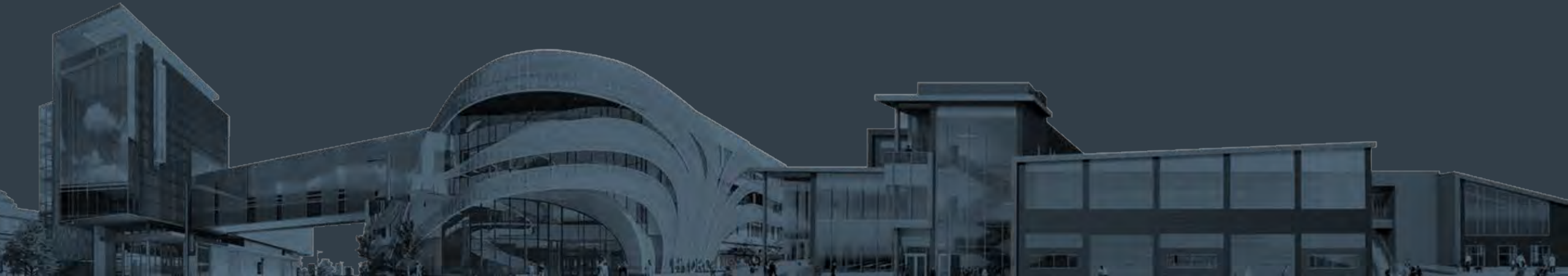




# CSU SPUR

Board of Governors

December 2023



# General Update

- Highlights:
  - Continuing focus on metrics and evaluation
  - Building CSU Pueblo programs
  - Internal Audit
  - Fall field trips full
- What's coming:
  - Stock Show: CSU Spur Anniversary and CSU Day
  - Expanding middle and high school programs
  - Summer camp registrations



# Education Highlights

- **Highlights:**

- Fall Semester DPS High School Interns
- Fall Semester Field Trips are full!
- NWSS and Summer Programs Planning
- Current Stats (as of November 2023):
  - Over 10,000 PreK-12 visitors
  - Over 73,300 visitors
  - 2,650 Volunteer Hours

- **What's coming:**

- NWSS 2024
- Spring Semester Field Trips
- Summer Camps
- River Ecosystem and STEM Kits Programming
- 2nd AmeriCorps Member Placement





# Events Highlights

- Recent Highlights:
  - Hispanic Top Chef
  - Global Forum for Rural Advisory Services
  - Salazar Center Symposium
  - Water in the West Symposium
- What's coming:
  - Colorado Food Summit
  - Western National Round-Up
  - Boots 'n' Business After Party
  - International Livestock Forum
  - NWSS CSU Alumni Breakfast
  - Livestock Leader Reception
  - CSU Beef Club Dinner
  - Exceptional Rodeo



	Events	Guests
Jan	29	1855
Feb	44	1395
Mar	38	1702
April	58	2833
May	51	2424
June	41	2032
July	45	1856
Aug	45	1998
Sept	50	2798
Oct	61	4075



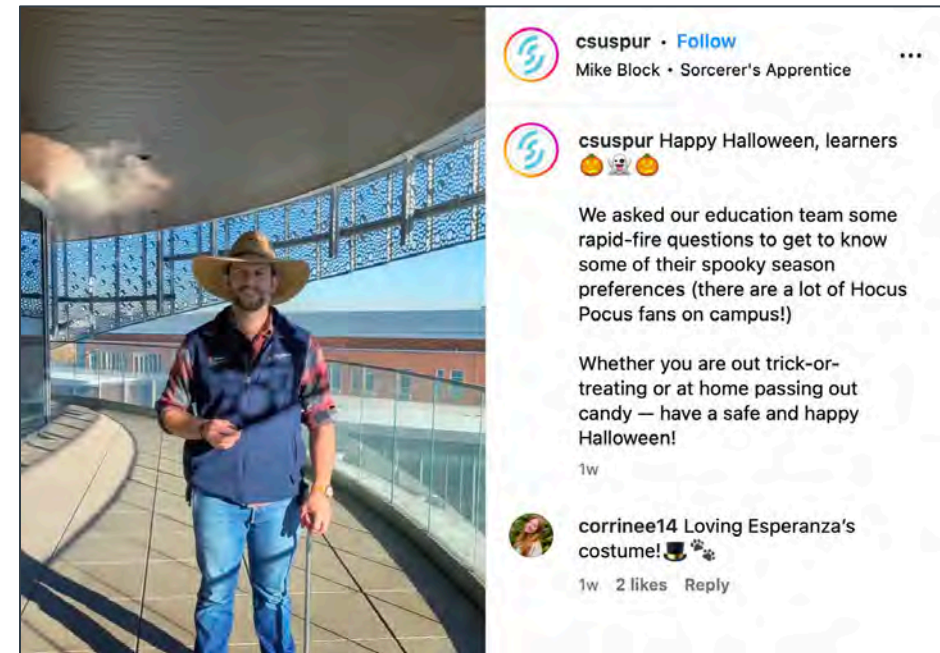
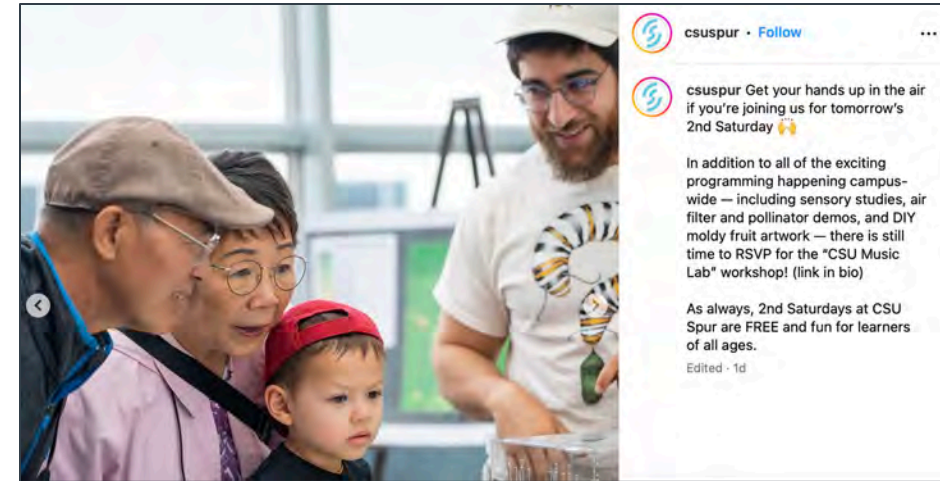
# Anchor Institution & Community Engagement

- Highlights:
  - 500+ attendees at October 2nd Saturday
  - 600+ attendees at November 2<sup>nd</sup> Saturday
  - 1000+ community members at NWC Trunk-or-Treat
  - Building relationships with local vendors through Colorado Food Showcase and Eat.Local.Food events
- What's next:
  - New Engagement & Outreach Coordinator
  - Community Cooking Workshop Series with History Colorado
  - Healthy Holidays 2nd Saturday- December 9th



# Communications + Social

- Recent highlights
  - New donor and parking signage is visible on-site at Spur to enhance the user experience
  - By the numbers
    - CSU Spur social media continues to have more than 200k impressions each month
    - Nearly 10,000 people utilize the CSU Spur website monthly
- What's next:
  - Wiz Kid educational series is premiering in late Spring 2024. Wiz Kid will be on-site during the Stock Show!
  - The next advertising campaign for CSU Spur will kick off in January



# Innovation at CSU Spur

- Highlights:
  - Awarded \$500,000 prize from U.S. Department of Energy to support the Rockies/Plains Food, Energy and Water Accelerator, powered by the CSU STRATA and CSU Spur Innovation Network
  - Hosted joint visit with NREL to explore innovation and entrepreneurship partnership opportunities
  - Innovation themed Second Saturday at Spur in October (500+ visitors)
- What's next:
  - Food & Ag Innovation hosting inaugural Offal Party in January



# CSU Spur Programs

- Highlights:
  - CSU K-12 summer experiences: drones, engineering, sports, design thinking, music and theater
  - CSU LIFE 102/103 biology classes have had a successful semester
  - CSU Agriculture & Food Innovation Management Masters student cohorts are tackling industry challenges
  - OLLI (Osher Lifelong Learning Institute) launched at CSU Spur: 12 Spring Semester classes and partnership with DU
- What's next:
  - CSU PSMs in Systems Engineering and in Biomanufacturing & Bioengineering to launch in 2024/2025 academic year
  - Professional development opportunities for CSU Undergraduate (OURA) and Graduate (SOGES) students
  - Trainings for project teams to support business modeling, adult education, community engagement, and communications planning



# Partnerships + Fundraising



**Ardent Mills Teaching + Culinary Center**  
\$750,000 Gift  
5-Year Term Naming  
Partnership between Spur + CAS

Funding focus –

- Corporate Engagement at Spur
- Ag Literacy + Career Pathways
  - > Regenerative Agriculture
  - > Cam's Ag Academy
- Ardent Mills partnership in FIC
- Funding for Graduate Student Fellow
- Enhance collective partnerships
  - > FFA
  - > Boys + Girls Club





## Programmatic Priorities + External Resonance

### Research

- Thematic novel research
- Climate and adaptation
- Industry-aligned research applications

### Innovative Engagement

- Emerging arts programming
- Innovation ecosystem
- Topical convenings (WiTW)
- Corporate engagement

### Diverse Representation

- Spur's thematic areas and diverse college representation
- Rural/Urban connection
- Demographics

### Science Education

- K-12
- Equity/access
- Career readiness
- Workforce development

**Thank you. Questions?**





# Section 5

*Real Estate and Facilities  
Committee*

**BOARD OF GOVERNORS OF THE  
COLORADO STATE UNIVERSITY SYSTEM  
REAL ESTATE/FACILITIES COMMITTEE MEETING AGENDA  
December 1, 2023**

**Committee Chair:** Betsy Markey (Chair); Nate Easley (Vice Chair)

**Assigned Staff:** Jason Johnson, General Counsel, Ajay Menon, CSU Research Foundation

**EXECUTIVE SESSION**

**OPEN SESSION**

1. Action on Program Plan for Durward Hall Window Replacement and Renovation (10 min)
2. Action on Program Plan Veterinary Teaching Hospital (VTH) Linear Accelerator (10 min)

# DURWARD HALL RENOVATION AND WINDOW REPLACEMENT

# MAIN CAMPUS MAP



# DURWARD HALL



# WESTFALL HALL BEFORE AND AFTER WINDOW REPLACEMENT



**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**MATTER FOR ACTION:**

Approval of the Colorado State University Program Plan for the Durward Hall Renovation and Window Replacement project.

**RECOMMENDED ACTION:**

MOVED, that the Board of Governors of the Colorado State University System approves the Program Plan for the Durward Hall Renovation and Window Replacement project.

**EXPLANATION:**

Presented by Brendan Hanlon, Vice President for University Operations.

Durward Hall is a 12-story residence hall with a full basement, constructed in 1967 and first occupied in 1968. This building remains mostly original, except for a fire suppression system installed in the mid 1980's, staff office and apartment renovations and resident floor shower upgrades in the early 2000's, elevator cab upgrades in the mid-2000's, a main floor lounge renovation in 2012, roof replacement in 2019, and various interior finish replacements over the years. The building is structurally sound, however some of the building envelope components, MEP components, and interior finishes have reached the end of their useful life.

This project will include replacement of all exterior windows, asbestos abatement, deferred maintenance and upgrades to resident rooms and public spaces on floors 2-12 of the existing approximate 104,000 gsf Durward Hall.

CSU anticipates a Design Build with GMP project delivery with an estimated total development cost budget of \$15M. Once approvals are in place the entire project is expected to take 15 months to complete. The project will be funded with Housing and Dining Services cash and a bond supported by Housing and Dining Services revenues. While Durward Hall is off-line Summer 2024 through Summer 2025, Housing & Dining Services will be able to accommodate all first-year students through full occupation of current spaces in other buildings, managing the number of transfer students living on campus, managing the number of returning students living on campus, and adding additional beds in current facilities, if needed.

A more detailed project description can be found in the attached Summary of the Program Plan, and the full document is posted at <https://www.fm.colostate.edu/>.

**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**SUMMARY OF PROGRAM PLAN FOR THE DURWARD HALL RENOVATION AND WINDOW REPLACEMENT**

Durward Hall is a 12-story residence hall with a full basement, constructed in 1967 and first occupied in 1968. It is located on the north side of campus and is home to 400 students, with community-style double and quad rooms (residents in each corridor share a community bathroom). The building remains mostly original, except for a fire suppression system installed in the mid 1980's, staff office and apartment renovations and resident floor shower upgrades in the early 2000's, elevator cab upgrades in the mid-2000's, a main floor lounge renovation in 2012, roof replacement in 2019, and various interior finish replacements over the years. The building is structurally sound, however some of the building envelope components, MEP components, and interior finishes have reached the end of their useful life.

This project will include replacement of all exterior windows, asbestos abatement, deferred maintenance and upgrades to resident rooms and public spaces on floors 2-12 of the existing approximate 104,000 gsf Durward Hall. It is similar in scope to the recently completed Westfall Hall window replacement project.

Specifically, the project will address:

- Exterior window replacement at floors 2-12.
- Revitalization of interior finishes in residential and corridor areas of all floors, to include removal of built-in wardrobes, wall repairs, paint and flooring
- Expansion joint and valve replacements for the building's hydronic heating system
- Smoke detector replacement
- Upgrade light fixtures to LED
- Electrical receptacle and switch replacements
- Addition of booster pumps or other solution to address low water pressure on upper floors
- Heating water pump replacements
- Sump pump replacement
- Replacement of one (1) single-zone heating-only air handler with integration into existing pneumatic control system.
- Replacement of one (1) dual-deck multi-zone air handler with integration into existing pneumatic control system.
- Drinking fountain replacement and relocation

The scope items above may trigger potential building code-required modifications such as repair and upgrades of fire dampers, fire caulking and firestopping, door hardware modifications, new interior building signage, and new bi-directional amplification system installation. These code-required scope items will be included in the scope of the project, if required.

**Durward Hall Renovation and Window Replacement**



**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

This project includes all abatement necessary including the removal of existing flooring, ceiling texture and lighting, built-in wardrobe closets and window frames and glazing within all resident rooms, resident floor lounges, and resident floor corridors. It is similar in scope to the recently completed Westfall Hall window replacement project.

CSU anticipates a Design Build with GMP project delivery with an estimated total development cost budget of \$15M. Once approvals are in place the entire project is expected to take 15 months to complete. The project will be funded with Housing and Dining Services cash and a bond supported by Housing and Dining Services revenues. While Durward Hall is off-line Summer 2024 through Summer 2025, Housing & Dining Services will be able to accommodate all first-year students through full occupation of current spaces in other buildings, managing the number of transfer students living on campus, managing the number of returning students living on campus, and adding additional beds in current facilities, if needed.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



# DURWARD HALL RENOVATION AND WINDOW REPLACEMENT

Oct 2023

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4.3 Cost estimate with description of methodology employed	

### Appendices

- a. Site map
- b. Budget Estimate

## **Executive Summary**

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## **Justification**

### **Program Mission and History**

#### **HOUSING & DINING SERVICES**

A member of the Division of Student Affairs, Housing & Dining Services (HDS) is a multifaceted auxiliary organization responsible for management, finance, administration, and program development of all on-campus housing facilities, including residence halls, university apartments, and residential dining. The HDS department also includes the Ram Card Office and Conference & Event Services providing support and services to guests and visitors to campus all year-round. HDS, with support from other campus partners, is also responsible for operations and maintenance of the CSU Mountain Campus.

Housing & Dining Services Mission: We create dynamic housing and dining experiences that enhance personal growth and global engagement.

Housing & Dining Services Vision: To create the best living and learning experience in higher education, support active learners, successful graduates, and engaged global citizens. Our priority is providing our residents and guests with safe living environments, quality dining, and exceptional out of classroom experiences. We accomplish this through sound fiscal and operational management strategies, and an emphasis on the development of programs and services that are designed to enhance personal growth and global engagement.

#### **Program Needs/Trends**

To support the University's goals around recruitment, retention and sustainability, HDS is focused on revitalizing existing housing inventory and alleviating our deferred maintenance backlog.

### Physical Condition/functionality of Existing Space

Durward Hall remains mostly original, except for a fire suppression system installed in the mid 1980's, staff office and apartment renovations and resident floor shower upgrades in the early 2000's, elevator cab upgrades in the mid-2000's, a main floor lounge renovation in 2012, roof replacement in 2019, and various interior finish replacements over the years. The building is structurally sound, however some of the building envelope components, MEP components, and interior finishes have reached the end of their useful life.



Durward Hall Community Style Room

### New Space Requirements

NA

### Equipment List

NA

### Alternative analysis `

Deferred maintenance of existing housing stock needs to be addressed in a systematic fashion that provides enough first year housing to meet demand. While Durward Hall is off-line Summer 2024 through Summer 2025, Housing & Dining Services will be able to accommodate all first-year students through full occupation of current spaces in other buildings, managing the number of transfer students living on campus, managing the number of returning students living on campus, and adding additional beds in current facilities, if needed.

### Benefits of the Project

1. A significant amount of critical deferred maintenance backlog will be addressed. Without addressing critical deferred maintenance, HDS faces risk in failed building systems and resulting unoccupiable space.

2. The reuse and capital renewal of an existing structurally sound building is one of the most sustainable and environmentally sound project types and aligns with the University's approach to environmental sustainability.
3. More efficiently performing building equating to lower utility costs and energy consumption. The exterior walls are projected to average around R16 by including thermally separated aluminum window frames and multi-pane low-e glass. Energy use to heat and cool the building will be significantly reduced.

## **Design Criteria**

### **Building Site**

Not applicable to this project as no change in building footprint is planned.

### **Flood Mitigation Analysis**

Not applicable to this project as no change in building footprint is planned.

### **LEED Goal**

The project is waived due to being primarily maintenance. Revitalization of existing buildings is inherently sustainable as envelop and mechanical systems are brought to current standards.

### **Architectural**

The project will replace exterior windows at floors 2-12, similar to the recently completed Westfall Hall project (shown below). In addition, there will be some revitalization of interior finishes in residential and corridor areas of all floors, to include removal of built-in wardrobes, wall repairs, paint and flooring.



**Westfall Hall after Window Replacement**

## **Mechanical, Electrical, Plumbing and Utility Narrative**

The project will address maintenance items such as:

- Expansion joint and valve replacements for the building's hydronic heating system
- Smoke detector replacement
- Upgrade light fixtures to LED
- Electrical receptacle and switch replacements
- Addition of booster pumps or other solution to address low water pressure on upper floors
- Heating water pump replacements
- Sump pump replacement
- Replacement of one (1) single-zone heating-only air handler with integration into existing pneumatic control system.
- Replacement of one (1) dual-deck multi-zone air handler with integration into existing pneumatic control system.
- Drinking fountain replacement and relocation

The scope items above may trigger potential building code-required modifications such as repair and upgrades of fire dampers, fire caulking and firestopping, door hardware modifications, new interior building signage, and new bi-directional amplification system installation. These code-required scope items will be included in the scope of the project, if required.

### **CSU Standards**

The CSU Building Construction Standards Manual is available at:

[http://www.fm.colostate.edu/constr\\_standards](http://www.fm.colostate.edu/constr_standards)

The CSU Standards are to be used as guidelines for design. They are divided into 3 parts for use by Architects and Engineers: the first part is administrative; the second part discusses requirements for design and deliverables at each stage of the design process; the third part consists of the technical standards arranged by CSI division. The Standards are a work in progress, and as such, any question about the applicability of a standard should be discussed with the project manager. The Standards should never be referenced or copied in Contract Documents – the design is expected to embody and conform to the Standards. Contractors are not to be directed to review the Standards as a contract requirement.

### **CSU INCLUSIVITY STANDARDS-not applicable to this project**

#### **LIST OF APPLICABLE CODES**

##### **List of applicable codes –**

Approved building codes and standards have been adopted by the Office of the State Architect (herein referred to as State Buildings Program (SBP)) and other state authorities, and are identified below as the minimum requirements to be applied to all construction projects at state agencies and institutions of higher education owned facilities.

Approved building codes and standards are adopted by the Office of the State Architect (herein referred to as State Buildings Program (SBP)) and other state authorities, and are identified below. These minimum requirements are to be applied to all construction at state agencies and institutions of higher education owned facilities.

**The 2021 edition of the International Building Code (IBC)**

(As adopted by the Colorado State Buildings Program as follows: Chapter 1 as amended, Chapters 2-35 and Appendices C and I).

**The 2021 edition of the International Existing Building Code (IEBC)**

(As adopted by the Colorado State Buildings Program as follows: Chapters 2-16, Appendices A-C and Resource A) Effective December 2020.

**The 2021 edition of the International Residential Code (IRC)**

(As applicable)

**The 2021 edition of the International Mechanical Code (IMC)**

(As adopted by the Colorado State Buildings Program as follows: Chapters 2-15 and Appendix A)

**The 2021 edition of the International Energy Conservation Code (IECC)**

(As adopted by the Colorado State Buildings Program and Colorado Energy Office)

**Colorado Model Electric Ready and Solar Ready Code**

(Published by the Colorado Energy Office) Effective July 1, 2023

**The 2023 edition of the National Electrical Code (NEC) (NFPA 70®)**

(As adopted by the Colorado State Electrical Board) Effective July 1, 2023

**The 2021 edition of the International Plumbing Code (IPC)**, first printing (March 2020) (As adopted by the Colorado Examining Board of Plumbers)

**The 2021 edition of the International Fuel Gas Code (IFGC)** first printing (August 2020) (As adopted by the Colorado Examining Board of Plumbers)

**The National Fire Protection Association Standards (NFPA)**

(As adopted by the Department of Public Safety/Division of Fire Prevention and Control)

**The 2021 edition of the International Fire Code (IFC)**

(As adopted by the Department of Public Safety/Division of Fire Prevention and Control (DFPC). Projects requiring DFPC review should be designed with the most restrictive requirements)

**The 2015 edition of the ASME Boiler and Pressure Vessel Code**

(As adopted by the Department of Labor and Employment/Boiler Inspection Section) Effective July 1, 2017.

**The 2017 edition of the National Boiler Inspection Code (NBIC)**

(As adopted by the Department of Labor and Employment/Boiler Inspection Section) Effective July 1, 2017.

**The 2015 edition of the Controls and Safety Devices for Automatically Fired Boilers CSD-1**

(As adopted by the Department of Labor and Employment/Boiler Inspection Section) Effective July 1, 2017.



**The 2015 edition of the Boiler and Combustion Systems Hazards Code, NFPA 85**

(As adopted by the Department of Labor and Employment/Boiler Inspection Section) Effective July 1, 2017.

**The 2019 edition of ASME A17.1 Safety Code for Elevators and Escalators**

(As adopted by the Department of Labor and Employment/Conveyance Section) Effective January 1, 2021.

**The 2005 edition of ASME A17.3 Safety Code for Existing Elevators and Escalators**

(As adopted by the Department of Labor and Employment/Conveyance Section Effective January 1, 2021.

**The 2017 edition of ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts**

(As adopted by the Department of Labor and Employment/Conveyance

**The current edition of the Retail Food Establishment Rules and Regulations**

(As adopted by the Department of Public Health and Environment/Division of Environmental Health and Sustainability)

**The Current edition of ICC/ANSI A117.1, Accessible and Usable Buildings and Facilities**

As referenced in the adopted edition of the International Building Code.

The Secretary of the Interior's Standards for Rehabilitation

(As required by the Colorado State Historic Preservation Office for designated historic properties)

Note: Additional codes, standards and appendices may be adopted by the state agencies and institutions in addition to the minimum codes and standards herein adopted by State Buildings Programs.

1. The 2021 edition of the IBC became effective on July 1, 2022. Consult the state electrical and plumbing boards and the state boiler inspector and conveyance administrator and the Division of Fire Prevention and Control for adoption of current editions and amendments to their codes.
2. Projects should be designed and plans and specifications should be reviewed based upon the approved codes at the time of A/E contract execution. If an agency prefers to design to a different code such as a newer edition of a code that State Buildings Programs has not yet adopted, the agency must contact SBP for approval and then amend the A/E contract with a revised Exhibit C, Approved State Building Codes. Please note that the state plumbing and electrical boards enforce the editions of their codes that are in effect at the time of permitting not design.
3. The state's code review agents, or the State Buildings Programs approved agency building official, shall review all documents for compliance with the codes stipulated herein. Note: The Department of Public Health and Environment, Division of Consumer Protection will review drawings for food service related projects.
4. This policy does not prohibit the application of various life safety codes as established by each agency for specific building types and funding requirements. NFPA 101 and other standards notwithstanding, approved codes will supersede where their minimum requirements are the most restrictive in specific situations. If a conflict arises, contact State Buildings Programs for resolution.
5. It is anticipated that compliance with the federal Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) and Colorado Revised Statutes Section 9-5-101 will be met by compliance with the 2015 International Building Code and ICC/ANSI A117.1. However,

each project may have unique aspects that may require individual attention to these legislated mandates.

6. The 2018 edition of the International Building Code (IBC) is to be applied to factory-built nonresidential structures as established by the Division of Housing within the Department of Local Affairs.

#### **A. Appendices**

Appendices are provided to supplement the basic provisions of the codes. Approved IBC Appendices are as follows:

1. Mandatory

IBC Appendix Chapter C - Agricultural Buildings  
IBC Appendix Chapter I - Patio Covers

2. Optional

Any non-mandatory appendix published in the International Building Code may be utilized at the discretion of the agency. Use of an appendix shall be indicated in the project code approach.

#### **B. Amendments**

1. International Building Code, Chapter 1 as amended
2. International Building Code Chapter 29 as amended

## **Project schedule, cost estimates and financing**

### **Schedule/phasing**

Once approvals are in place the entire project is expected to take 15 months to complete. CSU anticipates a Design Build with GMP delivery method.

### **Financing**

The estimated budget is \$15.0M, to be funded with Housing and Dining Services cash and a bond supported by Housing and Dining Services revenues.

### **Cost estimate/methodology**

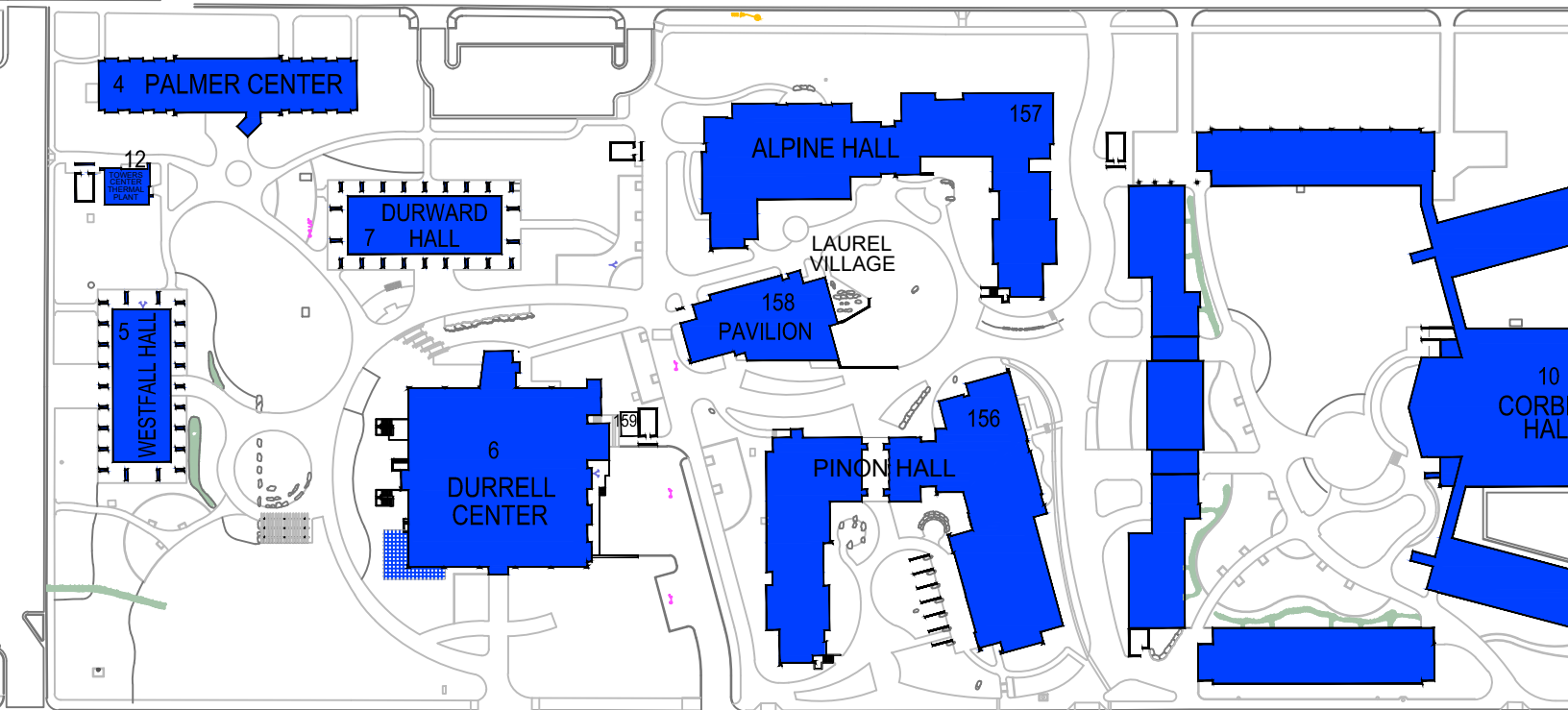
Cost estimates were based on the recently completed Westfall Hall project, escalated for inflation. CSU standards specify that the A/E document 20% of the construction budget in bid alternates, to cover potential volatility in the construction market as the project progresses.

Monte

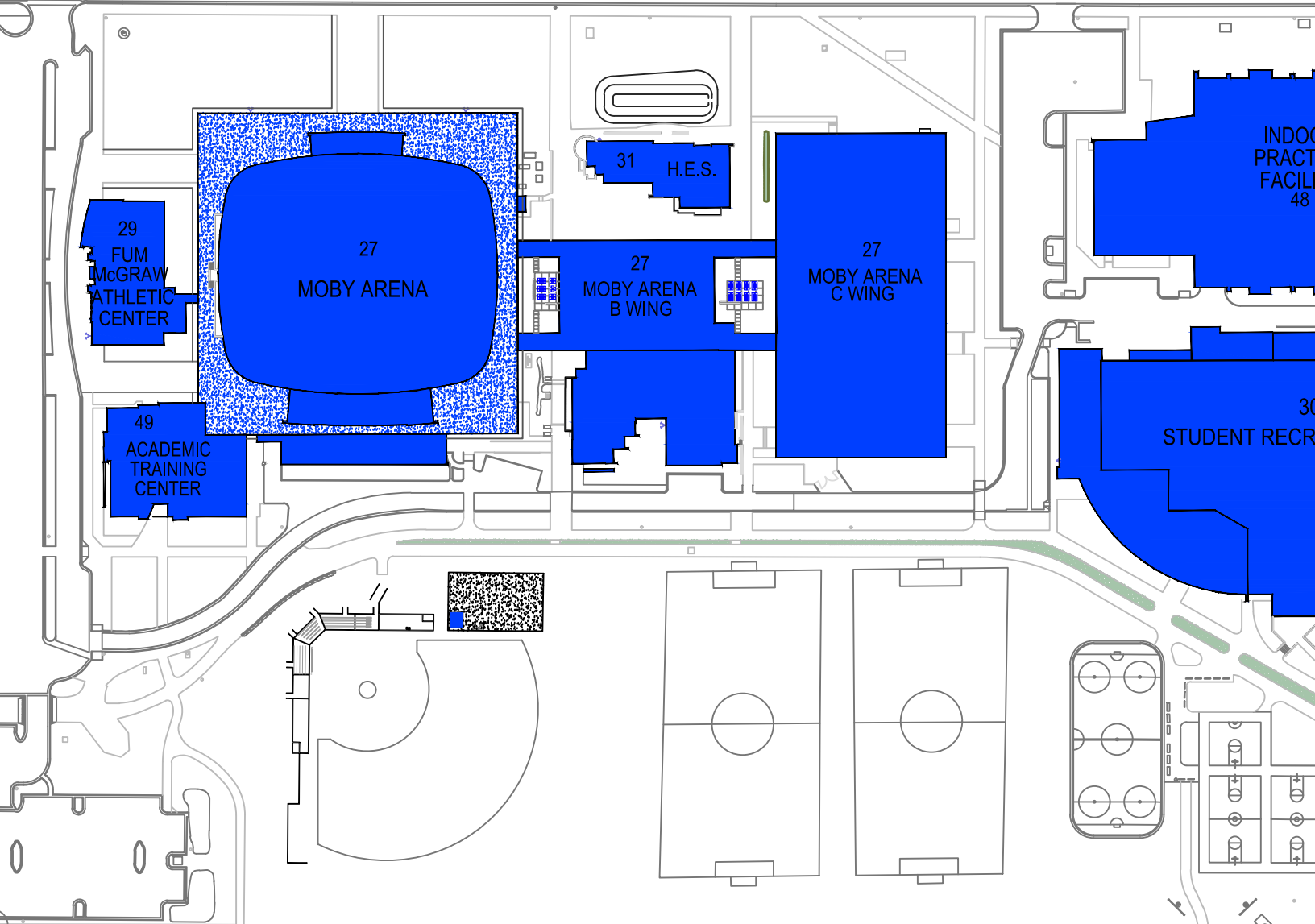
Armst

Washir

Laurel Street



West Plum Street



# Durward Hall Renovation and Window Replacement

11.6.2023

Project Budget			Remarks
<b>Professional Services</b>			
	Site Survey, Geotechnical	0	
	Consultants - Architects, Engineers, Vibration, Acoustics	900,000	
	Commissioning and Advertisements	1,500	
	Project development fee	354,250	
	Independent Code Review, code insp, material tests	28,000	
	PFA plan review	20,000	
	<b>Total Professional Services</b>	<b>1,303,750</b>	
<b>Construction</b>			
	New Space -	0	
	Renovated space- 104,000gsf	10,355,000	
	Site Work Service/Utilities	0	
	Site Improvements/Landscaping	0	
	<b>Subtotal Construction Costs</b>	<b>10,355,000</b>	
<b>Equipment &amp; Furnishings</b>			
	Fixed Equipment	0	
	Moveable Equipment	1,900,000	new furnishings
	CSU Communications/AV	70,000	
	CSU Notifier system	8,000	
	<b>Total Equipment and Furnishings Costs</b>	<b>1,978,000</b>	
<b>Miscellaneous</b>			
	<b>Total Miscellaneous Costs</b>	<b>0</b>	
<b>Subtotal Project Cost</b>		<b>13,636,750</b>	
<b>Project Contingency</b>			
	Project Contingency10%	1,363,675	
	<b>Total Contingency</b>	<b>1,363,675</b>	
<b>Budget- Occupancy in Aug 2025</b>		<b>\$ 15,000,425</b>	

This opinion of probable cost is made on the basis of experience, qualifications and best judgement of a professional cost consultant familiar with the construction industry, combined with the professional experience of Facilities Management. FM cannot guarantee that proposals, bids or actual construction costs will not vary from this cost estimate due to market conditions at the time of the bid.

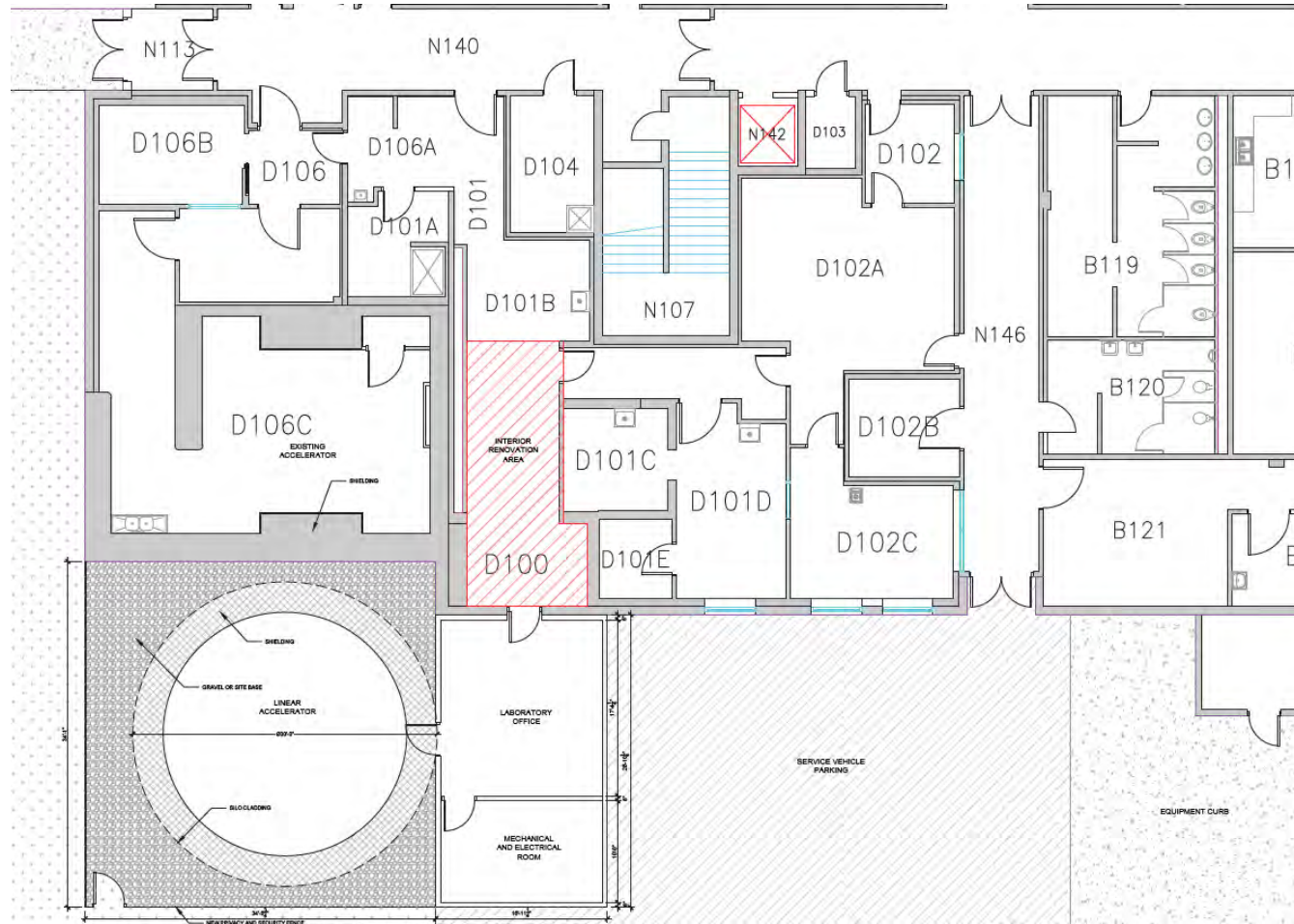
**COLORADO STATE UNIVERSITY**  
Facilities Planning Design and Construction

VETERINARY TEACHING  
HOSPITAL LINEAR ACCELERATOR

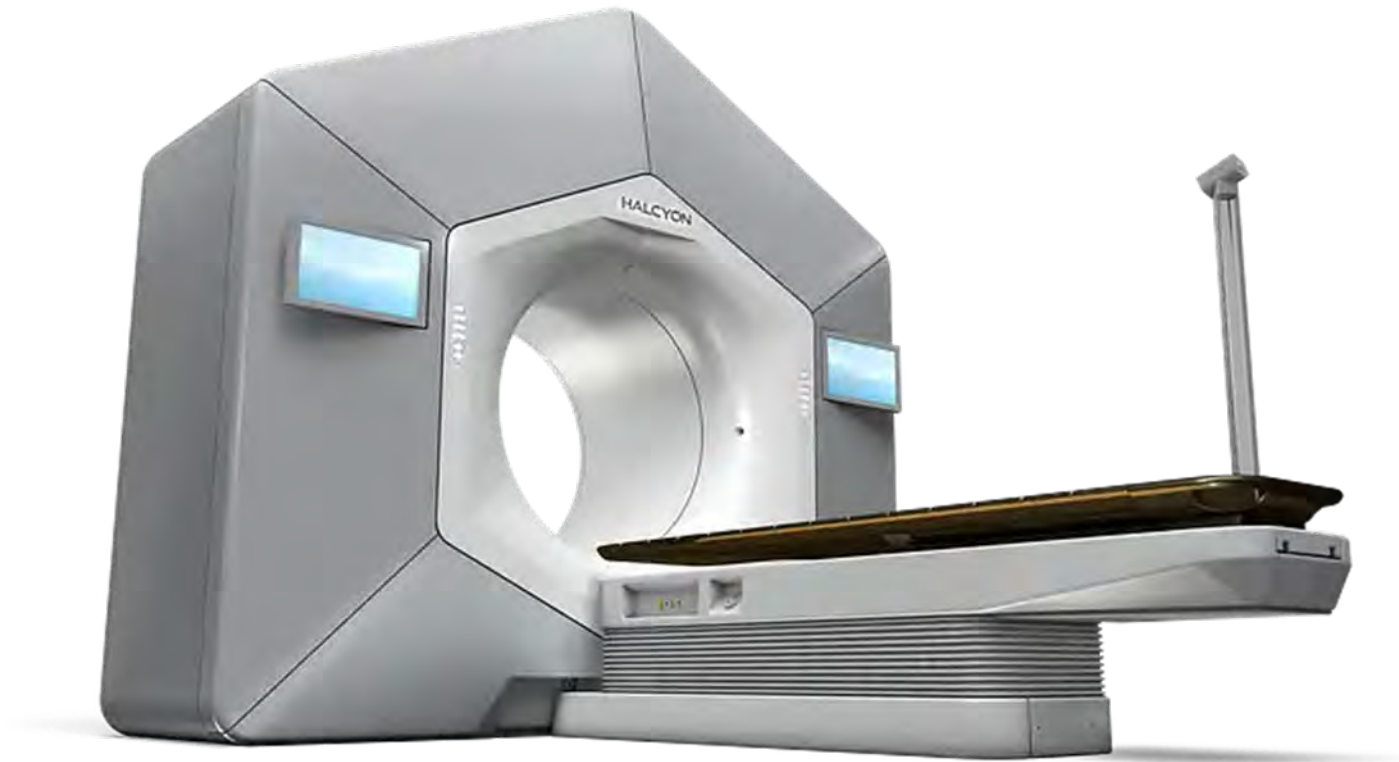
# LINEAR ACCELERATOR ADDITION-SITE PHOTO



# VTH FLOORPLAN WITH ACCELERATOR ADDITION



# LINEAR ACCELERATOR





**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**MATTER FOR ACTION:**

Approval of the Colorado State University Program Plan for the Veterinary Teaching Hospital Linear Accelerator Addition.

**RECOMMENDED ACTION:**

MOVED, that the Board of Governors of the Colorado State University System approves the Program Plan for the Veterinary Teaching Hospital Linear Accelerator Addition.

**EXPLANATION:**

Presented by Brendan Hanlon, Vice President for University Operations.

The project will construct an approximately 1200 gsf linear accelerator vault on the west side of the existing Veterinary Teaching Hospital, to house a second linear accelerator. The current linear accelerator is nearing the end of life and lead time to replace this equipment is estimated at 3-5 years. Bringing a second accelerator on-line now will allow for additional capacity in the near term and for treatments to continue when the existing accelerator is replaced.

The estimated budget is \$5M to be funded through donations and a municipal lease.

Once approvals are in place the project is estimated to take 18 months to complete. CSU anticipates a design build with GMP delivery method for the vault construction. Equipment is being purchased separately.

A more detailed project description can be found in the attached Summary of the Program Plan, and the full document is posted at <https://www.fm.colostate.edu/>.

**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**SUMMARY OF PROGRAM PLAN FOR THE VETERINARY TEACHING HOSPITAL  
LINEAR ACCELERATOR ADDITION**

The project will construct an approximately 1200 gsf linear accelerator vault on the west side of the existing Veterinary Teaching Hospital, to house a second linear accelerator. The current linear accelerator is nearing the end of life and lead time to replace this equipment is estimated at 3-5 years. Bringing a second accelerator on-line now will allow for additional capacity in the near term and for treatments to continue when the existing accelerator is replaced.

The [Flint Animal Cancer Center](#) oncology service includes three radiation oncology faculty, four radiation oncology residents, and four radiation oncology technicians. Over the last four decades, Flint Animal Cancer Center radiation oncologists have pioneered several radiation protocols. They were the first veterinary oncology service in the U.S. to employ a linear accelerator for treatment of companion animals, the same technology used to treat people, and the first veterinary oncology service in the world to offer Stereotactic Radiation Therapy.

The most common type of radiation therapy is external beam radiation therapy, also known as teletherapy. Teletherapy is delivered by a radiation-producing machine like a linear accelerator, or from a machine housing a radioactive source, such as a cobalt machine. Radiation travels from the machine to the patient, where the radiation “dose” is delivered to the tumor and surrounding normal tissues. While the patient remains in position, the machine revolves around the patient so that radiation is delivered from many different angles.

A team representing all stakeholders worked on options for the project for more than a year. The team decided to separate this project from the larger VTH/VHC project because of timing, cost and the support of a generous donor who made it possible to move forward. Expediency is critical to continue to treat patients, train already enrolled veterinary radiation oncology specialists and medical physics students, and to maintain our best in the world status in radiation biology and comparative oncology research.

The estimated budget is \$5M to be funded through donations and a municipal lease. Once approvals are in place the project is estimated to take 18 months to complete. CSU anticipates a design build with GMP delivery method for the vault construction. Equipment is being purchased separately.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# Section 6

## *Annual Campus Safety Reports*

- Colorado State University
- Colorado State University – Pueblo

# CAMPUS SAFETY THE CLERY ACT



# The Clery Act

## Three Primary Requirements:

- Policy Disclosure to Campus Community
  - Procedures for reporting criminal actions, emergencies occurring on campus, campus law enforcement
- Records Retention and Reporting
  - Keep daily crime log open for public inspection
  - Publish and distribute annual security report
- Issue Campus Alerts
  - “Timely Warning” or “Emergency Notification”



# Campus Safety at CSU Pueblo

- CSU Pueblo Safety Team
  - Cabinet level leadership; Director of Campus Safety; Deputy General Counsel; Pueblo County Sheriff's Office
- Pueblo County Sheriff's Office
  - Full service Law Enforcement: Lieutenant; 8 deputies
  - 24/7 coverage
  - Integrated into campus
  - Access to all Sheriff's Office resources and personnel
  - Provides training; participates on committees
  - Campus policing philosophy



# CSU Pueblo Statistics

- Safety statistics from CSU Pueblo's annual safety report
  - CSU Pueblo had 3 sex offenses to report for Clery in 2022
  - 6 reportable incidents of Dating Violence, Domestic Violence and/or Stalking



# Campus Safety at CSU

- CSU Public Safety Team
- Colorado State University Police Department
  - Chief Jay Callaghan
  - CSUPD is a full-service law enforcement agency
  - Mission: CSUPD supports the educational mission of CSU by providing professional, community-based services that enhance the health and safety of all community members
  - Resource for safety and security issues on campus
- Coordinates with Fort Collins Police Services, Larimer County Sheriff's Office, and other law enforcement agencies





# CSU Statistics

- Safety statistics from CSU's Annual Safety Report
- There was an increase in reported sex offenses in 2022
  - 53 sex offenses reported in 2022 (20 reports in 2021, and 15 reported in 2020)
  - 34 reports of dating violence, domestic violence, and stalking
- It appears these statistics are consistent with peer institutions and national trends. The increase in reported statistics partially reflects the ongoing commitment to encourage reporting, as well as more in-person activities following a reduction in COVID-related protocols.



# CSUPD

CSUPD Chief Jay Callaghan:

## Changes and Challenges in Campus Policing

**COLORADO STATE UNIVERSITY SYSTEM**

COLORADO STATE UNIVERSITY | CSU - PUEBLO | CSU - GLOBAL



# Questions?

**COLORADO STATE UNIVERSITY SYSTEM**

COLORADO STATE UNIVERSITY | CSU - PUEBLO | CSU - GLOBAL





**COLORADO STATE  
UNIVERSITY**

# 2023 Annual Security and Fire Safety Report

<https://clery.colostate.edu/annual-security-and-fire-safety-report/>

Prepared by the Clery Compliance Committee

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## About this Report

A landmark federal law adopted in 1990 and amended in 1998, now called the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, section 485(f) of the Higher Education Act of 1965, requires institutions of higher education to disclose campus crime statistics and security information.

This report – called the Annual Security and Fire Safety Report, or the ASFSR – meets the Clery Act’s requirements and provides valuable information to current and prospective students, employees, and their families about safety and security at Colorado State University. This report also outlines the university’s policies on drugs, alcohol, and interpersonal violence, among other policies. Interpersonal violence includes sexual assault, domestic violence, dating violence, and stalking.

This report is created through a collaborative effort across the university. Those involved in compiling statistics and information include these CSU offices:

- Colorado State University Police Department
- Safety and Risk Services
- Office of Title IX Programs and Gender Equity
- Division of Student Affairs
  - Housing & Dining Services
  - Support & Safety Assessment
  - Student Resolution Center
  - Fraternity & Sorority Life
- Women and Gender Advocacy Center
- CSU Athletics
- International Programs
- Facilities Management
- Office of General Counsel

The Annual Security and Fire Safety Report informs the university community about statistics for the types of crimes that the Clery Act requires the university to publish.

These crime categories are:

- Criminal homicide (murder and non-negligent manslaughter)
- Sex offenses (sexual assault, rape, fondling, incest, statutory rape)
- Aggravated assault
- Arson
- Robbery
- Burglary
- Motor vehicle theft

- Hate crimes, defined as “a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim,” including the above crimes plus larceny – theft, simple assault, intimidation, destruction or vandalism of property
- Dating violence, domestic violence, and stalking

This report is published every fall and is required by the Clery Act to be distributed to all students and employees on or before October 1 of each year.

Statistics of these crimes are provided for the previous three years. The statistics show these crimes that occurred on university property and certain non-campus property and public property associated with the university.

In addition, statistics are reported for students who are arrested or referred for university disciplinary action for liquor law violations, drug law violations, and carrying and possessing illegal weapons. Referrals are counted when there is not arrest. When there is both a referral and an arrest, only the arrest is reflected in the chart (the referral is not).

CSU reports statistics for Clery crimes that occurred on properties that are within the university’s Clery geography, which are geographic areas defined by the Clery Act.

This includes:

- On-campus property: all properties that the university owns or controls within the same reasonably contiguous geographic area that are used in any manner related to the institution’s educational purposes, including the residence halls and apartments. This counts all university campuses.
- Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within a campus, or immediately adjacent to and accessible from a campus, not including private homes and businesses.
- Non-campus buildings and property: all other property that the university owns or controls that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and that is located outside of the reasonably contiguous campus area, including buildings or property owned or controlled by a student organization officially recognized by CSU.

Statistical information is requested from our law enforcement partners within Colorado, in other states, and in international locations, when the property is considered university non-campus property under the Clery Act.

Statistics are maintained for all fires that occurred during the previous three years in on-campus student housing.

A Clery compliance committee requests and compiles statistics for the report each year, based on information received from offices and agencies listed above and from campus security authorities. Those statistics are counted and compiled into classifications for the report.

Offices across the university review content associated with their responsibilities before it is included in the report. The Clery compliance committee works to ensure that the report meets requirements of the Clery Act and provides the most accurate information regarding crime, fire, safety, and related policies at CSU.

The report is sent each year via email to students and employees, and published online to be made available to parents, potential students and employees, and the general public.

The report includes information about procedures, policies and crime prevention programs including:

- How to report a crime to CSU police
- Law enforcement databases of registered sex offenders
- Drug, alcohol, and interpersonal violence disciplinary procedures
- How and when the university issues warnings to students, faculty and staff of potentially dangerous criminal and emergency situations
- University building and grounds evacuation procedures

This report is available online at [clery.colostate.edu](http://clery.colostate.edu). A printed copy is available by request from the Clery compliance program director or may be printed from the online PDF version (also at [clery.colostate.edu](http://clery.colostate.edu)). The police department makes a daily crime and fire log for relevant campuses available to anyone on request and publishes the log online at [police.colostate.edu/daily-crime-and-fire-log/](http://police.colostate.edu/daily-crime-and-fire-log/).

This annual report is published no later than October 1 of each year, unless otherwise determined by the U.S. Department of Education, and a notice of its publication with a link is emailed to every current CSU student and current employee on or before that date. The Office of Admissions website notifies prospective students of the report's availability, and prospective employees are notified as they apply through the talent management system.

To provide a clear definition of terms as defined at CSU for all individuals who review this report, there is an appendix of some of the terms contained within the Clery requirements not otherwise defined in the full Annual Security Report. This appendix is located at the end of this report. Within the index is reasonable interpretation for some of the terms found within the Clery Act and intend to provide the plain meaning of said terms as we have interpreted them here at CSU with legal guidance and guidance from the Department of Education.



## Nondiscrimination Statement

Consistent with its [Non-Discrimination Statement](#), [Discrimination and Harassment](#) policy and [Title IX](#) policy, the University prohibits discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following are designated to handle inquiries regarding the University's non-discrimination policies:

Director  
Office of Equal Opportunity  
101 Student Services Building  
Fort Collins, CO 80523-0160  
(970) 491-5836  
[oeo@colostate.edu](mailto:oeo@colostate.edu)

Title IX Coordinator  
Office of Title IX Programs and Gender Equity  
123 Student Services Building  
Fort Collins, CO 80523-0160  
(970) 491-1715  
[titleix@colostate.edu](mailto:titleix@colostate.edu)

## CSU Drug, Marijuana, Alcohol and Tobacco Policies

CSU's alcohol and drug policy applies to all members of the university community, including staff, faculty, students, affiliates, volunteers, and visitors. The full policy is available at <http://policylibrary.colostate.edu/policy.aspx?id=738>.

The university prohibits the following on any university-owned or controlled property, or at university activities:

- Illegally manufacturing, distributing, dispensing, possessing, or using illicit drugs, including marijuana and its derivatives
  - Possessing a medical marijuana permit does not allow for the possession, use or storage of marijuana anywhere on university property, including in residence halls and university apartments
  - Possessing, selling, or using drug paraphernalia
- Anyone younger than 21 possessing or drinking alcohol on university property
- Intentionally or knowingly selling or furnishing alcohol to anyone younger than 21, or anyone obviously inebriated
- Possessing or consuming alcohol or drugs, or being impaired by alcohol or drugs, while:
  - In a university laboratory, mechanical shop, or other place where the risks of injury are higher than under normal circumstances
  - Driving a university vehicle or machinery
  - Performing university job duties
  - Volunteering for the university
  - Interacting with children while working or volunteering at the university or at a university sponsored event
- Students and employees may not use alcohol, controlled substances or illicit drugs so as to adversely affect academic or job performance, endanger the physical well-being of themselves or others, or in a way that leads to property damage or serious misconduct

CSU, through University Housing, Student Conduct Services and CSU Police Department enforces the Student Conduct Code, state underage drinking laws, and local, state, and federal drug laws.

CSU does permit the lawful use of alcohol at events and in connection with activities on CSU property, with permission from the university Office of Risk Management and Insurance. For more information, see the policy at <http://policylibrary.colostate.edu/policy.aspx?id=738>.

### Violating University, State or Federal Drug and Alcohol Policy or Law

#### Students

All CSU students are required to comply with the Student Conduct Code, [resolutioncenter.colostate.edu/student-conduct-code/](http://resolutioncenter.colostate.edu/student-conduct-code/), which sets behavior expectations for students,

including expectations regarding drug and alcohol use.

The Student Conduct Code prohibits student use, possession, manufacturing, and distribution of illegal drugs. This includes:

- Prescription drugs used in a manner other than as prescribed
- Marijuana
- Narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, and other controlled substances
- Drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs

The Student Conduct Code applies to student behaviors on and off campuses.

If a student is found to have violated drug or alcohol conduct expectations, the student may be subject to discipline under the Student Conduct Code, as well as criminal prosecution under federal and state laws.

CSU, through University Housing, Student Conduct Services and CSU Police Department enforces the Student Conduct Code, state underage drinking laws, and local, state, and federal drug laws.

## **Employees**

The university may properly intervene when employee use of alcohol or drugs affects job performance and conduct.

Employees covered by the Alcohol and Drugs policy, [policylibrary.colostate.edu/policy.aspx?id=738](http://policylibrary.colostate.edu/policy.aspx?id=738), may not report to work or be at work while impaired by alcohol or drugs, even those lawfully prescribed, as determined under a reasonable suspicion standard. Employees who violate the university's policies concerning illicit drugs face discipline outlined in university policies and procedures.

Employees may also be subject to criminal prosecution under federal and state laws for drug-related criminal offenses.

Each employee must notify the university's Vice President in writing no later than five days after being convicted for any criminal alcohol or drug statute violation. A conviction is a finding of guilt (including a plea of no contest or *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of criminal drug statutes. The university must take disciplinary action within 30 days after receipt of any notice; disciplinary sanctions include reprimand, probation, expulsion, eliminating or lowering salary increases for a period of time, temporary suspension with or without pay, termination, and referral to civil authorities for prosecution consistent with local, state, and federal law and University policy.

## Colorado Immunity from Arrest and Prosecution Law

Colorado law protects people from criminal prosecution for certain drug and alcohol violations if they call for help in an alcohol- or drug-related emergency, including marijuana ([C.R.S. §18-1- 711](#)).

The caller will be immune from criminal prosecution if they comply with the following:

- The caller must provide their name to police or emergency medical services.
- The caller must remain on scene until help arrives.
- The caller must cooperate with police and emergency medical services.

Immunity also extends to the person in need of medical attention if that person complies with these same requirements.

## CSU Responsible Action Exemption Policy for Students

Students or organizations, both on and off campuses, who seek medical attention for themselves or on behalf of another student related to the use of drugs or alcohol will not be charged with violations of the Student Conduct Code related to that incident under this exemption ([resolutioncenter.colostate.edu/responsible-action-exemption/](http://resolutioncenter.colostate.edu/responsible-action-exemption/)).

- The student seeking exemption for the emergency must comply with the recommendations of the Student Conduct Services hearing officer. These may include an assessment related to drug or alcohol use and treatment recommendations.
- Failure to complete an assessment may result in charges against the student filed with Student Conduct Services.
- The university may notify the parents or guardians of students if a student involved in the situation is younger than 21 and was transported to the hospital for medical attention.

## Marijuana Use and Possession on Campuses

The use and possession of marijuana is prohibited on all property owned or controlled by the university and during all activities sponsored by the university, wherever located. The potential health and behavioral impacts of marijuana do not fit with CSU's mission as an academic institution and a safe, fast-paced, high-functioning work environment. Federal agencies continue to enforce federal law against those who facilitate the illegal use of marijuana, despite state law.

Amendment 64 of Colorado's Constitution ([fcgov.com/mmj/pdf/amendment64.pdf](http://fcgov.com/mmj/pdf/amendment64.pdf)) legalizes certain activities related to marijuana under Colorado law, yet Amendment 64 specifically authorizes the university – as a school and an employer – to prohibit the possession and use of marijuana.

In addition, although Amendment 64 passed in Colorado, marijuana remains illegal under the federal Controlled Substances Act, which prohibits marijuana possession and use. This federal law applies to recreational and medical uses of marijuana. It is not a defense that the person holds a medical

marijuana card.

Students and employees who violate this policy are subject to university discipline.

Federal laws such as the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act also restrict use of marijuana in the workplace. These federal laws require the university to prohibit the use of marijuana on campuses.

The CSU Police Department, along with Student Conduct Services, enforces the university-wide prohibition of marijuana.

CSU strives to maintain a safe workplace. Employees who are under the influence of marijuana, just like with alcohol, create serious safety risks when operating machinery or working with potentially hazardous materials or substances in the workplace.

While performing their job duties:

- CSU employees are prohibited from consulting or assisting with the cultivation, sale, distribution, or use of marijuana.
- Any employee who provides such assistance shall be acting outside the scope of his or her employment and assumes personal liability for such action.
- CSU is not required to accommodate an employee's medical or recreational use of marijuana.
- Illegal drug use is a bar to acquisition or renewal of a federal security clearance.

### **CSU Employee Drug, Alcohol Treatment and Educational Programs**

Colorado policy is that treatment may be more appropriate for alcoholics and intoxicated individuals than criminal prosecution. Employees should be afforded a continuum of treatment to help them lead normal lives as productive members of society [[C.R.S. §27-81-101\(1\)](#)].

The state supports the following kinds of treatment facilities and services [[C.R.S. §27-81-101\(2\)](#)]:

- Screening centers for alcoholics
- Medical detoxification
- Intensive treatment
- Halfway-house care
- Outpatient rehabilitative therapy, orientation, education, and in-service training
- Patient transportation

To find a mental health or substance abuse treatment facility in your area, visit this list [findtreatment.samhsa.gov](http://findtreatment.samhsa.gov).

Colorado State University's Employee Assistance Program offers on-site assessment and referrals, third-

party counseling and support in linking to treatment and counseling for employees struggling with mental health and substance related issues. More information can be found at the Employee Assistance Program website at [hr.colostate.edu/employee-assistance-program/](http://hr.colostate.edu/employee-assistance-program/).

A CSU employee can learn more about the Employee Assistance Program and engage in services by contacting the Employee Assistance Coordinator at 970-491-3437.

More information about community resources can be obtained by viewing the CARE Program website at [hr.colostate.edu/care-program/](http://hr.colostate.edu/care-program/) or contacting the Community Resources Coordinator by phone at 970-491-4839.

More information on health effects, usage trends, and marijuana regulation:

- National Institute on Drug Abuse [www.drugabuse.gov/publications/drugfacts/marijuana](http://www.drugabuse.gov/publications/drugfacts/marijuana)
- Substance Abuse and Mental Health Services Administration [www.samhsa.gov](http://www.samhsa.gov)
- CSU Health Network cannabis resources <https://health.colostate.edu/cannabis/>

## Student Drug and Alcohol Treatment and Educational Programs

New students younger than 23 must complete an online alcohol awareness program. This is an interactive, online program designed to inform students about how alcohol affects the body, mind, perception, and behaviors. The research-based course offers accurate information in a non-judgmental tone, while providing personalized feedback that encourages students to consider their own drinking decisions and those of their peers.

The CSU Health Network is a student service that provides a full range of medical, mental health, and health education and prevention services to optimize student health and the health of the university community. All students registered for six or more credit hours pay the university health fee and counseling fee and are eligible to use the CSU Health Network.

Students do not need to be enrolled in the CSU Student Health Insurance Plan to access services. The CSU Student Health Insurance Plan provides additional benefits. Any student enrolled in fewer than six credits can elect to pay these fees for access.

DAY Programs (Drugs, Alcohol and You) are specialty counseling services offered through the Health Network. DAY serves students who are concerned about their substance use or are required to complete an assessment or engage in treatment by the university's disciplinary system.

DAY offers five specialized programs:

- Live Safe is a three-hour education and discussion group for students who want to learn more about substance use or those who have had a conduct violation.

- BASICS (Brief Alcohol Screening and Intervention for College Students) involves an online assessment of your substance use history and patterns. Individualized feedback is provided during an initial appointment and one follow-up meeting with a counselor. Students may initiate the screen themselves or are referred by the conduct office.
- Taking Steps provides weekly group support for students making changes in their use of drugs and alcohol. This program is open to those voluntarily seeking help and those mandated to treatment by the conduct system.
- Open to Change is an eight-week program for students who both voluntarily complete the program or are mandated by the university to complete the program. Students achieve eight consecutive weeks of abstinence with individual and group counseling.
- Back on TRAC is an abstinence-based, drug court program for students with serious alcohol or drug violations who are mandated to complete the program or would otherwise be dismissed from the university.

In addition to these programs, individual counseling is available for students who want to examine and alter their substance use. DAY works with students whose goals range from reducing the negative impact of substance use to abstinence. Counselors use a nonjudgmental and empathic approach to support students in achieving their goals.

### **Drug Free Schools and Communities Act Compliance**

The Drug and Alcohol Prevention Program website and document developed in accordance with the Drug Free Schools and Communities Act — called DFSCA — of 1989 hold all the information related to our Drug and Alcohol Prevention Program and DFSCA compliance.

This includes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the abuse of alcohol or use of illicit drugs, a list of drug and alcohol programs that are available to employees or students, and a clear statement that CSU will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

This information is sent to all students and employees three times during the year including the issuance of this report. The website can be found at [clery.colostate.edu/dfsca/](http://clery.colostate.edu/dfsca/) where there is a PDF of the most current Drug And Alcohol Prevention Program for download.

More information about alcohol and drugs educational programs and individual assistance can be obtained by contacting:

Manager of Substance Misuse Prevention and Assessment  
CSU Health Network

151 W Lake St, Fort Collins, CO 80524  
(970) 491-7121  
[health.colostate.edu](http://health.colostate.edu)



## Student Rights and Responsibilities

Colorado State University expects students to:

- Maintain standards of personal integrity that are in harmony with the educational goals of the institution.
- Observe national, state, and local laws, and university regulations.
- Respect the rights, privileges, and property of other people.

Students retain the rights, protection, guarantees, and responsibilities that are held by all citizens. The [Student Bill of Rights](#) (<http://policylibrary.colostate.edu/policy.aspx?id=601>) explains other rights that apply to all higher education students in Colorado.

The [Colorado State University Student Conduct Code](#) ([resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf](https://resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf)) applies to conduct that occurs on or off campus and at university programs or activities. Where the alleged conduct involves sexual assault, domestic violence, dating violence, or stalking, different procedures may apply.

See the university's [Title IX website](#) for more information (<https://titleix.colostate.edu>) and the section on interpersonal violence in this report.

Prohibited conduct is described in detail in the Student Conduct Code. Violations of university drug and alcohol policies and state drug and alcohol laws, and all forms of sexual harassment, sexual misconduct, and sexual assault are Student Conduct Code violations regardless of whether criminal charges result from the conduct.

[Disciplinary procedures](#) (<https://resolutioncenter.colostate.edu/sc-procedures/>) under the Student Conduct Code include the following steps:

**Reports:** The student conduct process begins when Student Conduct Services receives a written account of an incident. These reports include but are not limited to police reports, investigation reports from the Office of Title IX Programs and Gender Equity, or incident reports from faculty, staff, or students. A hearing officer will review the information available to decide next steps.

**Review:** If a hearing officer reviews a report and determines that misconduct did not occur, no action will be taken. If, however, it appears the student may have engaged in prohibited conduct as identified in the Student Conduct Code, a hearing officer may assign charges from the Student Conduct Code and schedule a student conduct hearing or pursue an alternative resolution process.

In cases where a student organization is alleged to have engaged in misconduct, the incident will first be reviewed by the lead team to examine the alleged violations and make a recommendation to the director or their designee on next steps which may include but are not limited to: Rams Taking Responsibility, a hearing with the director or their designee, or a hearing conducted with the All

University Hearing Board.

**Notification of Student Conduct Hearing:** The student or organization is notified of the charges in writing, along with the date, time, and location of the hearing. Documentation of the incident will be included with the notice letter. Any information not included in the notice letter that may be considered to determine responsibility will be made available to the responding party for viewing with staff of the Student Resolution Center upon request.

Reproduction of that information in any form is prohibited. Police reports may be made available by the responding law enforcement agency (usually for a fee) or may be made available to the responding party for viewing with staff of the Student Resolution Center upon request.

Requests to reschedule a hearing will be considered by the hearing officer and may be granted at the hearing officer's discretion.

The hearing notice letter is sent to the student's current email address on record with the University. In cases involving a student organization, the notice of hearing will be emailed to the student president of the organization on record.

The student or student organization will have at least two business days to prepare for the hearing unless the student or organization and the hearing officer agree in writing to waive the two business day notice.

In cases where a hearing officer has identified an impacted party, the hearing officer may provide that impacted party with the responding party's charges, along with the date, time, and location of the hearing. Documentation of the incident will be included with the notice letter.

Any information not included in the notice letter that may be considered to determine responsibility will be made available to the impacted party for viewing with Student Resolution Center staff upon request. Reproduction of that information in any form is prohibited.

An impacted party will have the opportunity to participate in the student conduct process. Participation includes the right to present information and provide written statements prior to the responding party's hearing, observe the hearing, bring an advisor and support person to the hearing, and appeal the outcome decision of the hearing. The responding party will have an opportunity to address any information that may affect the findings in the case.

**Notification of Alternative Resolution Process:** In some cases, a hearing officer may offer a resolution option other than a student conduct hearing (e.g., educational workshop, conflict coaching, mediation, restorative justice). If the student or organization chooses to participate in an alternative resolution process and complies with all requirements of that process and its resolution, that incident will not be maintained as part of a reportable student conduct record.

When offering a resolution outside of a student conduct hearing, the hearing officer will consider the severity of the case, the conduct record of the individual student or student organization, and the educational outcomes available. The student or organization will receive in writing the [resolution opportunity available to them](https://resolutioncenter.colostate.edu/conduct/procedures/#alternative-resolution-process) (<https://resolutioncenter.colostate.edu/conduct/procedures/#alternative-resolution-process>).

If the student or organization does not wish to participate in the alternative resolution opportunity, they may request a student conduct hearing. Alternative resolution processes are binding and not subject to appeal. If the student or organization does not complete the alternative resolution process, they may face additional disciplinary action.

Alternative resolution processes include but are not limited to:

**Responsible Action Exemption:** The University seeks to promote a safe and healthy environment for all its students and community members. As such, the university has adopted a Responsible Action Exemption for students seeking medical assistance for themselves or others in emergency situations that result from alcohol or drug use. Responsible Action Exemptions also extend to students and organizations who seek assistance or report planned or actual hazing behavior.

Students or organizations, both on and off campus, who 1) seek medical attention for themselves or on behalf of another student related to the use of alcohol or drugs or 2) who report planned or actual hazing will be exempt from Student Conduct Code charges related to the reported incident, provided that the student or organization complies with any intervention assigned by a hearing officer. If a student is under 21 years old, parents or guardians may be notified if considered necessary or appropriate. The university reserves the right to adjudicate any case in which the violations are egregious or repeated.

If a student or organization believes they qualify for a responsible action exemption, the following steps must be completed:

- The student or organization must make initial contact with an appropriate resource (i.e. law enforcement, medical personnel or university official) to 1) actively seek assistance for themselves or on behalf of another individual at the time medical attention is needed, or 2) report actual hazing when it is occurring or planned hazing activities.
- The student or organization seeking assistance must give their name to law enforcement, medical personnel, or the applicable university official, remain on scene (where applicable), and cooperate with law enforcement, medical personnel, or university officials.
- The student or organization seeking an exemption must meet with a hearing officer from Student Conduct Services and comply with any intervention assigned by a hearing officer.

Failure to complete assigned interventions may result in the application of Student Conduct Code charges.

**Option Letter:** When a report of an alleged violation of the Student Conduct Code is received, a hearing officer may assign charges and offer a student the option to resolve the situation by forgoing a student conduct hearing.

The option letter will be sent to the student's current email address on record with the university and will include the applicable Student Conduct Code charges along with a finding of responsibility. Additionally, the hearing officer will impose one or more discretionary outcomes but will not apply a disciplinary standing. Documentation of the alleged violations may be included with the option letter.

If the student agrees with the findings and sanctions and chooses to complete all discretionary outcomes assigned by the hearing officer, the incident will not be maintained as part of the individual student's reportable conduct record.

If the student disagrees with the findings and sanctions they can choose to schedule a student conduct hearing and all procedures in the Student Conduct Hearing section of this code will apply.

If the student does not contact the Student Resolution Center within ten business days after the option letter is sent it will be assumed that the student accepts responsibility for the charges and will complete all discretionary outcomes by the assigned deadlines.

**Rams Taking Responsibility:** When an alleged violation of the Student Conduct Code involves a student organization, an alternative resolution process may be granted at the discretion of Student Conduct Services.

Student organizations may be offered the opportunity to participate in Rams Taking Responsibility which is an accountability process where the organization conducts its own investigation to identify areas of concern, growth opportunities, and required educational programming to mitigate these concerns.

By participating in Rams Taking Responsibility, the organization must comply with all requirements of that process and its resolution which are binding and not subject to appeal. The incident will not be maintained as part of the organization's reportable discipline record though other notifications may be required. If the student organization does not complete the alternative resolution process, they may face additional disciplinary action.

**Student Conduct Hearing:** A [student conduct hearing](#) is facilitated by a hearing officer authorized by the director of the Student Resolution Center. When the responding party is a student organization, the hearing will be conducted either by the director (or designee) or by the All University Hearing Board.

The purpose of the student conduct hearing is to discuss alleged violations of behavioral expectations as identified in the Prohibited Conduct section of the Student Conduct Code.

As part of this process, students or organizations will be asked to share their perspective related to the alleged violations and discuss personal responsibility as well as community impact.

Those charged with engaging in prohibited conduct will have the opportunity to receive a fair hearing. The formal rules of process, procedure and evidence used by the criminal justice system do not apply to the student conduct process.

**Standard of Proof:** To find that a student or student organization has engaged in prohibited conduct, the standard of proof required is a preponderance of the information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

**Support Persons or Advisors:** A responding party and any impacted party may bring a support person or advisor to the hearing, at their own expense. The support person or advisor may be an attorney.

The support person or advisor may not speak on the student or organization's behalf or participate directly in the hearing. The support person or advisor may not serve in a dual role as a witness in the hearing.

In cases involving alleged violence (including domestic violence and dating violence), sexual misconduct, or stalking a support person or advisor may not be another student except for extraordinary circumstances and approved by a hearing officer.

**Recordings:** All student conduct hearings may be recorded. If the student or organization wishes to have their hearing recorded a request must be made prior to the hearing. If the student or organization requests a copy, the recording of the hearing will be transcribed at the expense of the student or student organization and prepared by a credentialed transcriptionist.

Alternatively, the recording may be made available to the responding party and any impacted party for viewing at the Student Resolution Center. Reproduction of the recording in any way by a responding party, impacted party, or support people or advisors is prohibited.

**Witnesses:** The responding party and any impacted party may bring or request relevant witnesses. A request for witnesses must be made at least three business days prior to a scheduled hearing.

Witnesses may be present only when they are giving information. Witnesses may not serve in the dual role as a support person. Only the hearing officer may ask questions; the responding party or impacted party may suggest questions for each other or witnesses. The hearing officer has the discretion to ensure questions are relevant to the case.

**Missed Hearings:** If the responding party misses the scheduled hearing, the hearing officer may proceed in the student's absence and will decide with the information available on record.

**Accommodations:** Student Conduct Services is committed to providing necessary accommodations to ensure a fair and safe process for participants. Accommodations will take into consideration disabilities, personal safety and language differences.

**Decisions:** The hearing officer determines the [finding of responsibility](https://resolutioncenter.colostate.edu/conduct/procedures/#decisions) (<https://resolutioncenter.colostate.edu/conduct/procedures/#decisions>) for each charge based on the preponderance of information standard—whether it is more likely than not that the responding party engaged in prohibited conduct.

If found responsible for engaging in prohibited conduct as outlined in the Student Conduct Code, the hearing officer will determine appropriate sanctions based on the incident’s severity, impact on others, and the responding party’s student conduct record.

A hearing officer has ten business days from the date of the hearing to provide a decision to a responding party.

The number of days may be extended at the discretion of the hearing officer, who will notify all parties of any delay. The hearing outcome will include the findings of responsibility, rationale for the findings, sanctions (if applicable), and information on the appeal process. In cases involving an impacted party, they will also be notified of the hearing officer’s decision. A copy of the decision may be shared with appropriate university offices.

**Sanctions:** The student conduct process is based on an individual review of each case. The hearing officer will consider the totality of information in each case when determining appropriate [sanctions](#). This includes but is not limited to the severity of the incident, the student or student organization’s student conduct record, demonstrated understanding of the impact of their behavior, and the role that alcohol and drugs may have played in an incident.

The hearing officer may impose one or more sanctions as appropriate for student development and community well-being. More than one sanction listed below may be imposed for any single violation. If the student or student organization fails to complete sanctions by the stated deadline, a “hold” will be placed on the student’s registration status.

A student or organization could face additional disciplinary action for failure to comply with sanctions. The following sanctions may be applied when appropriate.

**Disciplinary Standings:** A hearing officer may apply a disciplinary standing as a sanction for violating the Student Conduct Code.

#### ***Disciplinary Probation***

Disciplinary probation is for a designated period of time during which a student or organization is expected to show appropriate changes in behavior. A violation of the Student Conduct Code while a student or organization is on disciplinary probation or any subsequent misconduct may result in further disciplinary action, including loss of good standing, suspension, or expulsion.

#### ***Loss of Good Standing***

Loss of good standing is for a designated period of time during which the student or organization is expected to show appropriate changes in behavior. A student or organization who is not in good standing with the university and is prohibited from:

- o representing the university through official events
- o serving on a university committee
- o participating in intercollegiate or sports club athletics
- o holding office in a student organization

A violation of the Student Conduct Code while a student or organization is not in good standing or any subsequent misconduct may result in further disciplinary action, including suspension, or expulsion. A student or organization may be given the option of earning back their good standing at the discretion of the hearing officer.

#### ***Disciplinary Suspension***

Suspension is for a designated period of time during which the student may not attend classes, access any university premises, participate in university activities, or be employed by the university. In some instances, the student must fulfill specified conditions before the university will consider re-admission. Disciplinary suspension is noted on the student's official transcript during the period of suspension and until all other sanctions or conditions for re-admission have been completed.

#### ***Deferred Disciplinary Suspension***

Disciplinary suspension is deferred while the student participates in a designated program. The student may remain enrolled if the student is compliant with the designated program. A student on a deferred disciplinary suspension is not in good standing with the university.

#### ***Disciplinary Expulsion***

The student is permanently separated from the university and may not return. The student may not attend classes, access any university premises, participate in university activities, or be employed by the university. The expulsion is permanently noted on the student's official transcript.

#### ***Loss of Student Organization Recognition***

The All University Hearing Board or hearing officer may recommend to the dean of students that a student organization lose recognition after a student conduct hearing. Approval of this action deprives the student organization of the use of university resources, the use of the university's name, and the right to participate in university sponsored activities or recruit Colorado State University students. This loss of recognition may be for a specific period, for an indefinite period of time, or until stated conditions are met.

Should the dean of students approve this action, an official request will also be sent to

the national office that the local student organization's charter be revoked.

**Discretionary Sanctions:** A hearing officer may require the student or organization to complete or comply with discretionary sanctions. Discretionary sanctions include but are not limited to:

### *Academic*

- **Academic penalties:** Instructors may impose a “grading penalty” upon a finding that a student has, either intentionally or unintentionally, committed academic misconduct. The minimum is reduced credit on the assignment and the maximum is course failure, regardless of academic performance. The instructor may also remove the repeat/delete option for a student.
- **Academic misconduct transcript notation:** The “AM” notation by a course grade as a result of academic misconduct may only be added to the official transcript with agreement of both the course instructor and a hearing officer. That negative notation is generally permanent.

### *Admissions*

The university may revoke a student's admission to the university for fraud, misrepresentation, or for other serious violations committed by the student prior to matriculation.

### *Alcohol and Other Drugs*

[Drugs, Alcohol, and You – or DAY- Programs](#) at the CSU Health Network provides a continuum of services including assessment, educational workshops, and treatment that student may be required to complete.

### *Conflict Resolution*

- **Conflict Coaching:** Students have the opportunity to talk about conflict and gain skills to handle conflict in a supportive and confidential environment. Conflict Resolution staff assist students in identifying goals, developing clarity, and managing conflict in the future.
- **Mediation:** Mediation is a voluntary and confidential process where a neutral third-party facilitator helps two or more people in conflict have a constructive conversation about important issues. The mediator does not take sides, give advice, or tell parties what to do. Student Resolution Center staff will mediate small group disputes (i.e., roommate conflicts) and will also facilitate large-scale discussions involving multiple parties.
- **Restorative justice:** A restorative justice conference brings together those who were impacted by an offense, including those who were harmed, those who were



responsible for causing the harm, and impacted community members. Through a facilitated dialogue, they discuss what happened and determine the best ways to repair harm and improve relationships.

- **Impact Circles:** Impact circles are a form of Restorative Justice that brings together small groups of students, who have been found responsible for similar types of offenses, with relevant community stakeholders. Through answering questions about their specific incidents and hearing others' stories and perspectives, students gain a better understanding of the impacts of their behaviors on the larger community.

### *Degree Conferral*

- **Withholding degree:** The University may withhold awarding a degree otherwise earned until the completion of the student conduct process, including the completion of sanctions imposed.
- **Revocation of degree:** The University may revoke a degree for serious violations of the Student Conduct Code committed by the student prior to graduation. Only the Board of Governors may authorize the revocation of a degree.

### *Educational Workshops*

Students may be required to participate in one or more of a variety of workshops designed to address specific knowledge or skill areas. These workshops are intended to help a student learn more about themselves and our shared communities.

### *Housing Modifications*

- **Residential reassignment:** A student may be reassigned to another residence hall room or building for disrupting the residential community or to appropriately separate persons.
- **Residential expulsion:** The student is permanently banned from all residence halls.

### *Interpersonal Violence*

A student may be required to complete an evaluation and recommended treatment.

### *Loss of Privileges*

Privileges afforded to student organizations may be temporarily restricted in relation to the severity of the behavior and the relevant conduct history of the organization. These restrictions may include, but are not limited to:

- Restrictions on social events, including but not limited to restriction of the presence of alcohol at social events.
- Restrictions on recruitment of new members into the organization for a

designated period of time.

- Restrictions on the organization's ability to participate in meetings or events.

### ***Parent or Guardian Notification***

The university may notify parents or guardians when a student under the age of 21 is found responsible for violations of the Student Conduct Code involving alcohol, drugs, or violence. Parental or guardian notification may also be made when a student is suspended or expelled from residence halls or the University.

### ***Restitution***

Monetary compensation for loss or damages to university property.

## **Appeal Process:**

**Appeal of a Disciplinary Decision for an Individual Student:** A responding party may appeal a hearing officer's decision. In cases where an impacted party has been identified by a hearing officer, that individual also has a right to appeal the hearing officer's decision. An appeal must be submitted online within ten business days after the hearing officer's decision is sent to the parties involved.

A hearing officer's decision is considered final if an appeal is not submitted within the specified time. Appeals submitted by another party on a student's behalf will only be accepted when a student acknowledges and affirms that the appeal represents their position. Once an appeal is submitted it is reviewed by the chair of the Appeal Committee. While an appeal is pending, the responding party must comply with all sanctions and restrictions from the hearing officer's decision, unless otherwise specified by the hearing officer.

An appeal is limited to a review of the record of the hearing and supporting information that was evaluated in the decision-making process. New information will only be considered if the chair determines that the information was not available at the time of the hearing.

The appeal will only be granted on one or more of the following grounds:

1. The hearing was not conducted fairly, giving the responding party or any identified impacted party the opportunity to present relevant information. Minor deviations from designated procedures will not be a basis for supporting an appeal unless there is an adverse effect on the outcome of the hearing.
2. The information presented in the case, if believed by the hearing officer, was insufficient to establish that a violation of the Student Conduct Code occurred.
3. The sanctions imposed were not appropriate based on totality of the circumstances.
4. There is new information not available at the time of the original hearing that may be relevant to the final decision.

The chair of the Appeal Committee will review the appeal and the record of the hearing to determine

one of the following actions:

- Deny the appeal.
- Send the case to the director of the Student Resolution Center or designee to review the record, make any necessary modifications, and render a final decision. When the director served as the original hearing officer, the chair of the Appeal Committee will send the appeal to the dean of students or designee to review the record of the case, make any necessary modifications and render a final decision.
- Grant the appeal and convene the Appeal Committee to review the record of the case. New information will be considered at this time.

If the Appeal Committee is convened, upon conclusion of its review, will do one of the following:

- Affirm the findings of responsibility and sanctions. Decisions affirmed by the Appeal Committee are final. Written notification will be provided to the responding party and any impacted party.
- Affirm the findings of responsibility and return the case to the original hearing officer or director of the Student Resolution Center or their designee with recommendations to modify the sanctions. Decisions made after review of the recommendations are final and written notification will be provided to the responding party and any impacted party.
- Recommend reversal of the findings of responsibility if the Appeal Committee disagrees with the hearing officer's evaluation of information in the record and does not believe sufficient information exists to support a violation of the Student Conduct Code. If the Appeal Committee recommends a reversal, the chair will submit a recommendation in writing, as follows:
  - In all cases involving suspension or expulsion from the university (whether imposed by the original hearing officer or recommended by the appeal committee after review), the chair of the Appeal Committee will make a recommendation in writing to the vice provost for Faculty Affairs and the vice president of Student Affairs for a final decision.
  - In all cases involving any form of sexual misconduct or sexual harassment, the chair of the Appeal Committee will make a recommendation in writing to the Vice Provost for Faculty Affairs and Vice President of Student Affairs, who may also consult with the director of Equal Opportunity for a final decision.
  - In all other cases involving individual student violations of the Conduct Code, the chair of the Appeal Committee will make a recommendation in writing to the dean of students or designee who will make a final decision.

If the vice provost for Faculty Affairs and vice president of Student Affairs are unable to agree on the action to be taken, the decision will be referred to the executive vice president and provost for final action.

#### **Composition of an Appeal Committee for an Individual Student:**

In most circumstances the Appeal Committee will be comprised of:

- A chair who will be either a faculty or staff member

- One additional faculty or staff member
- One student appointed by the Associated Students of Colorado State University

In cases involving academic misconduct the Appeal Committee will be comprised of:

- a chair who will be a faculty member
- one additional faculty member
- one student appointed by the Associated Students of Colorado State University

In cases involving interpersonal violence (including domestic violence, dating violence, sexual misconduct, or stalking) the Appeal Committee will be comprised of:

- A chair who will be either a faculty or staff member
- Two additional faculty or staff members
- The director of Equal Opportunity or designee, as a non-voting member.

When an appeal is granted, a list of Appeal Committee members is provided to the responding party and any impacted party. If the responding party or impacted party believes there is a conflict of interest and provides rationale to the chair of the Appeal Committee, they may request the removal of a member. The chair decides whether sufficient reason exists to remove a member.

Members of the Appeal Committee are expected to recuse themselves if they have a conflict of interest. If the chair of the Appeal Committee is recused, has an identified conflict of interest or is unavailable within a reasonable period of time, the director of the Student Resolution Center or designee, will appoint another faculty or staff member to serve as chair. When a member is removed, they will be replaced by another representative from the pool.

### **Appeal of a Disciplinary Decision for a Student Organization:**

A student organization may appeal the decisions made by the All University Hearing Board or a hearing officer. In cases where an impacted party has been identified by a hearing officer that individual also has a right to appeal the decision. An appeal must be submitted online within ten business days after the decision is sent to the parties involved.

The director of the Student Resolution Center or designee serves as the appellate officer for review of decisions made by the All University Hearing Board or a hearing officer. If the director serves as the original hearing officer, the vice president of Student Affairs will appoint a three-person Student Organization Appeal Committee to consider the appeal. The committee will then make recommendations to the vice president of Student Affairs, who will make the final decision regarding the appeal.

A hearing officer's decision is considered final if an appeal is not submitted within the specified time. While an appeal is pending, the student organization must comply with all sanctions and restrictions from the decision unless otherwise specified by the hearing officer or All University Hearing Board.

An appeal is limited to a review of the record of the hearing and supporting information that was evaluated in the decision-making process. New information will only be considered if the director or committee determines that the information was not available at the time of the original hearing.

The appeal request may be granted based on one or more of the following grounds:

1. The original hearing was not conducted fairly or did not give the responding party organization or impacted party the opportunity to present relevant information.
2. The decision was not based on substantial and sufficient information.
3. The sanctions imposed were not appropriate based on the totality of the circumstances.
4. There is new information not available at the time of the original hearing that may be relevant to the final decision.

After reviewing the appeal, the director of the Student Resolution Center or designee or the vice president of Student Affairs will take one of these actions:

- Deny the appeal.
- Grant the appeal to review the record of the case. New information will be considered at this time. While the case is being re-considered, the student organization must continue to abide by any stated conditions imposed by the original hearing officer or All University Hearing Board.

The director of the Student Resolution Center or designee may make one of the following decisions:

- Affirm the decision.
- Reverse the decision.
- Amend the decision to clarify sanctions or offer additional resources to support the responding party student organization.

The director or designee will communicate the decision to the student organization in writing which will be considered the final outcome.

A student is not immune from prosecution by local, state, or federal law enforcement agencies, even if the university initiates disciplinary proceedings.

The Student Resolution Center acts on the institutional values of interpersonal civility and honoring community standards. The Student Resolution Center offers:

- Consultation, coaching, and mediation to help resolve conflicts.
- Conflict management, academic integrity, and civility training and education.
- Advising the student led All University Hearing Board.
- Hearings to determine if prospective students with a criminal or disciplinary record will be admitted to the university.
- Overseeing the student conduct process and hearings for students facing allegations of misconduct on or off campus.

- Restorative Justice Program for repairing harm and restoring relationships.
- Determining disciplinary action to be taken by the university, including educational programs.
- Appeals process related to student conduct outcomes.

## Behavioral Expectations of Students Living in University Housing

Students residing in university residence halls or apartments contractually agree to obey:

- Federal, state, and local laws
- Student Conduct Code (<https://resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf>)
- Expectations outlined in the residential contract and university housing policies and procedures (<https://housing.colostate.edu/halls/policies/>)

University Housing staff, under the supervision of Student Conduct Services, hear cases involving housing contract violations and may impose sanctions including drug and alcohol education; educational programs or activities; monetary restitution; reassignment to another residence hall room or building; and termination of the residential contract or lease. Significant incidents or a pattern of problems will result in referral to Student Conduct Services. Residence hall policies are available at <https://housing.colostate.edu/halls/policies/> and apartment policies are available at <https://housing.colostate.edu/apartments/policies/>.

## Disciplinary Records

Student disciplinary records are maintained by Student Conduct Services in keeping with the Family Educational Rights and Privacy Act (1973), the Higher Education Amendments (1998), and the Student Conduct Code.

# CSU Police Department and How to Report a Crime

CSU police officers work closely with university offices to identify safety needs and concerns.

## CSU Police Qualifications and Authority

### About CSUPD

- Colorado State University Police Department operates 24 hours a day, seven days a week.
- The department includes an investigations unit, patrol unit, records office and a 911 dispatch center.
- CSUPD officers are also commissioned officers in Larimer County and the City of Fort Collins.
- CSUPD collaborates with Fort Collins Police Services, Poudre Fire Authority, Larimer County Sheriff's Office, the Office of the District Attorney, and other state and federal law-enforcement agencies and investigation bureaus. As part of a regional first responder network, CSU police hold mutual aid agreements with the county and city to address contingencies such as natural disasters, civil disturbances, major crimes, and pursuits of serious offenders who travel across jurisdictional lines. These mutual aid agreements include provisions for joint investigations. Copies of these agreements are available from the CSU Police Department.

### About CSUPD officers

- CSU police officers are armed and have full law enforcement authority on all property owned or controlled by the university, and the authority to make arrests on or off university property.
- Officers possess peace-officer commissions from the State of Colorado, Larimer County, and the City of Fort Collins.
- Colorado State University police officers complete at least 860 hours of training in a state-certified police academy and field-training program in preparation for their jobs.

### About CSUPD's jurisdiction

- Colorado State University Police Department's jurisdiction and primary focus is all property owned, leased, or controlled by Colorado State University. While possessing commissions from Larimer County and the City of Fort Collins, CSUPD does not routinely patrol the county's or city's jurisdiction. However, CSUPD will assist on in-progress calls and specific interdiction initiatives at the request of the Larimer County Sheriff's Office and Fort Collins Police Services.

### About the CSU Police Department's work on campuses

- Colorado State University police officers routinely patrol all buildings on campuses.
- Officers patrol campuses grounds on foot, by bicycle and in vehicles.
- Campus Safety Officers are student employees who assist at university events and

provide safe escorts across campus via SafeWalk. These employees receive more than 50 hours of training. These employees do not have arrest authority. More information at [police.colostate.edu/safe-walk/](http://police.colostate.edu/safe-walk/).

## How to Report an Emergency or Crime

CSU encourages all community members to make accurate and prompt reports of crimes and other emergencies on campus and other CSU-owned or controlled property. Reports about incidents on campuses should be made to CSU police immediately; incidents off campuses should be reported to the agency with jurisdiction (such as Fort Collins Police Services). Promptly reporting crimes provides law enforcement agencies with the best opportunity to effectively address safety issues. If the victim of a crime elects to or is unable to make such a report, others are encouraged to promptly do so.

If you witness or experience a crime or emergency, report it as soon as possible to CSU police by calling 911. The CSU Police Department is in Green Hall at the corner of Laurel Street and Meridian Avenue. CSUPD operates 24 hours a day. The non-emergency number is 970-491-6425.

It is important to report what you observe even if others have already made a report.

- To report a crime in progress or immediate threat to campus safety call or text 911 from any phone. If you are on a campus, tell the dispatcher so immediately.
- To report a crime that is no longer in progress and is not an immediate threat, call (970) 491-6425 or visit [police.colostate.edu/](http://police.colostate.edu/). Crimes may be reported anonymously online at [police.colostate.edu/anonymous-crime-report/](http://police.colostate.edu/anonymous-crime-report/).
- To report a fire, call or text 911 from any phone. If you are on campus, identify your location as Colorado State University first, and the campus location of the fire.
- To report any other emergency in progress, call or text 911.
- Students at the Sturm Collaboration Campus are encouraged to promptly report unusual activity or incidents to the Arapahoe Community College Police Department by calling 303-797-5800. If there is no answer, call 911. 911 calls from cellular phones are free. An Arapahoe Community College officer will meet with them to gather the information.

## Tips for Reporting an Emergency when Contacting 911

- Call 911 from any phone or call or text from a cell phone.
- CSUPD dispatchers have an enhanced system that allows the dispatcher to see where the call is from. This does not work for cell phones without location services turned on.
- The dispatcher will need to know the address of the emergency, which is not necessarily where the call is coming from.
- 911 calls made from cell phones from within the city may be routed first to Fort Collins Police Services, so if you are calling from a CSU campus, be sure to tell the dispatcher that right away.



- When you are reporting a crime, it is important to report it immediately from a safe location.
- When speaking to a dispatcher, stay on the line and, as accurately as possible, tell the dispatcher everything you can remember about the incident. If reporting about a suspect, try to recall details such as the suspect's clothing, if they were driving a vehicle, what it looked like, and direction of travel either on foot or in a vehicle.
- If you can give first aid to someone or to relay information to another rescuer, CSU and other local dispatchers are prepared to tell you what to do until emergency responders arrive.
- If reporting a fire or someone in need of an ambulance, CSU police will immediately notify fire or emergency medical personnel, then help with emergency measures such as evacuation and managing traffic so that fire trucks and ambulances can access the scene. Report all campus fires to CSU police immediately by calling 911.

## How to Report an Incident of Sexual Harassment or Interpersonal Violence

In addition to the option of making a report to law enforcement, anyone may report an incident of sexual harassment, interpersonal violence, or gender-based discrimination to the Office of Title IX Programs and Gender Equity as follows:

### **In-person during business hours:**

Office of Title IX Programs and Gender Equity

123 Student Services Building (corner of University Avenue. and Libby Coy Way) Fort Collins, CO, 80523

**Telephone:** (970) 491-1715

**Email:** [titleix@colostate.edu](mailto:titleix@colostate.edu)

**Online:** The Office of Title IX Programs and Gender Equity website reporting form - <https://titleix.colostate.edu/title-ix/reporting-options/>

### **Postal Mail:**

Office of Title IX Programs and Gender Equity 0160 Campus Delivery

Fort Collins CO 80523-0160

For definitions of interpersonal violence including dating violence, domestic violence, sexual assault, and stalking and more information about reporting, please see the section on Reporting Interpersonal Violence in this report.

## Report a Crime Anonymously

To remain anonymous and report a crime to the CSU Police Department, you may fill out the online anonymous crime report form at [police.colostate.edu/anonymous-crime-report/](http://police.colostate.edu/anonymous-crime-report/).

- Information you submit will be sent securely to CSU police without your identity being revealed.

- Include as much detail as possible.
- If the crime you are reporting is an emergency, please call or text 911.
- Crimes reported anonymously to CSU police will be included in the Annual Security and Fire Safety Report as required by the Clery Act.

## Confidentiality of Crime Reports

If you are the victim of a crime or want to report a crime, but do not want to pursue action within the university or criminal justice system, we ask that you still consider filing a report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your privacy.

To make a voluntary, confidential report to the CSU Police Department, call 970-491-6425 and ask to make a confidential report. The CSU Police Department will do all it can to comply with your wish to keep your personally identifying information confidential, while also taking steps to ensure your safety and the safety of others. This also allows the university to compile accurate records on the number and types of incidents occurring on campuses. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report, without personally identifying information.

In limited circumstances, the police department may not be able to assure complete confidentiality and will inform you in those cases.

The university will not publish the names or other identifying information such as addresses or ID numbers of victims of sexual or gender violence crimes in any public record unless required to do so by law. Confidentiality is maintained in daily crime and fire logs, timely warnings, and emergency notifications. CSU also will not publish any accommodation or supportive measure provided to a victim unless such confidentiality impairs the effectiveness of the measure.

## Other Voluntary, Confidential Reporting Options

In addition to the above reporting options, students and employees may seek support and guidance from confidential university or community resources that maintain the confidentiality of the victim or other person reporting.

While confidential resources may encourage a victim to report the incident to police, these offices will maintain confidentiality and not share identifying information with police.

- The Victim Assistance Team, through the Women and Gender Advocacy Center, provides confidential advocacy support to Colorado State University students who have experienced sexual assault, dating or domestic violence, or stalking on or off campus, 24 hours a day, every day of the year. This resource also supports family or friends who are impacted by a student's experiences of interpersonal violence. Call 970-492-4242. During regular university business hours, their offices are open to visit in person at 112 Student Services Building or in the satellite

office in Room 234 of the Lory Student Center.

For more information, visit [wgac.colostate.edu/victim-assistance-team- volunteers](http://wgac.colostate.edu/victim-assistance-team-volunteers). The Women and Gender Advocacy Center provides statistical information for this report but does not provide any personally identifiable information and maintains confidentiality with all clients.

- Confidential reports may also be made to pastoral and professional counselors, licensed psychologists, licensed clinical social workers, or graduate student staff in the CSU Health Network Counseling Services Office, and these reports are considered confidential. CSU's pastoral and professional counselors inform clients of the institution's policy as to maintaining confidentiality. While counselors can assist their clients with reporting to law enforcement when requested, no university policy or procedure exists that encourages counselors to inform their clients of voluntary, confidential reporting procedures at Colorado State University. Counselors assist clients on a case-by-case basis and discuss options and resources as may be appropriate for each individual client. Crimes reported to pastoral or professional counselors are not assessed for a timely warning.
- The CSU Health Network Counseling Services office is in the Health and Medical Center at the corner of College Avenue. and Prospect Road. Counseling Services may be reached during regular business hours by calling 970-491-6053. Emergency after-hours counselors are also available at 970-491-7111.
- The Women's Clinic at CSU Health Network is in the Health and Medical Center at the corner of College Avenue. and Prospect Road. Call 970-491-1754 or visit <https://health.colostate.edu/womens-clinic/>.

For employees, confidential resources include:

- Office of the Ombuds  
970-491-1527  
<https://ombuds.colostate.edu/>
- Employee Assistance Program  
<https://hr.colostate.edu/employee-assistance-program/>  
970-491-3437
- ComPsych  
<https://hr.colostate.edu/employee-assistance-program/compsych-guidance-resources/>  
(800) 497-9133

Non-university confidential resources include:

- Sexual Assault Victim Advocate Center Fort Collins Office

970-472-4204

<https://savacenter.org/>

- 24-hour Rape Crisis Hotline  
970-472-4200 or 1-877-352-7273
- Crossroads Safehouse  
<https://crossroadssafehouse.org/>  
970-482-3502 or 1-888-541-SAFE (7233)
- RAINN - Rape, Abuse & Incest National Network  
<https://www.rainn.org/>  
1-800-656-HOPE (4673)

## Campus Security Authorities

The Clery Act classifies certain individuals as campus security authorities. Campus security authorities have specific responsibilities for reporting Clery crimes. A campus security authority as defined under the Clery Act is anyone who meets one or more of the following criteria:

- Any individual who works for the CSU Police Department in any capacity.
- Any individual who does not work for the CSU Police Department, but has assigned responsibility for campus security in some other respect (for example, an individual who is responsible for monitoring the entrance into a university building, someone who works for a security service contracting with CSU, emergency responders employed by CSU, etc.).
- Any individual or organization specified by CSU as one to which students and employees should report criminal offenses. In addition to those in the CSU Police Department, some employees in the Office of Title IX Programs and Gender Equity fall within this category.
- A CSU official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An “official” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This definition is broad, but some examples of such individuals are:
  - a dean of students or director who oversees student housing, the student center or student extracurricular activities
  - a director of athletics, all athletic coaches (including part-time employees and graduate assistants)
  - an advisor to a student group
  - a leader of some study abroad trips or other overnight trips
  - a student resident advisor or assistant
  - a student or employee who monitors access to residence halls or buildings that are owned or controlled by CSU or a recognized student organization
  - a coordinator of Fraternity and Sorority Life
  - a Title IX coordinator
  - the director of a campus health center
  - victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc. (but victim advocates *do not* report the identities of victims to the CSU Police Department without the victim’s consent)

Because the definition of a campus security authority is quite broad, some employees who may be considered campus security authorities may not realize this fact. If you are involved in any aspect of campus security and safety, student affairs, or direct interaction with students as part of your assigned

duties, you may be a campus security authority.

Each year the Clery Compliance Program Director will analyze and maintain a working document of all campus security authorities, adjusting as needed with the assistance of the Clery Compliance Committee and the university community.

Campus security authorities are required to:

- Take and pass the annual campus security authority online training.
- Report information of alleged crimes that are reported to them in good faith by others, as well as information of alleged crimes that they personally witness. Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the University.
- Record information about crimes reported to them. To record information about a crime reported, the campus security authority completes a crime statistic report form.
- Submit all completed campus security authority incident report forms for inclusion in the annual statistics.

For more information about campus security authorities, see [clery.colostate.edu](http://clery.colostate.edu).

# Crime Prevention and Security Awareness Programs

## General Programs

CSU police, residence hall staff, Support and Safety Assessment, and the Women and Gender Advocacy Center are among groups on campus that provide safety and crime prevention educational programs in a variety of settings.

General university educational programs include fire safety, personal safety, interpersonal violence prevention, alcohol and drug awareness, and computer crimes. Many programs can be tailored to fit the needs of the audience. Interpersonal violence trainings include information about the crimes of sexual assault, domestic violence, dating violence, and stalking.

For more information about educational, outreach and events related to interpersonal violence, or to request a program contact:

CSU Police Department  
(970) 491-6425  
750 Meridian Avenue - Green Hall (at the corner of Laure Street and Meridian Avenue)  
[Police.colostate.edu](http://Police.colostate.edu)

Title IX Programs and Gender Equity  
(970) 491-1715  
123 Student Services Building (at the corner of University Avenue and Libbie Coy Way)  
[titleix.colostate.edu](http://titleix.colostate.edu)

The Women and Gender Advocacy Center  
(970) 491-6384  
112 Student Services Building (at the corner of University Avenue and Libbie Coy Way)  
[wgac@colostate.edu](mailto:wgac@colostate.edu)

In 2022 the CSU Police Department delivered 96 programs or presentations to 9,686 people.

All trainings can be for staff or students. Each course is lecture based and can incorporate a physical aspect if needed for educational purposes. Trainings can be customized to accommodate groups who may need specific services. However, they do request all trainings be group based.

To schedule a training, it must be requested, and registration both of which are done via email. To request by email, you can email CSUPD\_SEU@colostate or the crime prevention officer.

All trainings are offered year-round, and if a group would like a post training follow-up, that is always an option. However, they do not schedule classes unless they are requested.

CSUPD training topics include:

### Active Assailant Response Series

- **Active Assailant Response 100:** This course is about raising awareness of participants in many different and difficult situations. Curriculum includes tips on what to do if presented with various active assailant scenarios; pre-attack cursors of active killers in the United States; how to intervene early to help others connect with CSU resources.
- **Active Assailant Response 101 – Lecture and Lab:** This course is about raising awareness of participants in many different and difficult situations. Curriculum includes tips on what to do if presented with various active assailant scenarios; hands-on practice in a controlled safe environment; pre-attack cursors of active killers in the United States how to intervene early to help others connect with CSU resources.
- **Active Assailant Response 200 – Stop life-threatening bleeding:** Curriculum covers how to recognize life-threatening bleeding and intervene effectively. The person next to a bleeding victim may be the one who's most likely to save them.
- **Active Assailant Response 300 – Tabletop exercise:** Based on needs and size of the class, this course is tailored to help university employees understand their response roles by realistically simulating an active assailant attack in a discussion-based, informal classroom setting. The exercise is customized to attendees and their university roles.
- **Active Assailant Response 40(0-4) Full Drill:** Scaled to meet the needs of the group, these trainings are designed to give participants the chance to adapt and apply knowledge they have received in previous courses.

### Additional Safety Training

- **Alcohol/Drug and Amnesty EDU:** Introduction to the amnesty law to encourage students to call 911 during times of extreme need.
- **Safe and Legal Commuting on campus:** General education on effects of alcohol on the body and alcohol laws.
- **Intro to US and Colorado Laws for International Students:** Introduction to laws to help international students be safe and successful at CSU.
- **Welcome to CSU for New Student Families and Friends:** Brief introduction on Colorado Laws, CSU policies and how to keep you and your stuff safe.
- **CSUPD and You:** Introduction to CSUPD covering officer training, equipment and guardian-centric model of policing.
- **Realistic Safety Strategies:** Provide the attendee with risk reduction tools to help with their self-awareness, self-defense technique, and empowerment.



- **Building Proctor Training:** Emergency Preparedness
- **Panic Button Training**
- **Site Assessment:** Crime prevention through environmental design.

In 2022 Support and Safety Assessment and Inclusive Excellence held 13 presentations and 280 people attended.

Support and Safety Assessment and Inclusive Excellence’s presentations are intended for all members of the CSU community and are offered on request. They were also held at the Professional Development Institute, a continuing education opportunity for CSU employees.

**Tell Someone:** How to report to the university if you are concerned about safety or mental health – your own or someone else’s. ([TellSomeone.Colostate.edu](https://tellsomeone.colostate.edu))

**Bias Reporting:** How to report information about incidents of bias. Reports are reviewed by the Bias Assessment Team. Reports are reviewed by the Bias Assessment Team  
<https://biasreporting.colostate.edu/>.

**Threat Assessment, Student, and Employee Consultation Teams:** These teams work to prevent, identify, assess, intervene, manage, and coordinate a response to situations involving students and employees that may pose a threat to the safety and well-being of themselves, other individuals and the university community <https://supportandsafety.colostate.edu/consultation-teams/>.

CSU Education Abroad holds programs related to departure and travel security. The intended audience is typically students who are travelling abroad and includes faculty who may be leading trips abroad and other stakeholders involved.

In 2022 topics included:

- 10 region specific pre-departure orientation that focused on culture, CSU travel requirements and included a health and safety portion which covered travel safety and crime prevention.
- 71 travel petitions were required of each student and asks that they research and document any health and safety information related to their specific destination.
- 20 International Travel Oversight Committee (ITOC) meetings with participation by staff and students travelling to higher risk destinations.
- 5 faculty leader trainings which were held individually and in groups to discuss managing student health and safety abroad.
- 25 highly site-specific in country trainings occurred which covered topics such as parts of city to avoid, transportation safety tips and other location specific information.

UCHealth and Colorado State University (CSU) began discussions of how to collaborate and bring coresponse to the campus in 2021. After roughly a year of conversations with stakeholders, data review, and planning, the program officially launched its one-year pilot in Fall 2022 with one full-time licensed clinician. The program was developed in close collaboration with CSU Police Department and CSU Health Network, with the goals of increasing access to the right care at the right time in the right place, as well as to support CSU affiliates during police contact. The program uses a primary response model, in which the coresponder rides with an officer to respond to calls for service and provide in the moment support. Additional benefits of the program include increased follow up support for students (both on and off-campus students), increased behavioral health training for CSUPD officers, and increased collaboration amongst university partners.

The CSU Police Department also implements the following crime prevention strategies on campus:

- Regularly patrolling residence halls.
- Regularly patrolling all buildings on campus and checking doors and windows for security concerns, particularly after hours.
- Reporting facilities issues such as lights and door locks that do not work correctly.
- Surveying university grounds for security and safety issues.
- Presenting educational programs to students, parents, and employees about general safety, sexual violence safety, DUI enforcement, substance abuse, bike safety and education.
- Offering SafeWalk, a CSUPD service that provides a security escort from any campus location to another campus location or a location within three blocks of campus, year-round, from dusk to dawn.
- Educating the university community about proactive reporting options to connect people who are struggling with mental health issues or who may be a risk to themselves or others with university resources and alerting campus offices that can address safety concerns presented by these individuals.
- Providing a comprehensive resource to all employees regarding university offices that can help them address people who present safety concerns.  
Collaborating with committees and individuals across the university to identify and address safety and security needs for special events, new buildings, and concerns.

## **Educational Programs to Prevent Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

CSU is committed to preventing interpersonal violence, and increasing awareness of interpersonal violence, as well as being a thought-leader in helping other communities prevent and respond to interpersonal violence.

New students are required to complete Vector Solution's Sexual Assault Prevention for Undergraduate and graduate student program, which is the university's online sexual assault awareness and prevention program, which educates students on jurisdictional definitions of, and issues associated with consent,

sexual assault, dating and domestic violence and stalking.

Students learn about consent, including how alcohol and drugs impair a person's ability to give or receive consent, as well as how to help a friend, and how to intervene in a situation that might escalate to sexual assault. It also includes information about the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as well as the procedures a victim should follow if one of these crimes has occurred.

New employees are required to complete Vector Solution's Preventing Harassment and Discrimination Training program, which includes jurisdictional definitions of, and issues associated with consent, sexual assault, dating and domestic violence and stalking in addition to information regarding discrimination and harassment. It also includes information about the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as well as the procedures a victim should follow if one of these crimes has occurred.

Included in both the employee and student modules is robust information regarding safe and positive options for bystander intervention. The modules provide students and employees with realistic sexual assault and relationship violence scenarios to help them identify problematic situations and practice intervention strategies. The scenarios escalate through each of four scenes, each getting increasingly problematic.

Students and employees are then asked which scene they started to feel uncomfortable with the behaviors, how they would feel about doing something to address this situation, and what they would do to intervene. Students and employees are provided with a range of intervention options and a toolbox of skills to practice increasing their confidence as bystanders. Students receive tailored feedback supporting their response and providing them with additional perspectives and strategies to reinforce intervention.

The key message is that it does not matter so much what students do in problematic situations, it is that they do something.

Also included in both the employee and student modules is information regarding risk reduction information. Learners explore many characteristics of health relationships, including jurisdictional definitions of consent, and how to recognize relationship abuse both in person and online. This programming helps learners identify strategies intended to stop relationship violence and abuse before it occurs by encouraging positive and health behaviors that foster health, mutually respectful relationships. The Women and Gender Advocacy Center at CSU is also available to offer in-person and virtual educational programs, workshops, and more to enhance the efforts of the modules.

This primary prevention programming includes a clear statement that the institution prohibits sexual assault, domestic violence, dating violence, and stalking in its policies.

CSU's Women and Gender Advocacy Center works to educate the university community about interpersonal violence, bystander intervention, primary prevention, healthy relationships, and more to prevent sexual assault, domestic violence, dating violence, and stalking before it occurs. This work is done through ongoing prevention and awareness campaigns and educational programs which are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing consent, dating violence, domestic violence, sexual assault, and stalking. This programming highlights the impact of changing social norms, risk reduction strategies and other approaches.

These programs, initiatives, strategies, and campaigns are designed to be comprehensive, intentional to end domestic violence, dating violence, stalking, and sexual assault. These programs:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome.
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.
- Decrease perpetration and bystander inaction and increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.
- Are offered in a multitude of formats (print, digital, in person, etc.) and to the full spectrum of university community members (students, faculty, staff, etc.).

The Women and Gender Advocacy Center reports that in 2022, they provided 68 ongoing prevention and awareness campaigns or presentations that reached 4,4,324 people.

The programs from 2022 included:

**Interpersonal Violence Programs:** These programs aim to educate attendees on interpersonal violence such as sexual violence, relationship violence, and stalking, and how societal norms allow it to continue. These programs help raise awareness to decrease perpetration.

**Consent:** Help students learn about consent and better understand the nuances of what is and isn't consensual. Colorado jurisdictional definition of consent is utilized in these programs. The SAFE model (Say it, again, firm, exit) is often used in these trainings and it helps participants learn how to be explicit with their wants, empowering them and promoting safety.

**Sexual Assault 101:** Attendees learn more specifically about sexual assault than general interpersonal violence programs. These programs help raise awareness to decrease perpetration.

**Healthy Relationships:** Help attendees understand what is healthy, unhealthy, and abusive in a relationship and how to navigate unhealthy and abusive behaviors. These programs help raise awareness to decrease perpetration.

**Stalking:** Illuminates realities of stalking behaviors and encourages participants to consider if their

behaviors are stalking or cute. These programs help raise awareness to decrease perpetration.

**Supporting Survivors:** These programs aim to directly support survivors and coach others on how to better support survivors in their lives whether or not they know survivors are around them. Several versions of these programs were offered with topics regarding coping with triggers, navigating boundaries during a pandemic, workshops and discussions. These programs empower survivors.

**Masculinity:** Discuss healthy and unhealthy masculinities and behaviors and help students to identify the difference. These programs address conditions that may facilitate violence.

**Body Positivity:** Helps attendees build community, end harmful societal body norms, and reduce body shaming behaviors.

**Bystander intervention:** Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Among other topics, trainings teach learners about the “Five Ds of bystander intervention,” which are tools that can be used to support someone who is being harmed. This includes training participants on how to use a spectrum of different intervention options. The spectrum ranges from the most engaged to the least (while noting that any are helpful).

The Five Ds are:

- Direct - directly intervene in a situation.
- Delegate - get help from someone else.
- Delay - after the incident is over, check in with the person who was harmed.
- Distract - take an indirect approach to de-escalate the situation.
- Document - if someone is already intervening and you believe the person causing harm behavior is escalated, document the situation.

These allow for varying levels of intervention based on the situation and the bystanders level of safety.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene ([wgac.colostate.edu/education/anti-violence-strategies-and-campaigns/](http://wgac.colostate.edu/education/anti-violence-strategies-and-campaigns/)).

When it comes to sexual violence on college campuses, CSU believes that bystander intervention complements prevention efforts that focus on potential perpetrators (as they are the only ones, through making the conscious choice to not perpetrate, who can truly prevent sexual violence) and risk reduction strategies which focus on potential victims.

**The Red Whistle Brigade:** Through the Women and Gender Advocacy Center, students are trained to provide interpersonal violence education programs to their peers.

**Victim Assistance Team (VAT):** The Women and Gender Advocacy Center also offers confidential victim advocacy to survivors of interpersonal violence as part of the University's response efforts in the aftermath of sexual assault/harassment, dating/domestic violence, and stalking. Students can access this 24/7 resource to support with needs like crisis intervention, support, and resource referral. The VAT hotline can be reached at (970) 492-4242.

The Office of Equal Opportunity offered a Sexual Harassment Awareness Training which discussed elements of sexual harassment. It highlighted information from various policies and touched on topics regarding discrimination, harassment, consensual relationships, reporting obligations and resources. This program helps raise awareness to decrease perpetration and address conditions that may facilitate violence. This training was offered six times in 2022 when departments would request in person training. Those six presentations reached 172 CSU employees, including student employees, and Associated Students of Colorado State University.

Safety information is available to CSU students and employees on the university's safety site ([Safety.colostate.edu](https://safety.colostate.edu)). During new employee orientation, employees are also provided with this link. Students receive information about the safety website during Ram Welcome.

In 2022 Safety and Risk Services in partnership with many other units on campus hosted National Campus Safety Awareness Month programming throughout the month of September. Expo fairs coupled with in-person training sessions covering topics such as self-defense, reporting mental health concerns, overdose prevention and naloxone training, and bicycle safety were offered to students and employees to increase safety knowledge at CSU Fort Collins.

More information about crime on campuses:

- [Safety.colostate.edu](https://safety.colostate.edu), the university's safety website
- Emails from the university, which are received by all students, faculty and staff.
- Printed safety alert bulletins describing specific crimes or perpetrators
- Social media posts to the shared CSUPD and Public Safety Team accounts.

## Campus Security Programs

### University Building and Facility Access and Security

- Most university buildings and facilities are accessible to members of the university community, guests, and visitors during normal business hours Monday through Friday, excluding holidays and when the university is closed, such as during a snow day.
- Some buildings are open for designated hours on weekends.
- Exterior doors on university buildings are locked each evening by Facilities Management. Most buildings are locked manually, and others are secured remotely and accessible by key cards.
- The remaining buildings are always locked and accessible by keycards, prox key and punch codes.
- Buildings may be secured at different times based on factors such as night classes, special events, or computer lab times.
- Do not prop building doors open or allow strangers into university buildings that have been secured.
- Do not lend keys or key cards or leave them unattended in your work or living space.
- Do not give door entry or alarm codes to anyone you don't know or who doesn't have an authorized reason to have the code.
- Report unlocked buildings after hours, problems with locks or security devices, and any other building security or safety issues to the responsible building proctor (contact information is on the Facilities Management website at [fm.colostate.edu/proctors](http://fm.colostate.edu/proctors)), or Facilities Management dispatch, 970-491-0077.
- To gain access to CSU's portion of the Sturm Collaboration Campus on the Arapahoe Community College Campus after hours, students or employees must call 303-660-3160.
- Emergencies and situations posing an immediate threat to safety should be reported to CSU police immediately by calling 911.
- CSU's policy on building access, security and keys provides more detail on these matters [policylibrary.colostate.edu/policy.aspx?id=556](http://policylibrary.colostate.edu/policy.aspx?id=556)
- CSU Police Department regularly patrols campus buildings to enhance relationships with faculty, staff, and students and to increase security and safety awareness.

### Residence Hall Security

Residence hall security includes the following measures:

- Lobbies and common areas are unlocked during hours when front desks and dining halls are open and then accessible only by residents of the building after hours via keycard access.
- Floors and rooms are only accessible by residents with keycard access.
- All common bathrooms on the floors are also secured.
- Residents should not allow strangers access to the building, either by propping doors, lending keys, or opening doors for anyone waiting outside the building.

- Visitors and delivery drivers during the day can enter the building and talk to front desk otherwise the resident must meet the driver or visitor at the front once the building is locked.
- All residence hall staff are trained on emergency response and have knowledge of evacuation and safety protocol in the event of an emergency.
- All lobby doors and common areas can be locked down during an emergency to permit access to residents of the building only. The option of locking buildings down entirely to prevent any access into the building is also available.
- CSU Police Department partners with Housing & Dining Services to develop a community-oriented policing program. A full-time, certified police officer patrols outside residence hall buildings and inside public common areas and work to engage and enhance relationships with students and increase security and safety awareness.

## Campus Planning and Safety

Safety is an important consideration in planning, maintaining, designing, and remodeling of facilities on campuses.

Exterior lighting is an important part of the university's commitment to university safety. The CSU Police Department monitors exterior lighting and reports issues to Facilities Management.

Once a year, a comprehensive survey of all exterior lighting, building safety, and security is conducted by CSU police, Facilities Management, Risk Management and Environmental Health Services.

The university community is encouraged to call the CSU police (970-491-6425) or Facilities Management dispatch (970-491-0077) when they see a light out. Light posts have numbers on them that help repair people find them. If possible, provide the number when reporting a light out.

Facilities Management monitors door and security hardware daily. CSU police officers also report defective locking mechanisms to Facilities Management as soon as they are discovered.

Shrubbery, trees, and other vegetation on campuses are trimmed on a regular basis. Fencing, roadway, and sidewalk repairs are reviewed and completed at least annually.

The CSU Public Safety Team coordinates university emergency preparedness, mitigation, response and recovery. This team, made up of members from several university departments, also recommends safety and security policy for campuses.

## Emergency Blue Light Phones

More than 60 emergency blue light phones are located throughout Main Campus. These emergency phones ring directly into the CSU Police Department dispatch center by simply pushing a button. Visit [colostate.edu](http://colostate.edu), click on "Resources" and then click on "Campus Maps." On the Campus Maps page, click



on the menu option for emergency blue light phones for locations.

## **Crimes on Non-Campus Property**

### **Sororities and fraternities**

Greek houses are located off campuses and are not owned by the university, although they are designated as non-campus for Clery reporting purposes (see appendix for more definitions). Because they are located off campuses, they are under the jurisdiction of Fort Collins Police Services.

Security in sorority and fraternity houses is managed by a variety of methods and people, and that information is available through the Office of Fraternity & Sorority Life at 970-491-0966.

CSU Student Conduct Services receives reports of crimes that occur in fraternities and sororities that are recognized as student organizations by Colorado State University from the CSU Police Department (which in turn receives crime information from Fort Collins police). Crimes occurring in fraternities and sororities are included in CSU's crime statistics for purposes of reporting under the Clery Act.

Crimes committed in other non-campus locations of officially recognized student organizations are reported to the CSU Police Department by law enforcement agencies from those jurisdictions. In addition, crimes occurring in fraternities and sororities and other recognized student organization locations must be reported to CSU police by campus security authorities who have knowledge of them.

### **Off-campus locations**

The CSU Police Department annually receives reports from Fort Collins police of all crimes that occurred within CSU's Clery geography, including CSU property that is not on campus. CSU police officers and dispatchers monitor Fort Collins police radio traffic and view daily crime logs from that agency. Student Conduct Services also regularly receives reports of crimes reported to Fort Collins Police that involve students.

For all other CSU property that is not on a campus, the CSU Police Department regularly requests annual crime reports from law enforcement agencies, including for any international locations that fall within CSU's Clery geography at any time.

## Emergency Response and Evacuation Procedures

CSU's Emergency Management unit plans and coordinates the mitigation, preparedness, response, and recovery of natural and man-made disasters occurring on, near, or possibly approaching CSU campuses. This work is a cooperative effort among all university aspects, departments, and divisions including police, academics, student government, Facilities Management, Athletics, and local fire, law enforcement, and public safety agencies.

Colorado State University conducts emergency response exercises each year, including tabletop exercises, field exercises, and emergency notification systems tests to assess and evaluate university emergency plans and response. The university tests its notification systems once per semester. Notification system tests help the university prepare for emergencies and dangerous situations.

The university will publicize its emergency evacuation procedures in conjunction with one of these tests through the university-wide online newsletter sent via email. The university annually schedules these drills and exercises by its emergency manager communicating with local agencies, university departments and residence hall staff. CSU documents, for each test, a description of the exercise, the date, the time and whether it was announced or unannounced. Documentation is available from the Emergency Manager, who can be reached at 970-491-6425.

The Colorado State University Police Department and Public Safety Team have received training in responding to critical incidents on a campus.

When a serious incident occurs on a campus, CSUPD is usually the first emergency responder on scene. Depending upon the nature of the incident, Fort Collins Police Services, Larimer County Sheriff's Office, Poudre Fire Authority and UHealth Emergency Medical Services, CSU Environmental Health Services, or federal agencies may respond.

Colorado State University's emergency response plan (at <https://safety.colostate.edu/emergency-response-plan/>) will help the community respond to hazards that may affect safety, health, and university operations. The plan describes the planned response to emergencies and delineates the roles and responsibilities of departments, divisions, and agencies that are expected to help protect life and property on campus. It also describes how the university works to reduce or eliminate threats to life and property.

Major university emergencies will be coordinated from an Emergency Operations Center, depending on the nature of the emergency, using either a primary or secondary physical location, or a virtual center if deemed necessary by leadership. Strategic decision making will rest with university executive leadership, coordinated by the Assistant Vice President of Safety and Risk Management, in consultation with the university president.

Every employee is responsible for:

- Helping notify the university about risks in buildings and on university grounds and educating colleagues about risks in their areas.
- Knowing and understanding the building safety plan for buildings they primarily occupy.
- Learning the locations of exit routes, exit stairwells, pull stations, fire extinguishers and automatic external defibrillators, called AEDs.
- Knowing emergency phone numbers.
- Participating in all fire drills, treating every alarm as an actual emergency and evacuating a building during an alarm.
- Learning the needs of anyone for whom you are responsible who may need assistance during an emergency.
- Knowing rally point locations.
- Calling 911 immediately during an emergency.

The university's emergency response plan is available online. As part of that plan, each building on a campus is required to have a building safety plan. Building safety plans contain specific evacuation procedures for that building.

In general, evacuation procedures include:

- Faculty and lab assistants who are teaching classes at the time of an emergency are responsible for the orderly evacuation of class participants and should be the last one out of the classroom to verify evacuation for responders.
- DO NOT take time to turn off computers, printers or office lights. Close, but DO NOT lock, office door and windows.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if possible; it may be hours before you are allowed back in the building.)
- Exit the building through the closest exit. DO NOT use the elevator.
- All personnel should be familiar with exit paths for their areas. Refer to your floor plan and be familiar with the shortest path possible and a secondary exit.
- Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated rally point. Be alert for individuals with disabilities or injuries who may need assistance. However, under no circumstances should an individual risk or jeopardize his or her personal safety attempting to rescue another person. All occupants who are physically incapable of exiting the building without assistance should go to the nearest stair tower or area of refuge and await rescue. Notify the building proctor or responding emergency personnel of any known individual that may be unable to independently exit the building.
- Stay at the designated rally point until you are instructed to leave. This way an accurate head count can be taken. Faculty and lab assistants who are teaching classes at the time are responsible for the students. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

- Upon arrival of CSUPD police or other first responders dependent on the location of the emergency, the proctor will assist them in as requested or directed. Poudre Fire Authority staff or Colorado State University police will clear the building, checking elevators, areas for the physically disabled and laboratory areas.
- Emergency alarms being turned off DOES NOT mean the building is clear and safe to re-enter. They are silenced so that emergency response personnel can communicate with each other. DO NOT RE-ENTER THE BUILDING for any reason until instructed to do so by fire department, Environmental Health Services, or police officials. In case of a full campus evacuation:
  - Evacuate as instructed in emergency announcement.
  - Leave by vehicle unless instructed otherwise.
  - Do not return to the area until instructions are received saying it is safe.
  - Move to designated rally points if unable to go home or if you are instructed to do so.
- Also see the evacuation procedures for fire emergencies described in the section on fire safety in Campus and Evacuation Procedures.

## Lightning Detection and Warning System

CSU employs a lightning prediction and warning system on its main and south Fort Collins campus and is operational from March 1 thru October 31. The sensor constantly monitors atmospheric conditions within a two-mile radius that can cause lightning and triggers a horn when conditions that create a danger of lightning exist. The horn “red alert” alarm activates a strobe light on the assembly that begins intermittently flashing, and one 15-second blast from the horns is sounded in all directions that can be heard 700 yards away. This serves as a warning to those within hearing distance to seek appropriate shelter for the duration of the red alert period.

All University sanctioned outdoor activities must cease during red alert periods, and everyone in the area should seek shelter immediately. Appropriate shelter includes surrounding buildings, automobiles and when one of those is not available, dense woods or low-lying areas. When the danger has passed (a minimum of 10 minutes after the original alarm), an all-clear signal is given – the strobe light will stop flashing, and three separate, five-second blasts from the horns will sound. After the all-clear signal has sounded, it is safe to resume outdoor activities. However, good judgment should still govern, and if the conditions do not appear to be safe to resume activity, wait until conditions improve.

More information about the system is available by emailing [Ken.Quintana@ColoState.Edu](mailto:Ken.Quintana@ColoState.Edu).

The lightning system’s horns and strobe lights are tested the first Tuesday of every month at about 9 a.m.

# Emergency Notifications and Timely Warnings

## Emergency Notifications

Under the Clery Act, the university issues emergency notifications to students and employees when certain threatening events take place within CSU's Clery geography.

### **When is an emergency notification necessary?**

Under the Clery Act, the institution is required to notify the university community as soon as there is reasonable confirmation of a significant emergency or dangerous situation occurring on a campus that involves an immediate threat to the health or safety of students or employees. The university is not required to alert the university community if a threat is immediately contained.

An immediate threat includes an imminent or impending threat, such as an active assailant, approaching tornado, or fire currently raging in one of our buildings. To report an emergency that presents such a threat, call 911 immediately and identify your location to the dispatcher.

Additional emergency responders or university officials may raise the need and decide to notify the university community about non-police related emergencies, such as an infectious disease outbreak.

### **How does CSU determine if an emergency notification should be issued due to a significant emergency or dangerous situation involving an immediate threat to health and safety?**

#### **Police-related emergencies:**

CSU police immediately gather information upon responding to a report of an emergency or dangerous situation and evaluate the situation as quickly as possible for any immediate risk to the university community.

Information can be limited in the first moments of a police response, but officers will work to quickly gather initial information from as many people as possible, visually assess the situation, and look for evidence of a crime. If the information available indicates that there is an immediate risk to health and safety of campus, even if a report has not been verified as credible, the responding CSUPD officer or officers will alert their supervisors to request a review for an emergency notification. Supervisors will immediately contact the chief of police or designee with known information for immediate consideration. The chief or designee will initiate the process of sending an emergency notification. Designees may be the highest-ranking supervisor (corporal to chief) on duty at the time.

When initiating the process for considering an emergency notification, the chief or designee will consider the overall safety of the university community. The chief or designee also will provide information appropriate to include in the notification about the incident to the public information officer or the information officer's backup to craft the alert. The chief of police or designee will, without delay, and considering the safety of the community, determine the content of the notification and

initiate and send through the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Information that may harm the victim or compromise emergency response will not be included in a notification.

When an emergency or dangerous situation is reported to the CSU Police Department, the chief of police or designee will consider the facts known at that time to assess the nature of the emergency, its severity, and the areas or segments of the university community that are endangered.

The decision to issue an emergency notification may be made by the CSU chief of police, an officer expressly authorized by the chief of police, or by the Public Safety Team. Because of the urgent nature of these notices, the university's primary objective will be to confirm whether emergency conditions exist as quickly as possible, and considering the safety of the community, determine the content of the notification and initiate the notification system without delay.

When it is confirmed by the university that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on or nearby a campus or other locations as required by the Clery Act, the university will issue an emergency notification.

During extreme circumstances, such as an active assailant, CSUPD dispatch may send an emergency alert and then the chief of police or designee and the Public Information Officer will coordinate follow up message content and the public information office will send those messages, leaving dispatch available to manage emergency calls.

The university weighs possible risk of compromising law enforcement efforts or endangering a victim of a crime before sending an emergency notification.

If a threat has been immediately contained by law enforcement, or if the incident appeared to be targeted toward specific individuals known to the assailant and there is no threat to other individuals, no warning is issued.

The only reason that CSU would not immediately issue a notification for a confirmed ongoing emergency or dangerous situation would be if doing so would compromise efforts to:

- Assist a victim.
- Contain the emergency.
- Respond to the emergency, or
- otherwise mitigate the emergency.

This determination will be re-evaluated and, if situations change, an emergency notification may be issued.

### **Non-police related emergencies:**

University officials should gather information about non-police related emergencies, such as an infectious disease outbreak, as experienced with COVID. These officials include public health employees, environmental health employees, etc., who have knowledge of emergent situations and the risks they present.

Information can be limited in the early stages of an evolving situation, but university officials will work to quickly gather initial information from as many people as possible, assess the situation, and look for confirmation of an emergency. Emergency Notifications sometimes are issued before complete information is available and before police can determine if a report is credible.

If information available indicates that there is an immediate risk to health and safety of campus, the assistant vice president of Safety and Risk Services or designee will determine, along with responding offices and the Clery compliance program director, if a notification should be issued.

The assistant vice president will provide information appropriate to include in a notification or notifications about the risk or threat. The public information officer will, without delay, and considering the safety of the community, work with the associate vice president and other responding units to determine the content of the notification. The public information officer will write, initiate and send the notification through the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to contain, respond to or otherwise mitigate the emergency. Information that may compromise emergency response will not be included in a notification.

Some examples of situations in which an emergency notification would be considered include:

- Approaching tornado or other extreme weather conditions.
- Large scale gas leak or chemical spill on, near, or possibly approaching a campus.
- Armed intruder, active assailant or active shooter on, near, or possibly approaching a campus.
- Explosion or large fire on, near, or possibly approaching campus.

### **Determining Segments of the University Community to Receive an Emergency Notification**

University and local first responders provide information that may be included in an emergency notification and will help determine what segments of the university community should receive the notification.

Most emergency notifications will be sent to the entire university community. Some messages may be segmented through a variety of communications channels to include polygons drawn to capture specific locations, verbal instructions or flyers to individuals in a specific building or area, or through message lists to segmented populations, such as individuals living in a specific residence hall.

These notifications can be expanded to include other segments or the entire university population as the situation unfolds. The entire university will be notified if a threat is not contained to one geographical location or one population. The university's text and other electronic alert systems generally do not segment populations but send to all university members who are enrolled to receive them. In addition, most alerts and notifications are copied verbatim and shared on social media and the university's safety website.

These notifications are sent any time an emergency is reported that meets the criteria for an emergency alert, including in the middle of the night.

CSU may target specific areas or buildings on a campus with emergency notification or timely warning information in addition to or instead of mass notification or may select only specific buildings in which to share an emergency alert.

The university may also post messages about the dangerous condition on the Safety website and the shared CSUPD and Public Safety Team social media accounts (Facebook and Twitter). If assistance is needed from additional law enforcement or emergency response agencies, they will be contacted by CSUPD to request assistance. If local media is helpful or necessary to disseminate any alerts, such outlets will be contacted for assistance.

In some cases, the main university social media accounts also will share emergency information.

Emergency notifications may be issued to the entire university community through some or all of the following:

- CSU uses the Everbridge notification system that is supported by the Larimer Emergency Telephone Authority and activated for CSU-related emergencies by CSU personnel. This system issues email notifications to all CSU students and employees who maintain an @colostate.edu email address. Cell phone notifications are also made to employees and students who have a telephone number on file with the university. To sign up for alerts from other agencies or for more information, please visit the Larimer Emergency Telephone Authority website at [leta911.org](http://leta911.org).
- The CSU emergency email system, which sends emails to all students and employees. No one can opt out of receiving messages.
- Postings to the Safety website – [safety.colostate.edu](http://safety.colostate.edu) or other appropriate websites.
- Students studying and employees working at the Sturm Collaboration Campus at the Arapahoe Community College are encouraged to sign up for Arapahoe Community College's emergency alert system. To do so, download the ACC Alert App onto your smart phone. You can download the app at <https://apparmor.apparmor.com/clients/arapahoe.edu/>.
- More information about Arapahoe Community College campus safety can be found at <https://www.arapahoe.edu/advising-support/student-support/campus-safety>.



- Fliers or printed notices sent to specific offices or university community members where the threat is targeted and not immediate.
- Posted on one or more of the university's social media sites.

Depending upon the level of threat and context of the emergency, emergency notifications may also be shared via:

- Cable television messages
- University homepage at [www.colostate.edu](http://www.colostate.edu)
- Main university social media accounts
- University's online newsletter SOURCE, at <https://source.colostate.edu/>
- Parent & Family online newsletter (<https://parentsandfamily.colostate.edu/the-hub/>) and social media accounts (called Colorado State Parents & Families on Facebook)
- CSU weather specific open/closed status recorded line 970-491-7669

## Timely Warnings

### When is a timely warning necessary?

When a Clery crime which occurred on Clery geography is reported to CSUPD or the Title IX office, the report is assessed for whether a serious or continuing threat is present. CSU is responsible for issuing a timely warning if a Clery Act crime has been reported on Clery geography and CSU determines there is a serious or continuing threat to the university community. The Clery Act does not define "timely," but the intent of the warning is to promptly provide information to people to help them prevent or protect themselves from similar crimes. Timely warnings sometimes are issued before complete information is available and before police can determine if a report is credible.

### How are timely warnings issued?

Once an initial report of a crime has been received that may fit the criteria for a timely warning, a determination will be made if a timely warning should be issued using an established Timely Warning matrix. Determining if a timely warning will be sent depends on the information reported, the timing of the report, and if continuing threat to the university community is present. These determinations may be made by the Chief of Police or their designee, the Clery compliance program director or their designee, the Assistant Vice President for Safety and Risk Services or their designee, or the Vice President for University of Operations.

Timely warnings may be issued to the entire university community through:

- CSU uses the Everbridge notification system that is supported by the Larimer Emergency Telephone Authority and activated for CSU-related emergencies by CSU personnel. This system issues email notifications to all CSU students and employees who maintain an @colostate.edu email address. Cell phone notifications are also made to employees and students who have a telephone number on file with the university. To sign up for alerts from other agencies or for more information, please visit the Larimer Emergency Telephone Authority website at [leta911.org](http://leta911.org).

- The CSU emergency email system, which sends emails to all students and employees. No one can opt out of receiving messages.
- Postings to the Safety website at [www.safety.colostate.edu](http://www.safety.colostate.edu).
- Students studying and employees working at the Sturm Collaboration Campus are encouraged to sign up for Arapahoe Community College's emergency alert system. To do so, download the ACC Alert App onto your smart phone. You can download the app at <https://apparmor.apparmor.com/clients/arapahoe.edu/>. More information about Arapahoe Community College campus safety can be found at <https://www.arapahoe.edu/advising-support/student-support/campus-safety>.
- Fliers or printed notices sent to specific offices or university community members where the threat is targeted and not immediate.
- Warnings may also be posted on one or more of the university's social media sites.

Depending upon the level of threat and context of the emergency, emergency notification and timely warning messages may also be shared via:

- Cable television messages
- Reverse 911 calls or the Larimer Emergency Telephone Authority
- University homepage at [www.colostate.edu](http://www.colostate.edu)
- Main university social media accounts
- University's online newsletter SOURCE (<https://source.colostate.edu/>)
- Parent & Family online newsletter (<https://parentsandfamily.colostate.edu/>) and social media accounts (called Colorado State Parents & Families on Facebook)

Emergency email and text notification systems will be tested throughout the year, using test messages.

### **Determining the Content of the Emergency Notification or Timely Warning**

Those issuing the notifications will use the following guidelines when determining the contents of the emergency message:

- Initial alerts warn all or part of the university community of a danger and the actions they should take to safeguard their safety.
- Information pertaining to the reported incident will be screened to include the most information possible, based on what occurred, where it occurred, and when it occurred.
- To achieve this, notifications may include available information such as descriptive phrases or words about the incident (such as robbery, assault, or hazardous materials spill), the location where an incident was reported to have occurred, the time of the incident or threat, and information that may assist with emergency response, such as a suspect description.
- Messages distributed in the early stage of a rapidly unfolding emergency will generally be

short, precise, and directive. Examples include: “CSU Alert: Assault reported outside of the south entrance to the Lory Student Center. Suspect is white female wearing a pink shirt, jeans. May be armed with a tire iron.”

- Subsequent messages may be sent to inform the university community about additional details of the situation if new information becomes available, or to clarify initial information that has already been shared. These messages are generally distributed once first responders have additional information about the reported situation. Examples include: “CSU Alert 2: Suspect last seen running south through Lory Student Center plaza. Call 911 if suspect seen. When available updates at [www.safety.colostate.edu](http://www.safety.colostate.edu).”
- When possible, an all-clear notice is sent once the situation is nearly or completely resolved.
  - The purpose of this message is to reassure the community that the university is working diligently to resolve the dangerous situation.
  - It can also be used to provide additional information about the situation and where resources will be available.
  - The notification goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.
  - Some situations do not reach a clear resolution, such as the location and arrest of a suspect, so it is not possible to always issue an all-clear.

In all emergency notifications and timely warnings, the university will follow procedures to assure that the names or identifying characteristics of crime victims are not publicly disclosed, including a review of the content of notifications by the CSU Police Department Chief.

### Sharing information with the community outside of the university

- When all students receive an emergency notification, Student Affairs may share the content of that notification through its Parents and Family email list.
- The university also may post the text of all emergency notifications that are shared with the majority of the university community on its safety website (<http://www.safety.colostate.edu>).
- Emergency notifications shared with only a geographical or segmented portion of the university population will generally not be shared online.
- The content of emergency notifications is generally also shared via the CSU Police Department social media account.

## Missing Student Policy and Official Notification Procedures

CSU's missing student notification policy and official notification procedures apply to students who reside in on-campus and university housing.

If anyone believes that any CSU student who resides in on-campus and university housing is missing for more than 24 hours, he or she should immediately notify the CSU Police Department at 970-491-6425. A person also may report that a student is missing to a residence hall advisor or director or to the Residence Life main office at 970-491-4719. All missing student reports must be immediately referred to CSUPD (in any case, no more than 24 hours after the report is received). Housing and Dining Services will alert CSUPD within 24 hours of determining that a student is missing.

When a student who resides in an on-campus and university student housing facility is reported missing, CSU will investigate to determine if the student is missing, including taking any or all of the following steps:

- Contacting the student via e-mail and phone.
- Conducting a welfare check into the student's room or apartment.
- Contacting the student's designated confidential contact person or designated emergency contact person.
- Contacting others who may know the student such as parents, guardians, roommates, club advisors, friends, floor mates, club members, and friends.
- Contacting employers and associates.
- Contacting the student's professors.
- Attempting to locate the student's vehicle.
- Searching campus locations to find the student.
- Sharing the student's picture and requesting assistance from the community in obtaining pertinent information.
- Checking the student's social media sites.
- Proximity key access.
- Meal plan use.
- Any other investigative measures as determined by CSU and law enforcement officials.

CSUPD may consult with university offices in determining whether a student is missing, who is the appropriate party to initiate contact with the student's emergency or designated confidential contact person, and any other actions that may be appropriate regarding the missing student.

CSU notifies all students who reside in on-campus and university housing that they may designate a confidential contact person to be notified no later than 24 hours after the student is determined to be missing. Students designate this person by completing the confidential contact form provided when they first move into the residence halls and may change their designation at any time by going online in the residence hall intranet system (students must be logged in to make changes). The confidential

contact information provided by the student is accessible only to authorized campus personnel, including law enforcement, and may not be disclosed to anyone else. If the student does not register a confidential contact person, then the student's designated emergency contact person or people shall be contacted.

The university will contact the parents, custodial parent, or guardian of all unemancipated students younger than 18 who reside in on-campus and university housing within 24 hours, in addition to contacting the confidential contact person designated by the student.

CSU will notify all students living in on-campus and university housing that, if they are determined to be missing for more than 24 hours, the institution will initiate the following official notification procedures:

- The university will notify the confidential contact person identified by the missing student within 24 hours after determining that the student is missing.
- If the missing student is an unemancipated minor younger than 18, the student's custodial parent or guardian as identified in CSU records will also be notified within 24 hours from the time the student is determined missing.
- The university will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

## Interpersonal Violence: Definitions and Reporting Options

Colorado State University prohibits sexual harassment, sexual assault, domestic violence, dating violence and stalking (collectively “interpersonal violence”).

### Definitions You Should Know

Sexual harassment is defined under federal Title IX regulations as conduct on the basis of sex that constitutes one or more of the following:

- An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity. Depending upon the behaviors, examples of such conduct may include, but are not limited to:
  - Gender-based bullying, including towards trans and non-binary people
  - Direct propositions of a sexual nature
  - Pressure for sexual activity
  - A pattern of conduct that includes one or more of the following:
    - Unwelcome and unnecessary touching, patting, hugging, or brushing against a person’s body.
    - Remarks of a sexual nature about a person’s clothing or body, whether or not intended to be complimentary.
    - Remarks about sexual activity or speculations about previous sexual experience.
    - Other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes.
    - Written or digital communications such as emails, texts, live or streaming audio or video, social media posts, etc. containing sexual comments, words or images.
  - Visual displays of sexually oriented images outside the educational context.
- Sexual assault, dating violence, domestic violence, or stalking as defined in laws and regulations and set forth below.

Sexual assault as defined by the Clery Act is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program. Per the National Incident-Based Reporting System User Manual from the FBI Uniform Crime Reporting program, a sex offense is “any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.”

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is sexual intercourse with a person who is under the statutory age of consent as determined by the law of the jurisdiction where the event takes place.

Sexual assault is also defined in Colorado by statute C.R.S. § 18-3-402 as follows: Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age, and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age, but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless, and the actor knows the victim is physically helpless and the victim has not consented.

Domestic violence as defined in the Clery Act includes felony or misdemeanor crimes of violence committed by someone who is a:

- Current or former spouse or partner of the victim.

- Person with whom the victim shares a child in common.
- Person who is cohabitating with or has cohabitated with the victim as a spouse or partner.
- Person similarly situated to a spouse of the victim under the domestic or family violence laws of Colorado.
- Or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

In Colorado, the criminal law definition of domestic violence is found in C.R.S. § 18-6-800.3, as follows:

- Domestic violence means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic violence also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
- Intimate relationship means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

It is notable that Colorado law requires a mandatory arrest in certain circumstances. Where an officer has probable cause to believe that an individual has violated a valid restraining order, or where an officer has probable cause to believe that a crime of domestic violence has been committed an arrest is mandated; officers have no discretion. Often, police receive calls from the victims, from friends, or from concerned neighbors who hear the noise of an argument or fight.

Dating violence as defined by the Clery Act means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the people involved in the relationship

Colorado does not define the term dating violence in its statutes. However, the definition above for domestic violence is broad enough to encompass interpersonal violence between persons in an intimate relationship.

Stalking as defined by the Clery Act means engaging in a course of conduct directed at a



specific person that would cause a reasonable person to fear for a person's safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is a crime in Colorado and is on the rise in many academic settings. Colorado law (C.R.S. §18-3-602) defines stalking as follows:

A person commits stalking if directly, or indirectly through another person, the person knowingly commits one or more of these acts:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship.
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues.
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph, a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

If you believe you are being stalked, let someone know. Document all activities related to the person who you believe may be stalking you and report the incident to the police. Don't discount the situation and ignore red flags. Trust your judgment. If a situation doesn't feel right, ask for help.

Consent is defined under Colorado law as "cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this [statute]. Submission under

the influence of fear shall not constitute consent.” [C.R.S. §18-3-401(1.5)].

It is the responsibility of every individual to ensure they have the consent of others to engage in sexual activity. Communication regarding consent consists of mutually understandable words or actions that indicate an unambiguous willingness to engage in specific sexual activity at the same time, in the same way. In the absence of clear communication or outward demonstration, there is no consent. Lack of protest, lack of resistance, or silence do not alone constitute consent.

Consent must be all of the following:

- **Knowing:** All individuals understand, are aware of, and agree as to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of respondent’s intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and Ongoing:** Consent must exist at the time of sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

Consent may also be withdrawn at any time, for any reason, provided the person withdrawing consent makes that known in clearly understandable words or actions. Even if a person agreed to a sexual interaction or continued sexual interaction, that person has the right to change their mind, at any time, irrespective of how much sexual interaction may have already taken place.

Consent to any one form of sexual activity does not imply consent to any other forms of sexual activity. The existence of a dating relationship or past sexual relations between the individuals

involved is not conclusive evidence of consent in another instance (nor will subsequent sexual relations or dating relationship alone suffice as evidence of previous consent).

## Reporting Interpersonal Violence

Victims are not required to report to law enforcement to receive assistance. However, reporting enables the university to act to prevent a recurrence and protect both the victim and the university community. Anyone who may be the victim of sexual harassment, sexual misconduct, relationship violence, or stalking, or who is a bystander observing such behavior, is encouraged to report it.

## Procedures Victims Should Follow

When an incident of sexual assault, domestic violence, dating violence, or stalking is reported, victims are informed in writing that it is important to preserve evidence so that a successful criminal prosecution remains an option. This also aids in any action to obtain a protective order. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and so that evidence may be collected. Any clothing removed should be placed in a paper, not plastic, bag.

When an incident of interpersonal violence occurs, consider taking one or all of the following steps.

Reporting to Office of Title IX Programs through the following options: [https://titleix.colostate.edu/  
titleix@colostate.edu](https://titleix.colostate.edu/titleix@colostate.edu) 970-491-1715

Document evidence of violence, such as bruising or other visible injuries, by taking photographs. Save evidence of stalking including any communication, such as written notes, text messages, emails, voice mail or other communications should be saved. Do not alter these messages by forwarding them or changing them in any way.

Victims of sexual assault, domestic violence, dating violence, or stalking who engage with the Office of Title IX Programs and Gender Equity are informed, in writing, that they have several options available to them for involving law enforcement and university authorities.

Additional options and how to complete them are as follows:

Report the incident to the police:

- The victim or bystander may make a report to the CSU Police Department whenever a person has been impacted by one of these crimes. In an emergency or when threat of harm is imminent, immediately call 911. In non-emergencies, contact CSU police at 970-491-6425, or file a report online at [police.colostate.edu/report-crime/](https://police.colostate.edu/report-crime/). You may also go in person to the CSU Police Department in Green Hall.

- For crimes occurring off-campus, contact law enforcement for the local jurisdiction. Fort Collins Police Services may be reached at 970-221-6540. When a police report is made, the police will interview the person making the report, the victims, any witnesses, and the person or people alleged to have committed a crime.

Receive assistance in reporting the incident to the police:

- For help in making a report to law enforcement, contact the Office of Title IX Programs and Gender Equity by calling 970-491-1715. They will explain the steps required and what is involved and will contact the appropriate law enforcement agency on your behalf to help you make the report.
- Assistance may also be obtained by contacting the Women and Gender Advocacy Center at 970-492-4242.

Decline to contact law enforcement, but still get help:

- A victim of a crime may decline to contact law enforcement.
- The Office of Title IX Programs and Gender Equity provides victims with written notice of their rights and options and can help obtain supportive measures such as no-contact orders. A no-contact order is issued by the University to a student or employee requiring them to stay away from the other party, while a restraining order, also known as a “civil protection order,” is a court order which protects one party by prohibiting another from certain conduct, communications, or requiring them to stay a certain distance away from the protected person’s home, school or workplace. Violation of the protection order is a criminal offense.

Victims are informed in writing that the Office of Title IX Programs and Gender Equity can issue no-contact orders to a student who is alleged to have committed discrimination, harassment, sexual harassment, sexual assault, interpersonal violence, stalking, or retaliation. The Office of Title IX Programs and Gender Equity can be reached at (970) 491-1715 or email [titleix@colostate.edu](mailto:titleix@colostate.edu).

No-contact orders and other interim and supportive measures may be issued by the Office of Title IX Programs and Gender Equity (see “Accommodations and Supportive Measures against Interpersonal Violence” in this report).

Criminal and civil courts can also issue restraining orders and other protective orders to crime victims, whether before, during, or after a criminal or civil trial (for example, by prohibiting the alleged perpetrator of the crime from having any contact with, or being within a certain distance of, the victim).

The University is not responsible for enforcing a restraining order issued by the court, however,

the existence or violation of a court order may be considered by the University when determining if interim measures or disciplinary action may be warranted under University policy. Restraining orders are obtained by petitioning the local court for the jurisdiction, and assistance with the process may be provided through Women and Gender Advocacy Center by calling 970-491-6384 or emailing [WGAC@colostate.edu](mailto:WGAC@colostate.edu).

Any accommodations or supportive measures provided by the university to the victim will be maintained as confidential, to the extent that maintaining confidentiality would not impair the ability of the institution to provide such measures. Information is shared with university officials on a need-to-know basis as determined by the Office of Title IX Programs and Gender Equity.

To file a request for an accommodation or supportive measure, students should contact the Office of Title IX Programs and Gender Equity online at [https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout\\_id=17](https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout_id=17), via email at [titleix@colostate.edu](mailto:titleix@colostate.edu), by phone at 970-491-1715, and in person at the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Colorado State University, Fort Collins, CO 80523.

The Office of Equal Opportunity (970-491-5836) assists employees who have been impacted by these crimes.

## **Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported**

The university has procedures in place to help victims report sexual misconduct, including sexual assault, domestic violence or dating violence, or stalking. Victims are encouraged to report sexual misconduct to CSUPD or the Office of Title IX Programs and Gender Equity.

Procedures taken when a report is made include informing individuals of their right to file or not to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance referrals, visa and immigration assistance, and other university and non-university services; and additional remedies to prevent contact between a complainant and an accused party, such as no-contact directives or housing, academic, transportation, or working accommodations, if reasonably available.

The university will make accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

## **Victim Confidentiality**

CSU recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. CSU offers confidential resources and protects the privacy of any

individual who makes a report to the extent possible, while also meeting any obligations related to the investigation and response to known reports to protect the victim, prevent a recurrence or protect campus safety.

Information about reports will only be shared with university personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared on an as-needed basis.

Reports made to medical professionals, licensed mental health counselors, and Victim Assistance Team members will not be shared with any third parties except in cases of imminent danger to the victim or a third party, or when abuse of someone currently under 18 is reported.

Advocates receive special training in the physical, psychological, and legal ramifications of sexual assault. Advocates are bound by state statute to maintain strict confidentiality. All publicly available records, including crime statistics published in this report given by advocates to other offices at the university will keep the confidentiality of the victim and any other necessary parties, to the extent allowed by law.

Advocates will provide information about options related to crime reporting, but the final decision is up to the individual victim.

### **Information about Registered Sex Offenders**

Information about sex offenders currently registered at the university is available at the CSU Police Department Records Section during normal business hours by calling 970-491-6425.

The Larimer County sex offender registry can be found at <https://www.larimer.org/sheriff/sexoffenders#/app/agree>.

The Colorado convicted sex offender search website (<https://apps.colorado.gov/apps/dps/sor/>) includes information regarding sexually violent predators, multiple offenders, persons who have been convicted of a felony sex offense, and those sex offenders who have failed to register.

## Disciplinary action in cases of alleged interpersonal violence

CSU strictly prohibits all acts of sexual harassment, sexual assault, domestic violence, dating violence, and stalking (interpersonal violence).

Interpersonal violence incidents involving students that are not governed by Title IX because they occur off-campus or outside the context of University education programs and activities are investigated by trained University investigators, and referred for review and potential discipline under the Student Conduct Code (<https://resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf>). Incidents involving students that are governed by Title IX because they occur on campus or as part of University education programs and activities are addressed through the Title IX Sexual Harassment policy (<http://policylibrary.colostate.edu/policy.aspx?id=773>).

In cases involving employees, the complaints are reviewed under the Title IX policy as well as the CSU Policy on Discrimination and Harassment (<http://policylibrary.colostate.edu/policy.aspx?id=710>). Individuals may also face criminal investigation and prosecution in addition to any actions under CSU policies and procedures.

The university may receive reports of interpersonal violence from a variety of sources including:

- Victims and witnesses
- Campus security authorities
- Responsible employees
- Other law enforcement agencies
- University offices such as the Office of Support & Safety Assessment
- Members of the community who are not campus security authorities but who learn of an incident and choose to report it

A report of interpersonal violence can be made online ([https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout\\_id=17](https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout_id=17)), via email at [titleix@colostate.edu](mailto:titleix@colostate.edu), by phone at 970-491-1715, and in person at the Office of Title IX Programs and Gender Equity 123 Student Services Building Colorado State University Fort Collins, CO, 80523.

For complaints against an employee for sexual harassment, sexual assault, domestic violence, dating violence, or stalking, complainants may also contact the Office of Equal Opportunity by phone at 970-491-5836, via email at [oeo@colostate.edu](mailto:oeo@colostate.edu) or in person at Room 101 in the Student Services Building.

In all cases, whether involving a disciplinary process for students or employees, the university will provide a prompt, equitable, fair and impartial process from the initial receipt of report to the final resolution.

Any proceedings will be conducted in a manner that is consistent with Colorado State University's policies and transparent to the complainant (accuser) and respondent (accused); includes timely notice of meetings at which the complainant or respondent, or both, may be present; and provides timely and equal access to the complainant, the respondent, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings. They will be conducted by officials who have no conflict of interest or bias.

Proceeding means all activities related to a noncriminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

### **Information About Disciplinary Proceedings for Students Under the Title IX Policy**

In the case of a report of sexual assault, domestic violence, dating violence, or stalking that occurs on campus or as part of CSU education programs and activities, proceedings are governed under the CSU policy on Title IX Sexual Harassment (<http://policylibrary.colostate.edu/policy.aspx?id=773>) and the related procedures for investigating and responding to complaints of sexual harassment under Title IX Laws and Regulations (<https://titleix.colostate.edu/procedures/>).

The main steps in the disciplinary process for students when handled by the Title IX office and anticipated timelines for each include:

- Report received. Office of Title IX Programs and Gender Equity is responsible for receiving and reviewing reports of interpersonal violence.
- Preliminary inquiry. Office of Title IX Programs and Gender Equity is the responsible decisionmaker and determines if the reported behaviors may constitute a policy violation. The approximate timeline for this step is 30 days.
- Investigation and issuance of investigation report is the responsibility of Office of Title IX Programs and Gender Equity. This step may take approximately 90 days.
- Informal resolution, where applicable involving student responding parties. Student Resolution Center is the office responsible for assisting in informal resolution (defined below) within approximately 60 days.
- All parties (complainant and respondent) are given 10 business days to review and respond to the investigation report.
- Formal hearing or issuance of findings is the responsibility of a hearing officer. This process may take up to 45 days.
- The complainant and respondent are provided 10 business days to file appeals.



- If an appeal is filed, an appellate officer will review and consider the decision.

The informal resolution process is voluntary. It is designed to resolve complaints without a hearing while meeting the needs and interests of the parties. It is available only after a formal complaint has been filed and at any time during the investigation.

All parties and the Title IX Coordinator or designee must agree in writing to participate for an informal resolution procedure to be used, and all parties must agree in writing to the proposed resolution. If the parties are unable to agree, or if any party chooses not to engage in or to withdraw from the informal resolution procedure before it concludes, then the informal resolution procedure will terminate, and formal grievance procedures will be followed.

Pursuing an informal resolution does not preclude later use of a formal investigation if new information becomes available or if the informal resolution does not achieve its intended purpose. The Title IX Coordinator or designee may initiate an investigation at any time that the Title IX Coordinator deems it appropriate, solely at the discretion of the Title IX Coordinator.

Extensions of time are granted in circumstances where there is good cause. Every situation is different, and many factors can affect the timeline.

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking when governed under the Title IX Sexual Harassment policy include the following:

- A signed written, formal complaint submitted by impacted party outlining allegations requesting a formal investigation into the allegations.
- Complaint is reviewed by the Title IX Coordinator who issues a determination to open investigation or dismiss complaint.
- The need for accommodations or protective measures is assessed and these measures are issued if needed.
- A notice of investigation is issued simultaneously to both impacted party and responding party.
- Both impacted party (the complainant or victim) and responding party (the accused) are entitled to updates throughout the investigation.
- Both parties are afforded the same rights during the investigation, adjudication, and appeal stages of the proceedings.

If disciplinary proceedings are appropriate, written notice will be provided to both parties and a hearing will be scheduled.

A hearing officer will conduct a live hearing. The parties will have the opportunity to cross examine each other and witnesses. At no time may parties conduct cross examination. All cross examination will be

conducted by party's advisor.

Determinations are made by the hearing officer using the preponderance of the evidence standard, which means that a responding party is found responsible for violating the policy if it is more likely than not that the alleged misconduct occurred. This standard of evidence is used for all interpersonal violence allegations.

In all proceedings, including any related meetings or hearings, both the impacted party and responding party are entitled to the same opportunities to have others present at the hearing. This includes the right to be accompanied by a support person of their choice as well as an advisor. A support person is any individual who provides the party support, guidance or advice and may, but need not be, an attorney. An advisor is someone who during a live hearing will conduct cross-examination of the other parties and witnesses; the party cannot personally conduct cross-examination of the other party. If during the hearing a party does not have an advisor present the university will appoint one to conduct cross examination on their behalf.

Both parties are informed simultaneously in writing of the outcome of the proceeding and the procedure and timeframe in which to file an appeal of the outcome, of any change to the results that occurs because of the appeal, and when such results become final.

Responding parties found responsible for interpersonal violence face university disciplinary action. Remedies will be issued to the impacted party.

All investigations and proceedings are conducted by officials who receive annual training on interpersonal violence investigation and adjudication, how to investigate fairly and impartially, and how to conduct a proceeding in a manner that protects the safety of the parties and promotes accountability.

### **Information About Disciplinary Proceedings for Students Under the Student Conduct Code**

The student conduct process begins when Student Conduct Services receives a written report of an incident. These reports include but are not limited to police reports, investigation reports from the Office of Title IX Programs and Gender Equity, or incident reports from faculty, staff, or students. A Hearing Officer will review the information available to decide next steps. If a Hearing Officer reviews a report and determines that alleged behaviors do not violate the Code, no action will be taken. If, however, it appears the student may have engaged in prohibited conduct as identified in the Code, a Hearing Officer may assign charges and schedule a hearing or pursue an alternative resolution process.

If a hearing is necessary, it is facilitated by a Hearing Officer authorized by the Director of the Student Resolution Center. The purpose of the student conduct hearing is to discuss alleged violations of the Code. As part of this process, students will be asked to share their perspective related to the alleged

violations and discuss personal responsibility as well as community impact. Those charged with engaging in prohibited conduct will have the opportunity to receive a fair hearing. The formal rules of process, procedure and evidence used by the criminal justice system do not apply to the student conduct process.

The standard of proof for code violations is a preponderance of the evidence standard. The evidence must demonstrate that it is more likely than not that the violation occurred.

Parties involved in the hearing may bring a support person or advisor to the hearing, at their own expense. The support person or advisor may be an attorney. The support person or advisor may not speak directly on the student's behalf. The support person or advisor may not serve in a dual role as a witness in the hearing. In cases involving alleged violence (including domestic violence and dating violence), sexual misconduct, or stalking a support person or advisor may not be another student except for extraordinary circumstances and approved by a hearing officer.

The parties may bring or request relevant witnesses. A request for witnesses must be made at least one business day prior to a scheduled hearing. Witnesses may be present only when they are giving information. Witnesses may not serve in the dual role as a support person. The Hearing Officer has the discretion to ensure questions are relevant to the case.

Student Conduct Services is committed to providing necessary accommodations to ensure a fair and safe process for participants. Accommodations will take into consideration disabilities, personal safety and language differences.

The hearing officer decides and determines the finding of responsibility for each charge based on the preponderance of information standard. If found responsible for engaging in prohibited conduct as outlined in the Student Conduct Code, the hearing officer from the date of the hearing to provide a decision to a responding party. The number of days may be extended at the discretion of the hearing officer, who will notify all parties of any delay. The hearing outcome will include the findings of responsibility, rationale for the findings, sanctions (if applicable), and information on the appeal process.

An appeal must be submitted online within ten business days after the hearing officer's decision is sent to the involved parties. A hearing officer's decision is considered final if an appeal is not submitted within the specified time. Appeals submitted by another party on a student's behalf will only be accepted when a student acknowledges and affirms that the appeal represents their position.

Once an appeal is submitted, it is reviewed by the chair of the Appeal Committee. While an appeal is pending, the responding party must comply with all sanctions and restrictions from the Hearing Officer's decision, unless otherwise specified by the Hearing Officer. An appeal is limited to a review of the record of the hearing and supporting information that was evaluated in the decision-making process. New information will only be considered if the chair determines that the information was not available at the time of the hearing.

## Information About Disciplinary Proceedings Involving Employees

Investigation of interpersonal violence incidents are coordinated between the Title IX office and the Office of Equal Opportunity. Incidents that occur on campus or as part of University education programs and activities are addressed under the Title IX policy, as set forth above. Incidents that are not subject to Title IX are reviewed under CSU's Discrimination and Harassment policy and Sexual Harassment Complaint Procedures.

All proceedings involving employees will:

- Include a prompt, fair, and impartial process from the initial investigation to the final result.
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to investigate and hearing process that protects the safety of victims and promotes accountability.
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.
- Provide for simultaneous notification, in writing, to both the accuser and the accused, of:
  - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
  - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding if such procedures are available.
  - Any change to the result.
  - When results become final.
  - Options for appeal.

Tenured faculty members found responsible for policy violation may be entitled to additional due process pursuant to Section E.15 of the Faculty Manual (<https://facultycouncil.colostate.edu/faculty-manual-section-e/#E.15>).

If a tenured faculty member does not accept disciplinary action in response to a finding of responsibility for a policy violation, the matter may proceed to formal hearing, which includes:

- Notice of the alleged violation
- A discussion to determine if an agreement may be reached on appropriate discipline (within 3 days of notice)
- If no agreement is reached, the faculty member may provide a written response to the allegations (within 10 days of notice)
- A hearing committee will be convened and a hearing will be conducted
- Following the hearing, if 2/3 of the committee believe disciplinary action is appropriate, the committee will make a recommendation for disciplinary action
- The applicable academic supervisor will review the recommendations and make a recommendation to the applicable dean of the college
- The dean will make a recommendation for disciplinary action to the provost
- The provost will then make a recommendation to the university president for final disciplinary action

Discipline of state classified employees is governed by state personnel board rules.

Prior to imposing discipline, the appointing authority for the University must meet with the employee to present information about the reason for potential discipline, disclose the source of that information unless prohibited by law, and give the employee an opportunity to respond.

The purpose of the meeting is to exchange information before making a final decision. The appointing authority and employee are each allowed one representative of their choice. Statements during the meeting are not privileged. The employee will be allowed up to five business days after the meeting to provide the appointing authority any additional information relating to issues discussed at the meeting. The appointing authority must provide written notice of the meeting at least three business days prior to the meeting.

The written notice must contain the date, time, and location of the meeting; the purpose of the meeting; general information about the underlying reasons for scheduling the meeting; the employee's right to present information at the meeting; and the right to have a representative of choice accompany the employee to the meeting.

If reasonable attempts to hold the meeting fail, the appointing authority may send written notice advising the employee of the possibility of discipline and stating the alleged reasons. The employee has 10 days from receipt of the notice to respond in writing. After the meeting or review of any information submitted by the employee, discipline may be imposed.

## Disciplinary Sanctions for Students

For a student found responsible for violating the Student Conduct Code, disciplinary sanctions may be imposed pursuant to the Student Conduct Code, up to and including expulsion from CSU.

Disciplinary sanctions include:

- Disciplinary standings
  - Disciplinary probation
  - Loss of good standing
  - Disciplinary suspension
  - Deferred disciplinary suspension
  - Disciplinary expulsion
  - Loss of student organization recognition
- Discretionary sanctions
  - Alcohol and drug education, intervention, or treatment
  - A continuum of conflict resolution processes
  - Withholding or revocation of a degree
  - Educational sanctions
  - Restorative sanctions
  - Temporary or permanent University Housing modification including removal from University Housing
  - Interpersonal violence evaluation/treatment
  - Parent or guardian notification (student under the age of 21)
  - Compliance with court-ordered sanctions

## Disciplinary Sanctions for Employees

For an employee found responsible for violating a university policy, disciplinary sanctions may be imposed pursuant to applicable policies and procedures, up to and including termination from university employment.

Any disciplinary action for a tenured faculty member must follow the procedures outlined in Section E.15, Disciplinary Action for Tenured Faculty, of the Faculty and Administrative Professional Manual.

Disciplinary sanctions include:

- Coaching
- Verbal reprimand, documented conversation
- Pay reduction
- Suspension without pay
- Demotion

- Facilitation or mediation
- Change in job responsibilities
- Letter of expectation
- Termination
- Loss of tenure, if applicable

For state classified employees, this may include a corrective action, which is intended to correct and improve performance or behavior and does not affect current base pay, status, or tenure.

Additional disciplinary actions may include but are not limited to an adjustment of base pay to a lower rate in the pay grade; base pay below the grade minimum for a specified period not to exceed 12 months; prohibitions of promotions or transfers for a specified period of time; demotion; dismissal; and suspension without pay.

## Notification of Victims' Rights and Options

Every reported victim of an incident of sexual assault, domestic violence, dating violence, or stalking covered by university policy, whether the incident occurred on or off campus, will receive written notification of options and rights. These options and rights apply to both students and employees, although the specific options may be different in each case. These include:

- Both parties receive a copy of the policy and procedures and notice of the specific nature of the allegations against the responding party.
- Victims receive information about:
  - Supportive measures.
  - The resources available to victims as noted above and below.
  - How to make a report to the police if the victim has not already done so.

The university provides support to people who have been the victims of any crime or violation of university policy. People who have been victimized by a university student may choose to report the incident to the CSU police or to the Office of Title IX Programs and Gender Equity to initiate criminal or disciplinary action. In addition to any action deemed necessary by CSU police, a report will also be forwarded to the Office of Title IX Programs and Gender Equity for consideration of disciplinary action against a student.

Colorado State University will provide victims of crime, including crimes of sexual assault, domestic violence, dating violence, and stalking, with the best possible care and services. CSU will provide written notification to students and employees about support and services available to them, including:

- Physical, mental health, and counseling services
- Victim advocacy services
- Legal assistance
- Visa and immigration assistance
- Student financial aid
- Help with academic issues that may arise
- Changes to living situations
- Help with transportation
- Help with employment situations
- Supportive measures
- Other services available for victims, both within the university and in the community

The above support and services are available to victims whether or not they choose to report the incident to law enforcement. To learn more about these support services and the option to have changes made to a victim's situation, contact The Office of Title IX Programs and Gender Equity.

Resources and services at Colorado State University include:

CSU Police Department 970-491-6425



750 Meridian Ave. Fort Collins, CO <https://police.colostate.edu/>

Sexual Assault Victim Assistance Team through the Women and Gender Advocacy Center 970-491-6384

112 Student Services Building, Fort Collins, CO

<https://wgac.colostate.edu/involvement/courses/victim-assistance-team-volunteers/>

CSU Health Network (available to students who pay fees) 970-491-7121

151 W. Lake Street (corner of College Avenue and Prospect Road) Fort Collins, CO

<https://health.colostate.edu/>

Counseling Services (available to students who pay fees) 970-491-6053

151 W. Lake St. (corner of College Avenue and Prospect Road) Fort Collins, CO

<https://health.colostate.edu/about-counseling-services/>

Support and Safety Assessment 970-491-7407

226 Student Services Building, Fort Collins, CO <https://supportandsafety.colostate.edu/>

Student Resolution Center 970-491-7165

501 W. Lake St., Suite A, Aggie Village, Walnut Hall Fort Collins, CO

<https://resolutioncenter.colostate.edu/>

Student Legal Services 970-491-1482

284 Lory Student Center, Fort Collins, CO <https://sls.colostate.edu/>

Student Legal Services assists students who are victimized by crime, including assistance with non-immigrant visas through a free initial consultation and a referral to an immigration attorney.

Student Legal Services will advise victims regarding legal and university processes, victim impact statements for the prosecutor's office, no contact orders, civil protection or restraining orders, and other options.

When Student Legal Services has a conflict of interest preventing assistance for a victim, the office will assure that the student is put in contact with the victim advocacy program through the District Attorney's office.

If there are other areas of need not served by that program, Student Legal Services may refer a victim for an initial advisement by a community attorney at no charge to the student.

Office of International  
Programs  
970-491-5917

Laurel Hall Fort Collins, CO  
<https://international.colostate.edu/>

The Office of International Programs can help with visas to return to the United States after an absence, and referrals to immigration attorneys.

Office of Financial Aid 970-491-6321  
Centennial Hall, 1000 Libbie Coy Way, Fort Collins, CO <https://financialaid.colostate.edu/>

Office of the Registrar  
970-491-4860  
Centennial Hall, 1000 Libbie Coy Way, Fort Collins, CO <https://registrar.colostate.edu/>

Office of the Ombuds 970-491-1527  
316 General Services Building, 1251 S. Mason St., Fort Collins, CO <https://ombuds.colostate.edu/>

Employee Assistance Program 970-491-3437  
316 General Services Building, 1251 S. Mason St., Fort Collins, CO  
<https://hr.colostate.edu/employee-assistance-program/>

Resources available in the community include:

SAVA - Sexual Assault Victim Advocate Center 970-472-4204  
<https://savacenter.org/>

Crossroads Safehouse 970-530-2353  
<https://crossroadssafehouse.org/>

Alternatives to Violence 970-669-5150  
<https://alternativestoviolenace.org/>

Summit Stone Crisis Line 970-494-4200  
<https://www.summitstonehealth.org/>

Rocky Mountain Victim Law Center  
303-295-2001  
<https://www.rmvictimlaw.org/>

CSU police will investigate reports of crimes and can provide options for pursuing criminal or civil charges, or university discipline against the assailant. Crimes reported anonymously will also be

investigated.

Victims who receive personal support from university resources can expect:

- To be treated with respect
- To have confidentiality maintained (within the bounds of the law and university policy)
- To have university or criminal proceedings fully explained
- To receive assistance in relocation within or to other housing if desired
- To receive referral information for support services
- At the victim's request, to receive university assistance to deter harassment or retribution

If university disciplinary action is initiated, the victim can expect:

- To be notified of scheduled disciplinary proceedings
- To be apprised of potential hearing outcomes
- To attend the disciplinary hearing if the victim desires to do so
- To be accompanied by an adviser or support person at the hearing
- To provide a victim impact statement
- To be informed of the outcome of the hearing
- At the victim's request, to be informed (to the extent permitted by law) of the impending return of the perpetrator to campus, if the conditions of the suspension or dismissal were met prior to the victim's departure from campus

The university will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the outcome of any disciplinary proceeding conducted by the institution as it pertains to the victim. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be provided notice.

Brochures detailing victims' rights in crimes, published by the Larimer County District Attorney, are available at all local law enforcement agencies including CSUPD. CSUPD also carries information about university resources for students.

### **About Support Offered by the CSU Women and Gender Advocacy Center**

The CSU Women and Gender Advocacy Center (970-491-6384, [www.wgac.colostate.edu](http://www.wgac.colostate.edu)) provides ongoing advocacy for survivors of interpersonal violence and their support systems. The center provides support around legal, medical, emotional, academic, and university disciplinary options and concerns and will go with a survivor to on-campus or off-campus services, including to the police or hospital.

The Women and Gender Advocacy Center also trains and oversees the CSU Victim Assistance Team (<https://wgac.colostate.edu/involvement/courses/victim-assistance-team-volunteers/>).

The Women and Gender Advocacy Center staffs the Victim Assistance Team which serves students who

are the victims of interpersonal violence and their support system. In some circumstances employees can receive services as well.

- Team members receive special training in physical, psychological, and legal ramifications of interpersonal violence.
- Team members are bound by state statute to maintain strict confidentiality.
- Any information a victim's advocate learns while supporting a victim must be treated confidentially and cannot be released without the victim's permission with a few exceptions.
- Team members will provide information about options related to crime reporting, medical needs (including Sexual Assault Nurse Examinations [SANE]), and other resources but the final decision to report is up to the individual victim.
- The Victim Assistance Team confidentially supports community members who have experienced interpersonal violence.
- Team members are on call 24 hours a day, every day of the year.
- Request an advocate by calling 970-492- 4242.
- The Victim Assistance Team hotline can be used in situations resulting from interpersonal violence, including coping skills and sensory grounding.
- Team members can perform safety assessments and help create a safety plan.
- Contacting the team does not require the caller to make a police, university, or Title IX report.
- General information regarding Victim Assistance Team can be obtained by calling the Women and Gender Advocacy Center at 970-491-6384.

The advocates in the Women and Gender Advocacy Center can provide all the support found above. In addition, advocates within the Women and Gender Advocacy Center:

- Strive to support survivor self-actualization, meaning making, and sense of control over both their experiences with services and broader life circumstances.
- Aim to address the significant mental and physical impact of trauma caused and exacerbated by violence.
- Increase knowledge of and access to basic needs, academic resources, criminal and/or civil legal systems, and health and psychological services both on and off campus.
- Work to reduce isolation by supporting students in identifying, building, and repairing formal and informal support networks.
- Help survivors with academic safety planning and support in addressing the educational impact of experiencing interpersonal violence.
- Improve survivor outcomes by educating the whole university community on trauma informed care and the intersections of interpersonal violence with other forms of oppression, thus increasing the understanding of services, promoting survivor needs, and minimizing harm.

Fort Collins Police Services provides a free, non-confidential advocacy service that can assist employees and other members of the community who are engaged in reporting to that law enforcement agency. More information is available at <https://www.fcgov.com/police/victims-assistance.php>.

## Personal Safety Tips

- Victims of sexual assault are not at fault for what has been done to them, whether drugs, alcohol or other intoxicants were used or not. The perpetrators of this crime are fully responsible for their illegal behavior.
- Allow people to make decisions for themselves – resist making them feel that they “owe you” something, including intimacy.
- Be alert for unhealthy dynamics in relationships.
- Because of the frequency of acquaintance sexual assaults in campus communities, it is best to be very explicit with dates about how intimate you expect the relationship to be.
- The vast majority of sexual assaults reported within the CSU community are committed by someone the survivor knows (more than 95%).
- Do not assume that you have consent. Some people believe that consent to any level of intimacy implies consent to sexual intercourse. This is not true – anyone can say “no” or “stop” at any time. Silence never equals consent.
- Often, assailants target victims who have been using drugs, alcohol or other intoxicants because of their increased vulnerability. Some people also intentionally coerce their intended victim to become intoxicated on alcohol or drugs.
- In Colorado, it is a criminal offense to have sexual contact or intercourse with someone who has been using drugs, alcohol or other intoxicants if they are unable to indicate their consent or lack of consent.
- In some instances, drugs are used that impair someone’s ability to know what is going on and to subsequently make them more vulnerable to sexual assault. Drugs like GHB or Rohypnol (roofies) can be secretly slipped into a beverage, nonalcoholic and alcoholic drinks alike. The drug has no smell or taste and generally no color. These drugs can be present at bars and clubs, but also at parties and intimate gatherings. The reality is that date rape drugs can be slipped into a drink by a perpetrator at any social setting.

## Accommodations and Protective or Supportive Measures against Interpersonal Violence

CSU is committed to providing a safe learning and working environment. Reasonable and available accommodations and supportive measures are available to victims of dating violence, domestic violence, sexual assault, and stalking regardless of whether a report is made to law enforcement, or the victim wishes to pursue formal action through the university.

### Student accommodations and supportive measures

Following an alleged offense of interpersonal violence, CSU will comply with a student's reasonable requests for supportive measures. Supportive measures include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, university escort services, referrals for medical services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campuses, and other similar measures.

The victim will also be referred to community resources such as legal resources for assistance in obtaining court-ordered protection and assistance with transportation and other needs. Students may contact the Women and Gender Advocacy Center for assistance (970-491-6384, [www.wgac.colostate.edu](http://www.wgac.colostate.edu)).

### Employee supportive measures

Employees of CSU who are victims of crime will also receive information regarding supportive measures that CSU may take to protect and aid the employee, by contacting

Office of Equal Opportunity 970-491-5836  
oeo@colostate.edu  
Room 101 in the Student Services Building Oeo.colostate.edu

Supportive measures available to employees are: counseling, extensions of work deadlines, modifications of work schedules, campus escort services, mutual restrictions on contact between the parties, referrals for medical services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campuses, and other similar measures.

### Interim measures

During the investigation and disciplinary process, interim measures may be required of the responding party (the person accused of interpersonal violence behaviors).

Interim measures, which are temporary, are:

Interim no-contact order: The parties are prohibited from having any contact with each other until the conclusion of the disciplinary process. This may prohibit a student from attending specific events, activities or classes.

Interim trespass order and emergency removal: The responding party may be prohibited from being in or around specifically identified locations, events, activities or classes until the conclusion of the disciplinary process. A responding party can be restricted from residence halls, dining facilities, and all university properties.

Interim university suspension: The responding student is denied access to campus, classes, and university activities and privileges until the conclusion of the disciplinary process.

Other actions the university may take are:

- Interim transcript notation
- Interim registration hold
- Interim degree hold
- Request for academic adjustments
- Change to dining and/or transportation arrangements
- Adjustment to on-campus working arrangements
- Limitation or prohibition regarding participating in University activities absent written authorization from an appropriate University official

The responding party who is a student will be referred to Student Case Management and counseling services for support and assistance in accessing accommodations. Responding parties who are employees will be referred to the Ombuds and the Employee Assistance Program for support and assistance in accessing accommodations.

## Crime Statistics for Colorado State University

Crime statistics tell us what has been reported to officials. Statistics may or may not be representative of what is actually occurring. The *Chronicle of Higher Education* has noted that colleges and universities that have comprehensive resources and services experience an increase in crime reporting, which is not necessarily a factor in determining the frequency of a crime. The university works hard to provide a safe environment in which to report crime and a culture encouraging our community to do so.

Crime, and specifically violent crime, is said to occur on most campuses in the United States. Colorado State University has been committed for decades to the safety, protection, education, and awareness of its students, faculty, staff, and community. Long before it was required by law, CSU made crime statistics available through this publication and other campus and community communications. In doing so, the university community has become aware of safety concerns and what is happening to address those concerns.

Through close working relationships with area law enforcement, including Fort Collins Police Services, CSU is informed and responds, typically via the student conduct system, to incidents involving students in the community, including any criminal activity by students at non-campus locations.

This report contains disciplinary and crime statistics for Colorado State University. Student Conduct Services summary report is a compilation of the total number of disciplinary referrals.

*The information included in this report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, the Drug-Free Work Place Act, the Drug Free Schools and Communities Act of 1989, and the Higher Education Amendments of 1998. This publication is intended to provide a general description of campus security arrangements and not to serve as a contractual agreement between the university and the recipient. Security procedures are subject to change without notice.*

\* For an incident to be classified as a hate crime, it must first meet the definition of a crime. Crimes that can be classified as hate crimes include murder, non-negligent manslaughter, sexual assault, robbery, burglary, motor vehicle theft, larceny-theft, vandalism, aggravated assault, simple assault, intimidation, and arson. To be classified as a hate crime, the incident must first be determined to be a criminal act, and evidence must also exist that the crime was motivated by the offender's bias against the victim based on one or more of these identities, as defined by law: disability (physical, psychological, cognitive and chronic health); ethnicity; gender; gender identity; race; national origin; religion; and sexual orientation. The Clery Act requires the university to report in this document incidents that fall within select, specific categories of hate crimes that occurred on university property. It is important to note that the incidents reflected in these charts do not count non-criminal acts of bias and hate reported to the university's bias reporting system or CSUPD.



## 2022 Clery Crime Statistics

Colorado State University	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only
<b>Reportable Criminal Offenses</b>					
Murder & Non-negligent Manslaughter	0	0	0	<b>0</b>	0
Manslaughter by Negligence	0	0	0	<b>0</b>	0
Robbery	0	0	0	<b>0</b>	0
Aggravated Assault	7	0	0	<b>7</b>	4
Burglary	23	0	0	<b>23</b>	9
Motor Vehicle Theft	13	0	3	<b>16</b>	0
Arson	2	0	0	<b>2</b>	2
Sexual Assault, including:					
Rape	25	3	0	<b>28</b>	22
Fondling	25	0	0	<b>25</b>	22
Incest	0	0	0	<b>0</b>	0
Statutory Rape	0	0	0	<b>0</b>	0
<b>VAWA Offenses</b>					
Domestic Violence	4	0	0	<b>4</b>	4
Dating Violence	9	0	0	<b>9</b>	7
Stalking	17	0	4	<b>21</b>	11
<b>Liquor, Drug &amp; Weapon Violations</b>					
<i>Arrests:</i> Liquor Law Violations	10	0	4	<b>14</b>	3
<i>Disciplinary Referrals:</i> Liquor Law Violations	593	0	25	<b>618</b>	543
<i>Arrests:</i> Drug Law Violations	7	1	9	<b>17</b>	1
<i>Disciplinary Referrals:</i> Drug Law Violations	117	0	1	<b>118</b>	94
<i>Arrests:</i> Weapon Violations	6	0	1	<b>7</b>	1
<i>Disciplinary Referrals:</i> Weapon Violations	3	0	0	<b>3</b>	2

### Footnotes

**Unfounded:** There were **0** unfounded crimes reported in 2022.

**Hate Crimes:** There were **2** hate crimes reported in 2022 that met Clery definition.

1. On-Campus/Residential Facility – Destruction/Damage/Vandalism of Property based on Gender Identity.
2. On-Campus/Residential Facility – Destruction/Damage/Vandalism of Property based on Gender Identity.

## 2021 Clery Crime Statistics

Colorado State University	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only
<b>Reportable Criminal Offenses</b>					
Murder & Non-negligent Manslaughter	0	0	0	<b>0</b>	0
Manslaughter by Negligence	0	0	0	<b>0</b>	0
Robbery	0	0	0	<b>0</b>	0
Aggravated Assault	3	1	1	<b>5</b>	3
Burglary	16	2	0	<b>18</b>	5
Motor Vehicle Theft	8	0	1	<b>9</b>	0
Arson	2	0	0	<b>2</b>	2
Sexual Assault, including:					
Rape	10	1	0	<b>11</b>	10
Fondling	8	1	0	<b>9</b>	6
Incest	0	0	0	<b>0</b>	0
Statutory Rape	0	0	0	<b>0</b>	0
<b>VAWA Offenses</b>					
Domestic Violence	3	0	0	<b>3</b>	2
Dating Violence	8	0	0	<b>8</b>	7
Stalking	12	0	1	<b>13</b>	5
<b>Liquor, Drug &amp; Weapon Violations</b>					
<i>Arrests:</i> Liquor Law Violations	17	0	9	<b>26</b>	7
<i>Disciplinary Referrals:</i> Liquor Law Violations	783	1	25	<b>809</b>	747
<i>Arrests:</i> Drug Law Violations	13	2	10	<b>25</b>	3
<i>Disciplinary Referrals:</i> Drug Law Violations	100	0	1	<b>101</b>	76
<i>Arrests:</i> Weapon Violations	1	1	0	<b>2</b>	0
<i>Disciplinary Referrals:</i> Weapon Violations	1	0	0	<b>1</b>	1

### Footnotes

**Unfounded:** There was 1 unfounded crime reported in 2021.

- 1- On-Campus – Motor Vehicle Theft

**Hate Crimes:** There were 0 hate crimes reported in 2021 that met Clery definition.

## 2020 Clery Crime Statistics

<b>Colorado State University</b>	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only
<b>Reportable Criminal Offenses</b>					
Murder & Non-negligent Manslaughter	0	0	0	<b>0</b>	0
Manslaughter by Negligence	0	0	0	<b>0</b>	0
Robbery	0	0	0	<b>0</b>	0
Aggravated Assault	3	0	1	<b>4</b>	1
Burglary	0	3	0	<b>3</b>	0
Motor Vehicle Theft	0	1	0	<b>1</b>	0
Arson	0	0	0	<b>0</b>	0
<b>Sexual Assault, including:</b>					
Rape	6	0	0	<b>6</b>	5
Fondling	9	0	0	<b>9</b>	5
Incest	0	0	0	<b>0</b>	0
Statutory Rape	0	0	0	<b>0</b>	0
<b>VAWA Offenses</b>					
Domestic Violence	10	0	0	<b>10</b>	10
Dating Violence	20	0	0	<b>20</b>	12
Stalking	12	0	0	<b>12</b>	4
<b>Liquor, Drug &amp; Weapon Violations</b>					
<i>Arrests:</i> Liquor Law Violations	1	0	0	<b>1</b>	0
<i>Disciplinary Referrals:</i> Liquor Law Violations	706	2	13	<b>721</b>	650
<i>Arrests:</i> Drug Law Violations	14	0	10	<b>24</b>	1
<i>Disciplinary Referrals:</i> Drug Law Violations	337	0	2	<b>339</b>	296
<i>Arrests:</i> Weapon Violations	0	0	1	<b>1</b>	0
<i>Disciplinary Referrals:</i> Weapon Violations	0	0	0	<b>0</b>	0

### Footnotes

**Unfounded:** There were **0** unfounded crimes reported in 2020.

**Hate Crimes:** There were **0** hate crimes reported in 2020 that met Clery definition.

## Fire Safety on Campuses and Evacuation Procedures

### In University Housing, including residence halls

Housing & Dining Services works with Poudre Fire Authority, CSU Emergency Management, CSU police and the university's Environmental Health Services department to ensure a safe environment for residence hall and apartment life students and their families. Housing staff and other university health and safety officials monitor all standards. Student rooms are periodically inspected to help promote fire- and life-safety awareness, as well as identifying any noncompliance with safety standards.

Poudre Fire Authority and CSU:

- Provide fire safety education
- Schedule fire drills at all residence halls each semester
- Jointly investigate fires on campus
- Provide fire safety training to all residence hall staff
- Perform fire code inspections for building remodels and new construction

To maintain safe campus environments in university housing, smoking, candles, and open flames are not allowed in residence halls and only safe, low wattage, UL-approved electrical appliances without open coils may be used. More detailed information about fire safety policies can be found on the Housing & Dining Services website (<https://housing.colostate.edu/halls/policies/>) or by calling University Housing at 970-491-4719.

### University Housing Policies

Housing policies related to fire safety include but are not limited to the following.

- Halogen lamps are prohibited.
- Candles and open flames are not allowed. Due to fire safety and the Poudre Fire Authority's adoption of the 2018 International Fire Code, candles -- including unburned or decorative -- and any items with an open flame or exposed heating coils, are not allowed in residence hall rooms. Incense burning is also not permitted.
- Flammable liquids such as kerosene, gasoline, lighter fluid, and other flammable liquids are NOT permitted in the residence halls.
- Appliances are allowed on a limited basis. The misuse and illegal use of electrical appliances create serious hazards in residence halls. Only safe, relatively low-wattage appliances are permitted in your room. These include hair dryers, shavers, hot curlers, study lamps, radios, televisions, DVD and CD players, electric blankets, thermostatically controlled coffee makers, popcorn poppers, small microwave ovens, and compact refrigerators. Do not cook with open flames or coils. Toasters, toaster ovens, or electric coil cook tops are not allowed. Do not leave food in an appliance unattended. Fires have even been caused by popcorn burning in a microwave.

- Electrical light fixtures are not to be modified in any way. If additional outlets are needed, special multiple-outlet boxes with built-in breakers (power strips) can be purchased at a hardware store.
- Each power strip used must be plugged into a wall outlet – do not plug power strips into other power strips. Appliances such as microwaves and refrigerators must be plugged directly into a wall outlet, not an extension cord or power strip.
- Fire extinguishers are located on every floor as well as in the main office of each residence hall.
- Each residence hall conducts a minimum of two drills per year, with some conducting as many as four. Drills prepare building occupants for an organized evacuation in case of a fire or other emergency. During the drills, students learn the locations of the emergency exits and how to exit the building.
- Plans for future fire safety improvements are considered when residence halls are constructed or remodeled, and CSU conducts health and safety inspections to constantly monitor the fire safety systems to be sure they are working and makes repairs as needed.
  - Allison and Newsom halls have both received upgraded fire suppression systems.
  - Westfall and Durward were updated with digital fire alarm systems.
  - Additional horns were installed in corner suites in Westfall and Durward.
  - The fire suppression systems on one floor in Summit Hall was updated in Summer 2023 and work will continue on another floor in Summer 2024.

Colorado State University residence halls are equipped with:

- Smoke and heat detectors
- Fire alarm pull stations
- Fire sprinkler flow switches
- Alarm notification devices
- Fire extinguishers

Housing & Dining Services staff receive significant fire and life safety training, including, but not limited to:

- All Housing & Dining staff receive fire extinguisher training. Staff who are in spaces where CO2 extinguishers are present (such as mechanical and server rooms) receive additional training specific to this extinguisher type.
- All Housing & Dining Facilities staff are required to complete the EHS online training “Right-to Know HazCom Fire Safety Training.”
- All Housing & Dining Facilities staff participate in weekly safety huddles, and topics covered include, but are not limited to emergency action plans, fire prevention, fires: fight or evacuate, carbon monoxide, fire extinguisher usage, first aid for burns, and first aid for health emergencies.
- Residential Dining Services staff who perform certain roles in kitchens receive kitchen hood systems training to mitigate fire hazards.

- All residential spaces are inspected at least annually while occupied to check for fire safety hazards and educate residents on fire safety as needed.
- All residential facilities have a minimum of two fire drills per year (at the beginning of the fall and spring semesters).
- Administrative buildings undergo fire drills at least once a year.
- Fire safety resources – including fire alarm system sounds – are on our website at <https://housing.colostate.edu/safety/>. A hall evacuation safety video is also on the website.
- ADA accommodations pertaining to fire safety (such as strobe light systems for the hearing impaired, specific evacuation plans, etc.) are provided to students with disabilities.
- Fire safety training and outreach activities are offered to staff and students throughout the academic year and by request:
  - Fire science experiments with Poudre Fire Authority
  - Fire safety trivia at the Ramskellar
  - Live grease fire demonstration
  - Movie Night with Backdraft (pop-ups about inaccuracies and misconceptions in the movie) and Fire Line: Wildfire in Colorado
  - Real Heroes Firefighter on the Wii
  - Booths at resource fairs
  - Fire safety for children at Aggie Family and University Village
  - Smoke filled room experience
  - Spray a fire hose experience
  - Virtual reality of a burn house (actual footage from Poudre Fire Authority from a CSU student house fire – students were all okay)
  - Fire safety display at Lory Student Center display cabinet
  - Resident Assistants have put up safety related bulletin boards

### On campuses in all buildings

- All fire alarm panels display a detailed graphic map pinpointing the exact location of the device in alarm or trouble in the building for CSUPD.
- Fire extinguishers and suppression systems are regularly tested.
- Fire extinguisher training is available to building proctors, housing staff (Residence Directors, Assistant Residence Directors, Residence Assistants), and faculty and staff.
- Annual evacuation drills are conducted in university buildings including identifying the location of fire alarm pull stations, AEDs, alternate exits and areas of refuge.
- Annual evacuation drills are coordinated by the University Emergency Manager for academic buildings.
- Evacuation drills may be done in collaboration with CSUPD and Poudre Fire Authority.
- Drills are to prepare building occupants for an organized evacuation in case of a fire or other emergency.

- During a drill, occupants learn the locations of the emergency exits in the buildings and the direction to travel when exiting the building.
- Each university building has an assigned building proctor, an assistant proctor, and a building safety plan, developed with the assistance of building proctors.
- Building proctors are trained to assist in emergencies and drills. Building proctors are listed at <http://www.fm.colostate.edu/proctors>.

### Special Notes

- During the fall semester of 2022, CSU temporarily leased additional residential space in a local hotel in response to larger than expected incoming residential student numbers. This additional residential facility was at University Inn 914 S College Avenue, Fort Collins, CO, 80524. This hotel has a fire alarm system that is monitored offsite and has sprinklers in each room.

### To report a fire

To report an active fire, call 911 or pull a fire alarm pull station.

To report a fire that has previously occurred you may contact:

- Colorado State University Police Department at 970-491-6425
- Housing Assistant Safety Coordinator at 970-491-6511 (if a fire occurred in a residence hall or dining center)
- University Emergency Manager at 970-491-6425

General evacuation procedures and university emergency response:

- When a fire alarm is activated, all residents, guests, and staff are to evacuate the building immediately. NO EXCEPTIONS!
- Before an emergency arises, make sure you know the location of exits and your meeting area.

In a fire situation:

- Do not panic; stay as calm as possible. You will need to think clearly to make the right decisions.
- If you are inside of a room with a door with a doorknob, feel the doorknob with the back of your hand or palm to test for heat.
- If the door is cool, brace yourself against it, and open it slowly to check for flames or smoke.
- If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor.
- If one exit is blocked, try the next nearest exit.

- Alert others by shouting or knocking on doors as you make your way to an exit.
- Always escape via stairs – never use elevators during a fire.
- Once you evacuate, follow directions of fire and police personnel, and never re-enter the building until authorized.

Failure to evacuate a building is a serious act that could result in disciplinary action. Fire extinguishers are placed in academic and office buildings according to fire code.

Abusing fire equipment, intentionally creating a false alarm, or intentionally setting a fire are serious crimes. Violators are subject to fines, university disciplinary procedures, and criminal prosecution.

### **If a potential or active hazard has been identified and a building evacuation is required**

**Leave:** Evacuate the building immediately using the nearest safe exit.

Before opening doors, feel the door first using the back of your hand. If the door is hot, do not open it. If it is not hot, brace yourself against it and open it slowly to check for flames and smoke.

- Do not waste time gathering belongings, but if within your reach, gather essential items such as keys, phone, medications, and jacket.
- Use stairs to exit the building.
- Always know multiple ways out of a building in case an exit is blocked.
- Close doors behind you if it is safe to do so, but do not delay evacuation.
- NEVER ignore a fire alarm or assume it is a false alarm.

**Alert:** Direct others to evacuate by knocking on doors and shouting while you are leaving.

- DO NOT delay your evacuation to alert others.

**Go:** Go to designated emergency evacuation assembly area.

**Inform:** Call 911 if you have information about the cause of the building evacuation.

### **Shelter-in-Place**

If safe evacuation is not possible, stay in room and shelter-in-place:

- Shut the door.
- Call 911.
- Prevent smoke from coming into room by taping or stuffing items around door and vents.
- Get the attention of emergency responders out a window.



## **Individuals with Disabilities**

Individuals with disabilities who cannot evacuate the building using stairwells should seek shelter in the nearest exterior or enclosed stairwell and remain there. Once in the stairwell, call 911 and provide dispatch with the location of the stair tower (level and direction) which is indicated on a sign hung in the stairwell. If possible, the person should notify an individual of their location. If evacuation to a stair tower is not possible, shelter-in-place and call 911. Provide dispatch with the location of the room.

# Fire Statistics for Colorado State University

As required by the Clery Act, CSU publishes the last three years' statistics for fires occurring in on-campus University housing, including residence halls.

## 2022 Residence Hall Fire Statistics and Safety Systems

Residence	Address	# Fires	# Injured	# Deaths	Fire Drills	Fire Alarm	Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Maps
Allison Hall	551 W. Laurel St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
LV Alpine Hall	910 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Aspen Hall	800 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Braiden Hall	1101 Braiden Dr.	1	0	0	4	Yes	Full	Full	Throughout	Yes
Corbett Hall	801 W Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Cottonwood	511 W. Lake St.	2	0	0	4	Yes	Full	Full	Throughout	Yes
Durward Hall	1001 W. Laurel St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
Edwards Hall	900 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Honors	810 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Ingersoll Hall	1001 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Lodgepole	521 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Newsom Hall	700 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
Parmelee Hall	701 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
LV Pinon Hall	900 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Summit Hall	963 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Walnut	501 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Westfall Hall	1009 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Aggie Village Family	501 W. Prospect Rd.	0	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W Plum St.	0	0	0	0	No	No	Full	Throughout	No

Partial is defined as having systems in the individual rooms only. Full is defined as having systems in both the common areas and the individual rooms.

### Property damage from fires:

**Braiden Hall** – 1 intentional fire: burn marks in carpet – damage \$0 - \$99

**Cottonwood** – 1 unintentional fire: cooking (oven) fire – damage \$100 - \$999

**Cottonwood** – 1 unintentional fire: cooking (stovetop) fire – damage \$0 - \$99

**Durward Hall** – 1 intentional fire: trashcan and toilet paper dispenser burned – damage \$100 - \$999

## 2021 Residence Hall Fire Statistics and Safety Systems

Residence	Address	# Fires	# Injured	# Deaths	Fire Drills	Fire Alarm	Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Maps
Allison Hall	551 W. Laurel St.	1	0	0	4	Yes	Partial	Full	Throughout	Yes
LV Alpine Hall	910 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Aspen Hall	800 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Braiden Hall	1101 Braiden Dr.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Corbett Hall	801 W Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Cottonwood	511 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Durward Hall	1001 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Edwards Hall	900 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Honors	810 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Ingersoll Hall	1001 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Lodgepole	521 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Newsom Hall	700 W. Pitkin St.	1	0	0	4	Yes	Partial	Full	Throughout	Yes
Parmelee Hall	701 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
LV Pinon Hall	900 W. Plum St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
Summit Hall	963 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Walnut	501 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Westfall Hall	1009 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Aggie Village Family	501 W. Prospect Rd.	2	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W Plum St.	0	0	0	0	No	No	Full	Throughout	No

Partial is defined as having systems in the individual rooms only. Full is defined as having systems in both the common areas and the individual rooms.

\*Due to COVID-19 mitigation strategies the Spring 2021 fire drill was held virtually. This required Fire Evacuation Knowledge Check led students through video modules to help them understand what constitutes a fire alarm, what fire equipment and system notification occurs, how to evacuate their building, what a "post-evacuation assembly site" is, understand the dynamics of fire and smoke, learn what it means to "shelter in place", and learn what happens to an Emotional Support Animal (ESA) during a fire alarm activation.

### Property damage from fires:

**Allison Hall** – 1 intentional fire: pine tree – damage \$0-\$99

**Newsom Hall** – 1 intentional fire: toilet paper ignited by perpetrator causing sprinkler activation – damage \$1,000-\$9,999

**LV Pinon Hall** – 1 unintentional fire: mechanical HVAC – damage \$250,000-\$499,999

**Aggie Village Family** – 1 unintentional fire: accidental cooking fire - \$100-\$999

**Aggie Village Family** – 1 unintentional fire: unknown cause - \$0-\$99

## 2020 Residence Hall Fire Statistics and Safety Systems

Residence	Address	# Fires	# Injured	# Deaths	Fire Drills	Fire Alarm	Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Maps
Allison Hall	551 W. Laurel St.	1	0	0	4	Yes	Partial	Full	Throughout	Yes
LV Alpine Hall	910 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Aspen Hall	800 W. Pitkin St.	2	0	0	4	Yes	Full	Full	Throughout	Yes
Braiden Hall	1101 Braiden Dr.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Corbett Hall	801 W Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Cottonwood	511 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Durward Hall	1001 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Edwards Hall	900 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Honors	810 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Ingersoll Hall	1001 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Lodgepole	521 W. Lake St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Newsom Hall	700 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
Parmelee Hall	701 W. Laurel St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
LV Pinon Hall	900 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Summit Hall	963 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Walnut	501 W. Lake St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
Westfall Hall	1009 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Aggie Village Family	501 W. Prospect Rd.	2	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W Plum St.	1	0	0	0	No	No	Full	Throughout	No

Partial is defined as having systems in the individual rooms only. Full is defined as having systems in both the common areas and the individual rooms.

\*Due to COVID-19 mitigation strategies the Fall 2020 fire drill was held virtually. This required Fire Evacuation Knowledge Check led students through video modules to help them understand what constitutes a fire alarm, what fire equipment and system notification occurs, how to evacuate their building, what a "post-evacuation assembly site" is, understand the dynamics of fire and smoke, learn what it means to "shelter in place", and learn what happens to an Emotional Support Animal (ESA) during a fire alarm activation.

### Property damage from fires:

**Allison Hall** – 1 unintentional fire: trash can – damage \$100-\$999

**AV Aspen Hall** – 1 unintentional fire: defective oven – damage \$0-\$99

**AV Aspen Hall** – 1 unintentional fire: accidental cooking fire – damage \$0-\$99

**Parmelee Hall** – 1 unintentional fire: accidental cooking fire – damage \$0-\$99

**Walnut** – 1 unintentional fire: accidental cooking fire – damage \$0-\$99

**Aggie Village Family** – 2 unintentional fire: accidental cooking fire – damage \$100-\$999 each

**University Village** – 1 unintentional fire: accidental cooking fire – damage \$100-\$999

## Appendix: Definitions

To provide a clear definition of terms as defined at Colorado State University for all individuals who review this report, we have created an appendix of some of the terms contained within the Clery requirements not otherwise defined in the full Annual Security Report. We have developed a reasonable interpretation for some of the terms and intend to provide the plain meaning of said terms as we have interpreted them here in this appendix.

- **Campus security authority:**
  - A campus police department or a campus security department of an institution – members of CSUPD staff, sworn and civilian.
  - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security – a building proctor.
  - Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses – Title IX Coordinator.
  - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
    - **Pastoral counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
    - **Professional counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.
    - **Significant responsibility:** CSU reasonably defines this term to mean a level of leadership or consistent involvement, thus, significant refers to the significance of the responsibility within the institution not the significance within their role. For example, a CSA in offices within student affairs and inclusive excellence would include all staff at the level of a director and above. There are some rare instances in athletics, conduct, Title IX, and case management where the threshold may be slightly lower and include assistant or associate directors. This will be noted and re-evaluated on a case-by-case basis.
- **Clery Geography** – For the purposes of collecting statistics and inclusion in an institution's annual security report, Clery geography includes—:

- **On-campus property:** all properties that the university owns or controls within the same reasonably contiguous geographic area that are used in any manner related to the institution's educational purposes, including the residence halls and apartments. This counts all university campuses.
  - **On-campus property further defined:** At CSU our on-campus property boundaries are W Laurel St to the north, S College St to the East, W Prospect Rd to the South, and S Shields St to the west. Branches to note are the Howes Street Business Center and various properties directly to the north, University Center for the Arts and Trial Gardens to the east, the Vet teaching hospital and various properties leading up to W Drake Rd to the south, and University Village/International House to the west.
- **Public property:** all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within a campus, or immediately adjacent to and accessible from a campus, not including private homes and businesses.
- **Non-campus buildings and property:** all other property that the university owns or controls that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and that is located outside of the reasonably contiguous campus area, including buildings or property owned or controlled by a student organization officially recognized by CSU.
  - **Owns or controls:** CSU has defined these terms to mean exclusive control of the space where a rental agreement or lease has been signed. This would not include hotel rooms, campsites, research trips, international locations, or similar locations where stays are a duration of seven days or less.
    - Where the institution has a direct written agreement for use of space with the provider of the classroom, housing, or other space.
  - **Frequently used:** In a specific location more than once in a calendar year and for seven days or more.
  - **Reasonably contiguous:** CSU has defined this term to be within and up to a one mile radius from the center of campus.
  - **Officially recognized:** To qualify as an officially recognized student organization, the organization must be registered and in good standing with the Student Leadership, Involvement & Community Engagement (SLiCE) office.
- **Patrol jurisdiction:** areas within the patrol jurisdiction of the campus police or the campus security department.
- **Crime log:** An institution that maintains a campus police or a campus security department must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography and that is reported to the campus police or the campus security department. CSU's daily crime and fire log combined can be found at <https://police.colostate.edu/daily-crime-and-fire-log/>.

- **Dating Violence, Domestic Violence, Sexual Assault, Stalking, and Consent:**
  - The definitions of these, both the Violence Against Women Act and Colorado state legislature definitions can be found in the report’s Interpersonal Violence: *Definitions and Reporting Options* section.
- **Emergency Notifications and Timely Warnings:**

	EMERGENCY NOTIFICATIONS	TIMELY WARNINGS
SCOPE	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
TRIGGERED BY?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
WHERE EVENT OCCURS?	Only on campus	Anywhere on Clery geography
HOW SOON TO ISSUE?	Immediately upon confirmation of situation	As soon as information is available

- **Hate Crimes:**
  - Colorado State University is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson **and** larceny, vandalism, intimidation, and simple assault. Only when hate crimes occur will the following be counted for Clery purposes.
    - **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
    - **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
    - **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
    - **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
      - **NOTE:** A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias.



- **Hate Crime Bias Categories** – Although there are many possible categories of bias, under Clery, only the following categories are reported:
  - **Race:** A performed negative opinion or attitude toward a group of people who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
  - **Gender:** A performed negative opinion or attitude toward a person or a group of people based on their actual or perceived gender.
  - **Gender Identity:** A performed negative opinion or attitude toward person or a group of people based on their actual or perceived identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society.
  - **Religion:** A performed negative opinion or attitude toward a group of people who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
  - **Sexual Orientation:** A performed negative opinion or attitude toward a group of people based on their actual or perceived sexual orientation.
  - **Ethnicity:** A performed negative opinion or attitude toward a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
  - **National Origin:** A performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
  - **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Primary Crimes:**
  - **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
  - **Manslaughter by Negligence:** the killing of another person through gross negligence.
  - **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)
  - NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook
- **Sex offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent:
  - **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.
  - **NOTE:** The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.



COLORADO STATE UNIVERSITY  
**PUEBLO**

**2023**

**FIRE SAFETY AND  
SECURITY REPORT**

**2020 - 2022 CRIME STATISTICS**



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# ▶ Colorado State University Pueblo Non-Discrimination Statement

## Equal Opportunity/Affirmative Action Commitment & Notice of Non-Discrimination

Colorado State University Pueblo is committed to equal educational and employment opportunities and to the elimination of all forms of discrimination, protected class harassment, sexual misconduct, intimate partner violence stalking, and retaliation. Furthermore, CSU Pueblo is committed to maintaining respectful, safe, and non-threatening educational, working, and living environments. In furtherance of this commitment, CSU Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Pueblo is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs and activities, and the use of its facilities. The University takes affirmative action to employ qualified women, racial/ethnic minorities, protected veterans, and individuals with disabilities.

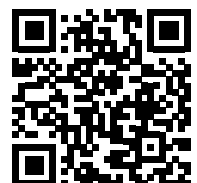
CSU Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Genetic Information Non-discrimination Act of 2008, and all civil rights laws of the State of Colorado.

The Director of Compliance/Title IX Coordinator has been designated by the President as the person with overall responsibility for the implementation and maintenance of the University's affirmative action programs. The Director of Compliance/Title IX Coordinator has also been designated as the University's Title IX Coordinator, Americans with Disabilities Act (ADA) Coordinator, and Section 504 of the Rehabilitation Act of 1973 Coordinator. As such, the Director of Compliance/Title IX Coordinator is responsible for addressing compliance with all federal, state, and local laws pertaining to nondiscrimination, civil rights, access, and equity. For any inquiries or concerns regarding discrimination, protected class harassment, or sexual misconduct, please contact Shelby Serena (shelby.serena@csupueblo.edu), Interim Title IX Coordinator at (719) 549-2223, Buell Communications Center - Room 107

Students seeking disability resources and accommodation or who have other related concerns, should contact Justin Hiniker ([dro@csupueblo.edu](mailto:dro@csupueblo.edu)), Director of the Disability Resource & Support Center at (719) 549-2648, Library and Academic Resource Center (LARC) – Room 169.

Employees seeking disability resources and accommodations or who have other related concerns, should contact Erin Hager ([erin.hager@csupueblo.edu](mailto:erin.hager@csupueblo.edu)), Interim ADA Coordinator/Office of Institutional Equity Intake & Support at (719) 549-2210, Buell Communications Center – Room 107.

Please visit: [CSUPueblo.edu/institutional-equity](https://CSUPueblo.edu/institutional-equity) for more information.



## ▶ Message from Colorado State University Pueblo President

To the Campus Community:

The Annual Fire Safety and Security Report contains important information about our campus environment.

All colleges and universities that participate in federal financial aid programs are required to keep and disclose crime statistics per the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Jeanne Clery Act). Enclosed you will find information about key institutional policies, personal safety and crime prevention information, how to report suspicious and criminal activities, and required Clery Act crime statistics for the last three calendar years.

For more than a decade, the Pueblo County Sheriff's Office (PCSO) has provided law enforcement services as well as community-oriented prevention and education activities that help to reinforce safety to students, faculty, staff, and campus visitors. It is incumbent upon all of us to familiarize ourselves with our resources and processes for preventing and responding to criminal activity. This annual report serves as a resource of safety information as well as policies and procedures that we hope will help secure a safe environment in which to teach, learn, and work.



Dr. Timothy P. Mottet, President







## ► Emergency Information

### EMERGENCY

DIAL 911

### ON-CAMPUS

CSU Pueblo Sheriff's Office  
Lower Level of Administration Building  
(719) 549-2373

### OFF-CAMPUS

City of Pueblo Police Department  
(719) 553-2502  
Dispatch for Reporting

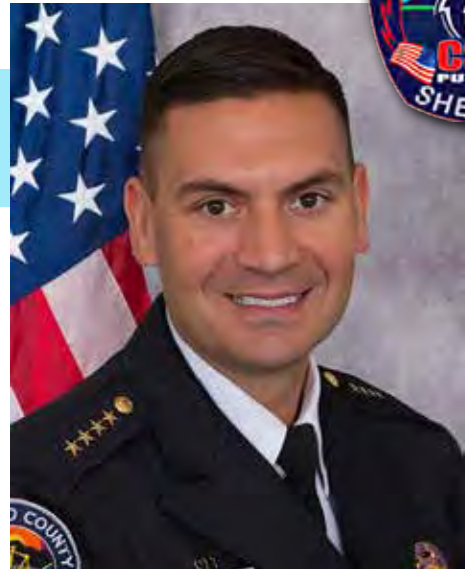
### CAMPUS EMERGENCY CALL BOXES

These boxes are strategically located on campus and are available to students, staff, or visitors who would like to seek safety assistance and/or report any crime in progress. Once the call is activated, it will connect directly to the Pueblo County Sheriff's Office Dispatch Center. **SEE CALL BOX MAP on Page 45**

### Stay Informed – Daily Crime Log

The Pueblo County Sheriff's Office at Colorado State University Pueblo Crime Log contains information on recent crimes and incidents that have occurred on the Colorado State University Pueblo Campus; visit:

[csupueblo.edu/campus-safety/sheriffs-office/index.html](https://csupueblo.edu/campus-safety/sheriffs-office/index.html)



## ► Message from the Pueblo County Sheriff

### David J. Lucero

The Pueblo County Sheriff's Office is proud to serve as the law enforcement agency at CSU Pueblo. The Sheriff's Office works in partnership with the campus community to provide a safe and secure environment for students, faculty, staff and visitors.

The safety and well-being of the campus is our top priority. Our deputies strive daily to serve through collaborative interaction, education and cooperation, while building trust and compliance with the campus community and demonstrating respect and compassion for all.

The Pueblo County Sheriff's Office at CSU Pueblo promotes a safe and secure learning environment while providing proactive customer and police-related services designed to increase visibility and reduce crime on campus.

If you have questions or concerns about campus safety, contact Lt. John Romo at the CSU Pueblo Campus Sheriff's Office at 719-549-2373. For more information on the Sheriff's Office visit:

<https://www.pueblosheriff.com/>



*safety*





## Introduction

The information in this report is provided to educate current students, prospective students, faculty, and staff about safety and security policies, procedures, and statistics for Colorado State University Pueblo (CSU Pueblo). The University believes that a well-informed campus community is better prepared to deal with crime and emergency situations. The University encourages campus community members to become actively involved with the safety and security of students, faculty, and staff.

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101- 542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act in memory of Jeanne Clery, a university student who was killed in her dorm room in 1986. More commonly known as the Clery Act, this law requires colleges and universities to:

- Collect, classify, and count crime reports and statistics
- Issue campus alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures
- Provide fire safety information

## Preparing the Annual Report

This report is compiled by the CSU Pueblo Safety Team that is comprised of campus law enforcement, administrators, and staff members who are responsible for and/or directly involved with safety and security of the campus:

- Pueblo County Sheriff's Office at CSU Pueblo
- Vice President of Student Affairs and Dean of Students
- Deputy General Counsel
- Director of Marketing, Communications, % Community Relations and Public Information Officer
- Assistant Dean of Student Life
- Parking and Safety Manager
- Director of Human Resources - Employee Relations and Director of Compliance/ Title IX Coordinator
- Senior Facilities Director - Physical Plant Management and Senior Facilities Director - Physical Plant Operations

The Pueblo County Sheriff's Office at CSU Pueblo, in conjunction with the CSU Pueblo designated Clery Coordinator, prepared the annual disclosure of crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the Division of Student Affairs, including the Office of Residence Life and Housing and the Office of Student Conduct and Community Standards. Campus fire, crime, arrest, and disciplinary referral statistics include those reported to the Pueblo County Sheriff's Office at CSU Pueblo and to University Campus Security Authorities.

## ▶ Law Enforcement Qualifications & Authority

Law enforcement services at CSU Pueblo are provided by the Pueblo County Sheriff's Office. The Sheriff's Office is staffed with experienced State-Certified peace officers who are current in Colorado Peace Officer Standards and Training (P.O.S.T.) procedures. All of these officers have the authority to make an arrest. Additionally, the Pueblo County Sheriff's Office provides law enforcement and emergency services to unincorporated Pueblo County. This connection to the community means that campus law enforcement is up to date with developments in the community allowing them to better serve the campus. Deputies assigned to CSU Pueblo actively monitor off-campus crime, as it relates to the campus, students, faculty, and staff.

## ▶ Law Enforcement Partnerships

CSU Pueblo has a contractual and collaborative agreement with the Pueblo County Sheriff's Office to provide all law enforcement services on campus. This partnership allows CSU Pueblo to have access to all services that are available to the larger community, including emergency management, search and rescue teams, investigations unit, high-tech crimes unit, and SWAT teams. Because CSU Pueblo is adjacent to State of Colorado Highway property and City of Pueblo residential and commercial property, the Sheriff's Office and CSU Pueblo work closely with the Colorado State Patrol (CSP) and the Pueblo City Police Department (PPD) to address any issues, emergencies, or community service needs that may involve both CSU Pueblo and CSP and/or PPD geographical areas of jurisdiction.



▶ This report is posted on the CSU Pueblo website:

**Copies of the report are retained in the offices of:**

- Admissions
- Human Resources
- Facilities Management
- Offices of Student Affairs
- Offices of the General Counsel
- Marketing, Communications and Community Relations

[CSUPueblo.edu/campus-safety/](https://CSUPueblo.edu/campus-safety/)



## Take Safety Precautions

Students, faculty, and staff should take the following precautions to prevent circumventing policies designed to protect the safety of self and others:

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or leave them unattended.
- Do not give codes to anyone.
- Keep your valuables secured and out of sight.
- Notify the Sheriff's Office of any suspicious activities or individuals.

## Reporting a Crime

Victims and witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Reports should be made immediately to the Pueblo County Sheriff's Office (PCSO), located at CSU Pueblo office with accurate, timely information. They will respond to all reports and make appropriate referrals to the Pueblo County District Attorney's Office, appropriate University Administrators, and/or the CSU Pueblo Office of Student Conduct and Community Standards. The PCSO at CSU Pueblo is housed in Administration 118. Students may call (719) 549-2373 for general safety and security information or to contact individual Sheriff's Office staff.

For all off-campus emergencies, calls should be directed to the local law enforcement agency. Students enrolled in any CSU Pueblo classes held in Colorado Springs should contact the Colorado Springs Police Department or the El Paso County Sheriff's Office to report a crime. If attending classes at Ft. Carson Army Base, contact the appropriate Ft. Carson law enforcement authorities to report a crime. Students who reside in the City of Pueblo should direct their emergency calls to 911 or to the Pueblo City Police Department (719) 553-2502.

## Confidential Crime Reporting

A victim or witness of a crime who wishes to remain anonymous may call the CSU Pueblo Tip Line at (719) 549-2376. The Tip Line is a voice message system only; and therefore, immediate action will not be taken. Witnesses of crimes also may report to Pueblo Crime Stoppers at (719) 542-7867 (STOP). Victims and witnesses can also anonymously report a crime to a Campus Security Authority (CSA), law enforcement or the Office of Institutional Equity.

## Reporting a Crime to a Campus Security Authority (CSA)

For the purpose of a timely warning, the University encourages students and employees to promptly report any fire or criminal activity directly to the Pueblo County Sheriff's Office at CSU Pueblo. However, students and employees may report a fire or crime to a Campus Security Authority (CSA) who is responsible for forwarding non-identifying information to the Clery Coordinator for inclusion in the annual Security Report, regardless of whether the victim chooses to file a report with law enforcement.

## WHO IS A CAMPUS SECURITY AUTHORITY?

- Pueblo County Sheriff's Office at CSU Pueblo
- Parking Operations Staff
- Vice President of Enrollment Management and Extended Studies
- Vice President of Student Affairs and Dean of Students
- Assistant Dean Student Engagement and Leadership
- Office of Student Engagement and Leadership Staff
- Office of Human Resources and Institutional Equity Staff
- Student Organization Advisors
- Director of Well Being Initiatives
- Assistant Dean of Student Life
- Residence Life Area Coordinators
- Resident Assistants
- All Athletics Department Staff
- All Athletics Department Volunteers
- Site Manager, University Tower Location at Colorado Springs
- Satellite Campus Sites Manager
- Executive Director of Student Persistence and Pack Initiatives, PACK Center
- Pack Center Academic Success Coaches
- Director of Disability Resource and Support Center
- Thunderwolf Recreation Professional and Student Staff
- Director of Student Support Services (SSS)
- Senior Facilities Director - Physical Plant Management and Senior Facilities Director - Physical Plan Operations
- Auxiliary Services Professional and Student Staff
- Career Center Professional Staff
- Director of Student Financial Services
- Financial Aid Counselors
- Assistant Dean for Student Support and Advocacy
- Hasan School of Business Academic Advisors
- Assistant Director of CAMP and Inclusive Excellence
- Assistant Director of Inclusion and Global Initiatives & NSE Coordinator
- Director of Center for Honors and Leadership
- Director, Tutoring and Student Academic Support
- Director, MAPS Center for STEM Support and Director of MAPS Foundry

## ▶ Declination to Notify Authorities

All victims have a right to decline notification to authorities. However, Campus Security Authorities are required to report any crime brought to their attention to Campus Law Enforcement.

### *Exemption from Reporting*

Licensed professional mental health counselors and pastoral counselors (employed by religious organizations to provide confidential counseling) who are working within the scope of their license or religious assignment at the time they receive the crime report are exempt from reporting under the Clery Act.

## ▶ Secure Access to Campus Facilities

Preserving a safe and secure environment is the responsibility of everyone on campus. Employees have the responsibility to secure their work area, and students have the responsibility to lock their residence hall rooms and apartments, as well as secure their personal property.

Most campus buildings and facilities are accessible to the public during normal business hours Monday through Friday, excluding holidays. Certain facilities may be opened by facilities personnel for designated hours on weekends and evenings. Buildings may be secured at different times based upon class schedule, special events, and computer lab hours.

## ▶ Secure Access to Residential Facilities

All residence halls are secured using a card access system. Residence halls are accessible to the campus community and visitors from 8 a.m. to 5 p.m. Monday through Friday. Residence Halls have restricted access on weekends from 5 p.m. on Friday to 8 a.m. on Monday. During those hours, any visitors must be accompanied by a hall resident, and the resident must provide proper identification and access card. Visitors must sign in at the front desk. Access to the residence halls, after business hours, may be made available for campus programming. Campus apartments are secured by lock and key and are not available for community access at any time.

## ▶ Security Considerations in Building Maintenance

Although maintenance requests are prioritized based upon need, budget, and emerging conditions, safety and security issues that are observed may be a cause for quicker response and handling. If a student, faculty, staff, or visitor notices a potentially dangerous or hazardous condition concerning maintenance, they should immediately contact the University Physical Plant at (719) 549-2211. The University conducts a semi-annual nighttime review of outdoor lighting and responds by installing or repairing lighting as needed.

The University requires all contractors who work in campus-owned residences to agree to and follow the policies and procedures set forth in the Special Contract Conditions for Construction Projects in Occupied Student Housing Facilities at Colorado State University Pueblo. Contractors are required to adhere to special contract conditions for projects that involve construction within or adjacent to student housing facilities, defined as residence halls and apartments. The contractor, all workers, subcontractors, deliverymen, and anyone else coming on to the work site must be informed of the requirements to respect the students' privacy and enjoyment of their residences. The work must be done in a manner that maintains the security of the students' residences, limits contact with the residents, provides advance notice of any work that may affect the residents, and limits communications about the project to those persons designated by CSU Pueblo.

## **Timely Warning & Emergency Notification**

### *Timely Warning*

Under the Clery Act (20 U.S.C. state § 1092), CSU Pueblo, through designated personnel, is responsible for issuing a “timely warning” if a crime has been reported and CSU Pueblo determines there is a serious or continuing threat to the campus community. In addition, CSU Pueblo is required to send an “emergency notification” if there is an immediate threat to the health or safety of students or employees occurring on campus.

### **The decision to issue a timely warning or an emergency notification:**

- Will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available facts.
- May depend on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.
- Will depend upon the particular health or safety threat. CSU Pueblo will, without delay, take into account the safety of the community, determine the content of the notification, and will determine whether to initiate the notification system.

### *Emergency Notification*

The emergency notification system will be immediately activated when University authorized representatives become aware of and confirm a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community.

The University, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Law enforcement and University officials will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the University mass notification system, the University will post applicable messages about the dangerous condition on the University website and social media outlets to help ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. The University will not disclose the identity of any victim related to the situation prompting the notice.

If the emergency affects a significant portion of or the entire campus, University officials will distribute the notification to the entire campus community. With the assistance of the Pueblo County Sheriff's Office, the University will determine the content of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.



## How to sign up for the Emergency Alert System

**HOW DO STUDENTS REGISTER FOR EMERGENCY ALERTS?** Enrollment in this program is not automatic. Participation in this program is voluntary. Students must register for the service and will be responsible for updating their personal cell phone numbers in the event their contact information changes. It may take up to 72 hours for a cell phone number to become active in the Emergency Notification System.

- Sign on to your PAWS Account
- Click the “Emergency Text” Tab
- Respond to prompts each time you register

**HOW DOES THE SYSTEM WORK?** In the event of an emergency, a scheduled testing of the emergency system, or an unexpected closing of the University, a text message will be sent to all enrolled cell phones.

Each text message will begin with the message “\*CSU Pueblo ALERT!\*” and will follow with the nature of the alert and any additional information. The text message will be brief, and you will be instructed to check the main CSU Pueblo website or other media outlets for more information. You will receive messages within a few minutes of their transmission as long as your cell phone is turned on. The University will test the system each semester by sending a test message.

**DOES IT COST?** The service is free, but you may be charged your cellular service provider’s standard rates. If you have verified the registered cell phone number is correct and you do not receive the once a semester test message, you will need to check with your carrier to make sure your number is not blocked from receiving subscription text messaging from short codes.

### FACULTY AND STAFF REGISTER THROUGH THE FACULTY & STAFF PORTAL

MORE INFORMATION CAN BE FOUND ONLINE AT:

[CSUPueblo.edu/campus-safety/csu-pueblo-alert.html](https://CSUPueblo.edu/campus-safety/csu-pueblo-alert.html)



**Contractors, Guests, Visitors and Parents SMS Text-In Option**

**Text PackAlert to 67283**

## Crime Prevention

CSU Pueblo believes that crime prevention and awareness can aid in anticipating and minimizing potential dangers to our campus community. CSU Pueblo provides information and training towards these efforts for students, employees and university partners through the following programs.

Program Title	Program Description	Program Frequency	Target Group
Campus Blue Light Call Boxes	We have 14 Call boxes strategically placed across campus, which allows community members to contact the Pueblo County Sheriff's Office Communications Center directly.	Continuous	Students, Faculty, Staff, and Campus Community
911 Phone Service	Every campus phone is directly connected to the Pueblo County sheriff's Office Communications Center.	Continuous	Students, Faculty, Staff, and Campus Community
Spok EA Console Sentry	This system is an enhanced 911 solution that provides information about the location of the caller, to include the building and room number in which they are located. Campus law enforcement, safety personnel and telecommunications personnel receive a desktop and email notification when a 911 call is made from a campus landline phone.	Continuous	Students, Faculty, Staff, and University Partners
Campus Safety Officers (CSOs)	CSU Pueblo student employees who provide additional foot patrol, building security, and parking enforcement. Call (719) 549-2373	Continuous	Students, Faculty, Staff, and Campus Community
Camera System	CSU Pueblo has deployed just over 300 cameras that monitor buildings, parking areas and outdoor space.	Continuous	Students, Faculty, Staff, and Campus Community
Card Access System	CSU Pueblo has deployed a card access system at all of our residence halls and many of our academic and other buildings. The system enhances the security of these buildings by controlling access.	Continuous	Students, Faculty, Staff, and Campus Community
New Hire Orientation	The Parking and Safety Manager provides an overview of the mission and services of the Parking and Safety Office and the partnership with the Pueblo County Sheriff's Office.	Continuous	Employees
New Student Orientation	The Parking and Safety Manager, in partnership with the Pueblo County Sheriff's Office, participates in New Student Orientation, Family Orientation, and Discover Days for interested students and parents	Beginning of Fall and Spring Semesters	Students and Parents
Residence Life and Housing Staff Training	The Parking and Safety Manager, in partnership with the Pueblo County Sheriff's Office, provides training to all Residence Life professional and student staff. This training includes safety tips, resources and crime reporting procedures.	Beginning of Fall Semester	Students and Employees
Donuts with Deputies	The Pueblo County Sheriff's Office meets with students living in the residence halls to discuss personal safety, security and access to the residence halls, safeguarding personal property, how to contact law enforcement, and the services offered by the Safety Office.	Beginning of Fall Semester	Students
Operation Identification	This program involves the registering of valueable items with the Pueblo County sheriff's Office at Colorado State University Pueblo. The Sheriff's Office will keep the record on file to be used for identification purposes should items be stolen or lost.	Continuous	Students, Faculty, and Staff
Active Shooter/Assailant Response Training	Certified trainer from the Pueblo County Sheriff's Office presents information on situations that can occur on campus, in the workplace or in public.	Offered on Demand	Students, Faculty, Staff, and University Partners

Lighting Survey	Facilities personnel regularly survey outdoor lighting and address any concerns. Call (719)549-2211 to report lighting issues.	Continuous	Students, Faculty, Staff, and University Partners
Campus Safe Walk	A member of the CSU Pueblo community may call a deputy or Parking and Safety Officer to accompany them to a specific building or to their vehicle.	Continuous	Students, Faculty, Staff, and University Partners
Rave Emergency Alert System	CSU Pueblo's system for alerting students, staff, faculty and university partners in the event of an emergency or threat on campus	Used as Needed	Students, Faculty, Staff, and University Partners
Residence Hall and Building Patrol	Patrols include Sheriff's Deputies and CSOs patrolling in and around campus buildings	Continuous	Students, Faculty, Staff, and University Partners
Individual or Departmental Safety Consultation	Campus members are encouraged to contact a Deputy with any safety or security concerns by visiting the Pueblo County Sheriff's office at CSU Pueblo or by calling (719)549-2373.	Continuous	Students, Faculty, Staff, and University Partners
Fire Extinguisher Training	This program teaches the fundamentals of the proper use of a fire extinguisher.	Offered on Demand	Students, Faculty, and Staff

**SEX OFFENDER REGISTRY:** Information about registered sex offenders enrolled, working, or volunteering at Colorado State University Pueblo may be obtained from the Pueblo County Sheriff's Office at CSU Pueblo in Administration 118 or (719) 549-2373. Additionally, information about registered sex offenders residing in Pueblo County is available at the Pueblo County Sheriff's Office Annex, 920 N. Main St., Pueblo, CO 81003 (719) 583-6400, or online at [sotar.us](http://sotar.us). A list of registered sex offenders residing in the City of Pueblo can be found at the Pueblo Police Department's website, [police.pueblo.us/p2c/sexoffenders.aspx](http://police.pueblo.us/p2c/sexoffenders.aspx). These lists include only those persons who have been required by law to register and who are in compliance with the sex offender registration laws.

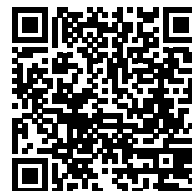
Pueblo Police



Sotar



**OPERATION ID:** Allows students, faculty, or staff to register valuable items with the Pueblo County Sheriff's Office at Colorado State University Pueblo. The Sheriff's Office will keep the record on file to be used for identification purposes should the items be stolen. Items can be registered by obtaining a form from the Campus Sheriff's Office or online at: [CSUPueblo.edu/campus-safety/sheriffs-office/operation-id.html](http://CSUPueblo.edu/campus-safety/sheriffs-office/operation-id.html)



Additional information regarding crime prevention services can be found in the CSU Pueblo Student Pack Guide at [CSUPueblo.edu/campus-life/about.html](http://CSUPueblo.edu/campus-life/about.html)



## Colorado State Law Definitions

The Colorado criminal law definitions of sexual assault, domestic violence, and stalking may be different from some of the definitions used in University policies. Colorado criminal law does not define dating violence. Reproduced below are the relevant sections of the Colorado Criminal Code.

### **Consent – Colorado Revised Statute § 18-3-401**

(1.5) “Consent” for sexual activity means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

### **Sexual Assault – Colorado Revised Statute § 18-3-402**

- (1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:
  - a) The actor causes submission of the victim by means of sufficient consequences reasonably calculated to cause submission against the victim’s will; or
  - b) The actor knows that the victim is incapable of appraising the nature of the victim’s conduct; or
  - c) The actor knows that the victim submits erroneously, believing the actor to be the victim’s spouse; or
  - d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
  - e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
  - f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
  - g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than bona fide medical purposes or in a manner substantially inconsistent with reasonable medical practices; or
  - h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

### **Unlawful Sexual Contact – Colorado Revised Statute § 18-3-404**

- (1) Any actor who knowingly subjects a victim to any sexual contact commits unlawful sexual contact if:

## Colorado State Law Definitions - Cont.

- a) The actor knows that the victim does not consent; or
- b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- c) The victim is physically helpless and the actor knows that the victim is physically helpless and the victim has not consented; or
- d) The actor has substantially impaired the victim's power to appraise or control the victim's conduct by employing, without the victim's consent, any drug, intoxicant, or other means for the purpose of causing submission; or
- e) Repealed.
- f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority, unless incident to a lawful search, to coerce the victim to submit; or
- g) The actor engages in treatment or examination of a victim for other than bona fide medical purposes or in a manner substantially inconsistent with reasonable medical practices.

(1.5) Any person who knowingly, with or without sexual contact, induces or coerces a child by any of the means set forth in section 18-3-402 to expose intimate parts or to engage in any sexual contact, intrusion, or penetration with another person, for the purpose of the actor's own sexual gratification, commits unlawful sexual contact. For the purposes of this subsection (1.5), the term "child" means any person under the age of eighteen years.

### **Domestic Violence – Colorado Revised Statute § 18-6-800.3 (1)-(2)**

Domestic violence means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Intimate relationship means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. Domestic violence also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. (Note: in Colorado, "dating violence" is included with the broader definition of domestic violence).

## Colorado State Law Definitions - Cont.

### Stalking – Colorado Revised Statute § 18-3-602 (1)(a)-(c)

A person commits stalking if directly, or indirectly through another person, the person knowingly:

- a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress. other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. (Note: in Colorado, "dating violence" is included with the broader definition of domestic violence).

### Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution.

CSU Pueblo complies with Colorado law in recognizing orders of protection by registering them with the Pueblo County Sheriff's Office at CSU Pueblo, and by assisting petitioners in the event of violations of such order.

Any person who obtains an order of protection from any valid jurisdiction should provide a copy to the Pueblo County Sheriff's Office at CSU Pueblo. A complainant may then meet with the Pueblo County Sheriff's Office at CSU Pueblo to develop a Safety Plan to reduce risk of harm while on campus or coming and going from campus.

CSU Pueblo can issue an institutional No Contact order on behalf of a complainant or a respondent, but cannot apply, on behalf of the complainant nor the respondent, for a legal order of protection, no contact order or restraining order from any legal applicable jurisdiction.

If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused violator (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

## ▶ **SEXUAL HARASSMENT – including Sexual Assault, Domestic Violence, Dating Violence and Stalking**

CSU Pueblo is committed to equal educational and employment opportunities, and to the elimination of all forms of sexual harassment, including sexual assault, domestic violence, dating violence and stalking. Furthermore, CSU-Pueblo is committed to maintaining respectful, safe, and nonthreatening educational, working, and living environments. CSU Pueblo prohibits any conduct that constitutes sexual harassment, including sexual assault, domestic violence, dating violence and stalking.

### **Definitions**

#### WHAT IS SEXUAL HARASSMENT UNDER CSU PUEBLO POLICY?

**Sexual Harassment** - Conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or
- c. Sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. § 12291(a)(1), domestic violence as defined in 34 U.S.C. § 12291(a)(8), or stalking as defined in 34 U.S.C. 12291(a)(30). All definitions are as defined under the Violence Against Women's Act (VAWA).

## SEXUAL HARASSMENT – including Sexual Assault, Domestic Violence, Dating Violence and Stalking - Cont.

### WHAT IS DOMESTIC VIOLENCE UNDER CSU PUEBLO POLICY?

**Domestic Violence** - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

### WHAT IS DATING VIOLENCE UNDER THE CSU PUEBLO POLICY?

**Dating Violence** - The term “dating violence” means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship.

### WHAT IS STALKING UNDER CSU PUEBLO POLICY?

**Stalking** – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for his or her safety or the safety of others; or
- b. Suffer substantial emotional distress.

### WHAT TO DO IF THIS HAS OCCURRED TO YOU OR SOMEONE YOU KNOW?

At any time, any person may report Sexual Harassment, which includes Sexual Assault, Domestic Violence, Dating Violence and Stalking (whether or not the person reporting is the person alleged to be the victim of Sexual Harassment), in person, by mail, by telephone, or by electronic mail to the Director of Compliance/Title IX Coordinator, or by any other means that results in the Director of Compliance/Title IX Coordinator receiving the person’s verbal or written report.



## SEXUAL HARASSMENT – including Sexual Assault, Domestic Violence, Dating Violence and Stalking - Cont.

Any official with authority who receives a report of alleged Sexual Harassment must promptly report the alleged Sexual Harassment to the Director of Compliance/Title IX Coordinator. Upon receiving a report of alleged Sexual Harassment, the Director of Compliance/Title IX Coordinator will promptly 1) Inform the Complainant of the method for filing a Formal Complaint; 2) Inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint; and 3) Offer Supportive Measures to the Complainant, the Respondent, or both.

If an individual wishes to report an allegation or concern to law enforcement, and the alleged incident occurred on the University's Pueblo Campus, the individual can report to the Pueblo County Sheriff's Office, at the following:

**Pueblo County Sheriff's Office**  
**Administration Building 118**  
**(719) 549-2373 – non-emergency number**

<https://www.csupueblo.edu/institutional-equity/reporting/law-enforcement.html>

If an individual wishes to report an allegation or concern to law enforcement, and the alleged incident occurred off of the University's Pueblo campus but in the City of Pueblo, including the privately owned property surrounding the University's campus, the individual can report to the City of Pueblo Police Department at the following:

**Pueblo Police Department**  
**200 South Main Street**  
**Pueblo, Colorado 81003**  
**(719) 553-2538 – non-emergency number**

If an individual wishes to report an allegation or concern to law enforcement, and the alleged incident occurred at the CSU Pueblo, Colorado Springs location, including the parking lot and building entrances, the individual can report to the El Paso County Sheriff's Office at the following:

**El Paso County Sheriff's Office**  
**(719) 520-7100 – non-emergency number**

Contact information for law enforcement agencies in other jurisdictions where the University has physical operations can be found under the reporting tab on the Human Resources and Institutional Equity's webpage at <https://www.csupueblo.edu/institutional-equity/reporting/law-enforcement.html>

It is important to preserve evidence if a student or employee has been a victim of any of these crimes. The preservation of evidence will help prove the crime occurred and also may help obtain a restraining order from the Courts, if necessary. The student or employee should preserve any text messages, pictures, voice messages, call logs, clothing, or other items that may have been involved in the crimes. If they have text messages or electronic communications, they should take a "screen capture" or print out a copy of the electronic evidence in case the device becomes damaged or destroyed. When saving text messages or any electronic communications, they should remember to save it in a format that shows the timestamp for the communication. All items should be given to law enforcement.

## SEXUAL HARASSMENT – including Sexual Assault, Domestic Violence, Dating Violence and Stalking - Cont.

An individual who wishes to make a report to law enforcement regarding an alleged sexual assault may ask to have a forensic examination by a trained medical professional, such as a Forensic Nurse Examiner (FNE) for the purposes of preserving evidence. It is important for the preservation of evidence for a person to refrain from showering, washing clothes or placing them in a plastic bag, or otherwise altering the physical status until after they have contacted law enforcement or had an exam.

Colorado law allows for an individual to have undergone a forensic exam without any identifying information being turned over to law enforcement.

A student or employee can contact Pueblo Rape Crisis Services (PRCS) by calling or texting their 24/7 confidential hotline at 719-549-0549. PRCS provides appropriate resources and referrals, accompaniment to the hospital for a forensic exam, case management, and accompaniment to report to local law enforcement. A Community Organization for Victim Assistance (ACOVA) can be contacted by calling 719-583-6434 or 719-553-2460. ACOVA provides on scene crisis intervention, referrals, and follow-up. Parkview Health System's Emergency Department is located at 400 W. 16th St., Pueblo, CO 81003 and is home to the only Forensic Nurse Examiner Program (FNE) in southeastern Colorado. The FNE's provide forensic exams to victims of crime. The examination is consent based and can include the collection of evidence.

### WHAT TO DO IF THIS HAS OCCURRED TO YOU?

#### Process

The University will provide a fair and equitable process that will include an opportunity for informal resolution in all matters except for an allegation of sexual harassment between a student and an employee. Informal resolution can only be undertaken if voluntary and agreed to by both parties. If the informal resolution process does not resolve the matter, or if no informal resolution occurs, then a formal resolution process (grievance process) will be followed. The University will provide a grievance procedure for students and employees consistent with the Title IX regulations, and such procedures will treat the Complainant and the Respondent(s) equitably. The formal resolution process will include a live hearing, the right to an advisor for each party, cross examination by the advisor of the Parties and witnesses, and relevancy determination of questions asked during the hearing. Upon a finding after the hearing, the Parties will have the right to appeal. The burden of proof is on the University to prove by a preponderance of the evidence that a violation of this policy has occurred.

#### Supportive Measures

The Title IX Coordinator will ensure that Supportive Measures are offered to the Complainant and/or the Respondent(s) as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent(s). These include information about an individual's right to file criminal charges, as well as the availability of counseling, health, mental health, victim advocacy, and other services on and/or off the campus, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, and working accommodations, if reasonably available. CSU Pueblo will make such accommodations, if the victim requests them and if they are reasonable, regardless of whether the victim chooses to report the crime to campus or local law enforcement.

The purpose of Supportive Measures is to restore or preserve equal access to the University's Education Program or Activity without unreasonably burdening any Party. Supportive Measures include measures designed to protect the safety of all Parties or the Institution's educational environment, as well as measures designed to deter Sexual Harassment. Supportive Measures may include, but are not limited to:

## **SEXUAL HARASSMENT – including Sexual Assault, Domestic Violence, Dating Violence and Stalking - Cont.**

- a. Counseling
- b. Extensions of deadlines or other course-related adjustments
- c. Modifications of work or class schedules
- d. Campus escort services
- e. Mutual restrictions on contact between the Parties
- f. Changes in work or housing locations
- g. Leaves of absence
- h. Increased security and monitoring of certain areas of the campus
- i. Other similar measures

Supportive Measures do not include disciplinary sanctions. The formal resolution process must be completed before disciplinary sanctions may be imposed on a Respondent(s). However, the University may remove a Student Respondent(s) from its Education Program or Activity on an emergency basis if the appropriate University committee does the following:

- a. Undertakes an individualized safety and risk analysis;
- b. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal; and
- c. Provides the Respondent(s) with notice and an opportunity to challenge the decision immediately following the removal.

The University may place a non-student employee Respondent(s) on administrative leave during the pendency of the formal resolution process.

The University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent(s), to the extent that maintaining such confidentiality would not impair the ability of the University to provide the Supportive Measures. The Director of Compliance/Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Also, the University will abide by the terms of a validly issued protection order. ACOVA (whose contact information is below) can assist you with requesting a protection order through the county courts. Information on protection orders and ACOVA's protection order clinic is also available on ACOVA's website at <https://www.pueblosherriff.com/170/ACOVA>.

## ▶ Important Tips to Preserve Evidence

Hospital staff can provide medical/forensic care to include assessing for injuries and using photo-documentation to document them, address concerns for pregnancy and sexually transmitted infections, collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections/HIV and collect evidence. Evidence collection includes swabs and/or clothing collection and is based on timeframe and type of assault. If clothing has been changed since the assault, the clothing worn at the time of the assault should be brought to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe and may render evidence useless). Otherwise, a change of clothing should be brought to the hospital, as the clothing being worn may be kept as evidence. The area where the assault occurred should remain undisturbed—leave all sheets, towels, etc. that may bear evidence for law enforcement to collect.

The private nature of information provided to the Office of Human Resources and Institutional Equity and the University regarding an allegation of sexual harassment, including sexual assault, domestic violence, dating violence or stalking will be accorded the utmost respect. Identifiable information is not shared except to investigate or resolve an allegation of prohibited conduct, in order to comply with the law, or to the extent necessary to provide accommodations or supportive measures. Accommodations or supportive measures related to living arrangements, class modifications, employment duties, and other situations will be discussed only with necessary personnel at the University and with the goal of keeping the information as private as possible given the circumstances.

The University has federal reporting obligations under the Clery Act, including the obligation to provide, publicly, statistics or timely warnings regarding certain reported crimes. The University will not include a Complainant's name or other identifying information in publicly available reports or timely warnings, as proscribed by the Clery Act.

The University recognizes that an individual may wish to further maintain their confidentiality beyond the scope described above. As such, the Director of Compliance/Title IX Coordinator, in the capacity as the Title IX Coordinator, or designee, will respectfully consider all requests by an alleged victim: that identifying information not be shared with the other party; that the alleged prohibited conduct not be investigated by the University; or to not participate in an investigation by the University. The University also recognizes that it has an obligation to provide a safe environment for all University Members, that the campus community be free from sexual harassment, including sexual assault, domestic violence, dating violence or stalking. A request for additional privacy may severely limit the University's ability to provide a safe environment freely from prohibited conduct, investigate the allegations, and pursue disciplinary action against an individual, if warranted. Therefore, there may be circumstances in which the University cannot honor a request for further privacy in light of the University's obligation to provide a safe and non-discriminatory environment for all University Community Members.

CSU Pueblo will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

## ▶ Important Numbers to Report and/or Receive Services Related to Sexual Assault, Intimate Partner Violence and Stalking

### ▶ Emergency - 911

#### On-Campus Services

Pueblo County Sheriff's Office	(719) 549-2373
CSU Pueblo Title IX Coordinator	(719) 549-2210
University Student Counseling Center	(719) 549-2838
University Student Health Center	(719) 549-2830

#### Off-Campus Services

Pueblo Police Department	(719) 553-2502
El Paso County Sheriff's Office	(719) 520-7100
Pueblo Rape Crisis Services	(719) 549-0549
Parkview Health System Emergency Department	(719) 584-4400
National Sexual Assault Hotline	(800) 656-4673
ACOVA	(719) 583-6434 or (719) 553-2460
Colorado Legal Services	(719) 545-6708
Maripose (formerly YWCA of Pueblo)	(719) 542-6904

## Disciplinary Action Procedures for Sexual Harassment, including Sexual Assault, Domestic Violence, Dating Violence & Stalking

The University's Policy on Title IX, Sexual Harassment and Gender Discrimination expressly prohibits any conduct that constitutes Sexual Harassment and Gender Discrimination for its students and staff. A student or employee alleged to have engaged in prohibited conduct may be subject to investigation and discipline for their conduct.

During any process defined under University's Policy on Title IX, Sexual Harassment and Gender Discrimination or its Procedures, both the Complainant and the Respondent have the following rights.

### A. FAIR AND EQUITABLE PROCESS

1. No individual designated as a Title IX Coordinator, Investigator, Decision-maker, Appeal Decision-maker, or person designated to facilitate an informal resolution process may have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The Title IX Coordinator, Investigator, and Decision-maker must be separate individuals or entities.
2. CSU Pueblo will not make credibility determinations based on a person's status as a Complainant, Respondent, or witness.
3. A Respondent is presumed not responsible for alleged conduct until a determination regarding responsibility is made at the conclusion of the Formal Resolution Process.
4. Throughout the processes described herein, CSU Pueblo will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence.
5. The processes described herein are subject to the reasonably prompt timeframes stated. These timeframes may be extended for good cause upon written notice to the Parties setting forth the reason for such extension. Good cause may include considerations such as the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; complexity of the case; scheduling conflicts with the Office of Administrative Courts or other professionals involved with the informal resolution process; or the need for language assistance or accommodation of disabilities.

### B. INFORMAL RESOLUTION PROCESS

1. At times, the Parties may wish to engage in an Informal Resolution Process (IRP) to lessen the time and effort required by the Formal Resolution Process. The University will offer the IRP as a solution-based process (e.g. mediation). The University may seek outside mediators to conduct the student IRP and will utilize the Employee Relations Specialist for employee IRP. The IRP does not involve a full investigation and adjudication of the matter.
2. Availability of Informal Resolution Process Parties are not required to participate in the Informal Resolution Process. The Title IX Coordinator may offer IRP to the Parties in certain circumstances. The IRP is only available after a formal complaint is filed and only if all Parties voluntarily consent, in writing, to the Informal Resolution Process. However, any time prior to agreeing to a resolution, any Party has the right to withdraw from the Informal Resolution Process and resume the formal resolution process. The IRP, if available, may be implemented any time prior to reaching a determination regarding responsibility. It will not be offered in the following situations:
  - I. The Complainant is a student and the Respondent is an Employee.
  - II. The alleged incident is sexual assault, domestic violence, dating violence, or stalking.
  - III. The alleged incident includes quid pro quo.

3. Notice of Availability of Informal Resolution Process

If the IRP is available, the Title IX Coordinator will issue written notice to the parties disclosing:

- a. The allegations;
- b. The requirements of the IRP, including the circumstances under which it precludes the Parties from resuming a Formal Complaint arising from the same allegations;
- c. Any consequences resulting from participating in the IRP, including the records that will be maintained or could be shared; and
- d. That either Party may withdraw from the IRP and resume the formal grievance process prior to agreeing to a resolution.

4. Timeframe

CSU Pueblo will make a good faith effort to complete the informal resolution process within an average of sixty to ninety days. After the Parties have agreed to a resolution that is accepted by the Title IX Coordinator, neither Party may appeal the resolution.

**C. FORMAL RESOLUTION PROCESS**

**1. Formal Complaint**

- a. A Formal Complaint may be filed by a Complainant or by the Title IX Coordinator. A Formal Complaint may be brought to the attention of the Title IX Coordinator, Nicole Ferguson, in person at OSC 201 or by phone at 719-549-2210 or email at [nicole.ferguson@csupueblo.edu](mailto:nicole.ferguson@csupueblo.edu).
- b. CSU Pueblo will investigate the allegations in a Formal Complaint unless that matter is resolved through the IRP or is otherwise dismissed as stated below.

**2. Dismissal**

- a. The Title IX Coordinator will dismiss a Formal Complaint, and no investigation will be conducted under this procedure if:
  - i. The conduct alleged in the Formal Complaint would not constitute Sexual Harassment even if proved; or
  - ii. The conduct alleged in the Formal Complaint did not occur within the Jurisdiction/Applicability of the policy.
- b. The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, at any time during the investigation or hearing if:
  - i. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegation therein;
  - ii. The Respondent is no longer enrolled in or employed by CSU Pueblo; or
  - iii. Specific circumstances prevent CSU Pueblo from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.
- c. The dismissal of a Formal Complaint under Section B.2.a. of this Procedure does not preclude CSU Pueblo from conducting an investigation or taking action under other applicable policies with regard to conduct that is not subject to this Policy. Allegations of student conduct that fall under the definition of Sexual harassment but fall outside of the jurisdiction/applicability of this procedure will follow this process.
- d. Upon dismissal of the Formal Complaint or any allegations therein, the Title IX Coordinator will promptly send written notice of the dismissal and the reasons therefor simultaneously to the Parties. The Title IX Coordinator will refer the matter to Student

Conduct and Case Management or appropriate University Administration for further review under the applicable University policy or process.

### **3. Consolidation**

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment where the allegations of Sexual Harassment arise out of the same facts or circumstances.

### **4. Timeframe**

CSU Pueblo will make a good faith effort to complete the Formal Resolution process, including the hearing but excluding appeals, within an average of sixty to ninety days. The timeframe is stayed during the informal process. The filing of the Formal Complaint with the Title IX Coordinator starts the timeframe for the process.

### **5. Written Notice**

Upon receipt of a Formal Complaint, the Title IX Coordinator will issue written notice of allegations to the Respondent and Complainant, if known. The written notice will be provided to each Party with sufficient time to prepare a response before any initial interview. The notice of allegations will include the following:

- a. Notice of this procedure and the processes contained herein, including the Informal Resolution Process described in Section 2 above;
- b. The identities of the Parties involved, if known;
- c. The conduct allegedly constituting sexual harassment;
- d. The date and location of the incident, if known;
- e. A statement that the Respondent is presumed not responsible for the alleged conduct;
- f. A statement that a determination regarding responsibility is made at the conclusion of the formal resolution process;
- g. A statement that Parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- h. A statement that Parties may inspect and review evidence; and
- i. A statement that knowingly making false statements or knowingly submitting false information during this process is prohibited and may be grounds for separate discipline.

If, during the course of an investigation, CSU Pueblo decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but are not included in the earlier written notice, CSU Pueblo will provide notice of the additional allegations to the Parties whose identities are known.

### **6. Advisor**

- a. 61. a. Each Party has the right to have an advisor of their choice but are not required to have one. During the Hearing phase of the proceedings, only the Advisor can ask cross examination questions of the other Party or witnesses.
- b. The advisor may be, but need not be, an attorney. The advisor may not be a witness or a potential witness in the case.
- c. The advisor may be present at any proceedings that are part of the Formal Resolution process. Only one person may serve in the role as advisor and appear at the hearing or at any other proceeding. The Party may not have anyone other than their advisor appear at any proceeding. If a Party wishes to have an advisor present at a proceeding, CSU Pueblo will work within reason to schedule the proceeding so the advisor may attend, without unreasonably delaying the progress of the formal resolution process.
- d. If a Party wishes to ask cross examination questions of a Party or witness at the hearing



- and does not have an advisor, CSU Pueblo will select and provide an advisor to the Party, free of charge, for the limited purpose of conducting cross examination.
- e. Except as described in Section 3.8.4 below, a Party's advisor may not speak on behalf of the Party, nor participate in the process. All communications from the Title IX Coordinator and Investigator, both oral and written, will be done with the Complainant and not with the advisor.
  - f. The Party may choose to have a different advisor appear at the hearing than appeared during the investigative proceedings. If the Party chooses to have a different advisor at the hearing, they must inform the Title IX Coordinator, in writing, prior to the final investigative report being delivered to the Party. The new advisor will receive a copy of the investigative report.

#### **D. INVESTIGATION**

1. CSU Pueblo will investigate the allegations in a Formal Complaint.
2. CSU Pueblo, and not the Complainant or the Respondent, has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility.
3. CSU Pueblo cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a health care professional acting in his or her professional capacity, and which are made or maintained in connection with the provision of treatment to the Party, unless CSU Pueblo obtains that Party's voluntary written consent to do so for the resolution process.
4. During the investigation, each Party has an opportunity to present witnesses and evidence to the Investigator.
5. The Investigator will provide written notice of the date, time, location, participants, and purpose of any investigative interview or other meeting to any Party or witness whose participation is invited or expected.
6. Prior to the conclusion of the investigation, the Investigator will send to each Party and to each Party's advisor, if any, all evidence obtained as part of the investigation (evidence report) regardless of whether CSU Pueblo intends to rely on such evidence in reaching a determination regarding responsibility, that is directly related to the allegations raised in the Formal Complaint.
  - a. Upon receipt of the evidence report, each Party may submit a written response, which the Investigator will consider prior to conclusion of the investigation and completion of the investigative report.
  - b. The written response, if any, must be submitted to the Investigator by the deadline designated by the Investigator, which will be at least ten days after the Investigator sends the evidence report to the Party, unless the deadline is extended for good cause.
7. The Investigator will then create an investigative report that fairly summarizes relevant evidence. The Investigator must conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
8. At least ten days prior to the scheduled hearing, the Title IX Coordinator will send to each Party and to each Party's advisor, if any, the investigative report.
  - a. Each Party may submit a written response, which the Title IX Coordinator will submit to the Decision-maker for consideration at the hearing.
  - b. The written response, if any, must be submitted to the Title IX Coordinator by the deadline designated by the Title IX Coordinator, unless the deadline is extended for good cause.

#### **E. HEARING**

##### **1. General Conduct of the Hearing**

- a. CSU Pueblo has contracted with JAMS to preside over the hearings and an appointed

Administrative Law Judge within that Office will serve as the Decision-maker at the hearing. Officials, at a minimum, receive annual training and do not have a conflict of interest or bias for or against the accuser or the accused.

- b. The Decision-maker will conduct a live hearing. Prior to the hearing, the Decision-maker will review the investigative report and the written responses provided by the Parties, if any.
- c. The hearing may occur in person. If either Party, or the University submits a request no later than 10 days prior to the scheduled hearing, the hearing will occur virtually in a manner allowing the participants to simultaneously see and hear the party or witness answering questions. During the COVID-19 pandemic, hearings will be virtual. The Decision maker will appear virtually unless otherwise agreed.
- d. Hearings will be recorded. The recording will be available to the Parties for inspection and review.

## **2. Standard of Evidence**

- a. The determination of responsibility will be made by the Decision-maker using the preponderance of the evidence standard as defined in the Title IX Policy. Preponderance of the evidence is evidence that proves that it is more likely than not that an allegation is true.

## **3. Relevant Evidence Considered**

- a. In making a determination of responsibility or sanctions, the Decision-maker may only consider relevant evidence.
- b. Relevant evidence is evidence having any tendency to make the existence of any fact that is of consequence to the determinations to be made more probable or less probable than it would be without the evidence.
- c. The Decision-maker will not consider evidence about the Complainant's sexual predisposition or prior sexual behavior, except that the Decision-maker may consider:
  - i. Evidence about the Complainant's prior sexual behavior, when offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or
  - ii. Evidence concerning specific incidents of the Complainant's prior sexual behavior with respect to the Respondent, when offered to prove consent.
- d. The Decision-maker will not consider evidence of any statement of a Party or witness, if the Party or witness does not submit to cross-examination at the hearing, in reaching a determination regarding responsibility. The Decision-maker will not draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
- e. The Decision-maker will not consider Information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- f. The Decision-maker must conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- g. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- h. The Decision-maker may consider the evidence in the Investigative Report in reaching their decision and making credibility determinations.

## **4. Witness Examination**

- a. Each Party, not their advisor, may make an opening statement and a closing argument. Neither the opening statement nor the closing argument are to be considered evidence.
- b. The Decision-maker will allow each Party's advisor to examine witnesses, including direct

- examination and cross examination.
- c. Cross examination may not be conducted by either Party, but a Party may conduct direct examination of their witnesses. Cross examination may only be conducted by an advisor acting on a Party's behalf.
- d. Only relevant cross-examination questions may be asked of a Party or witness. Before a Party or witness answers a question, the Decision-maker will determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- e. The Decision-maker may make a determination of relevancy of questions asked during direct examination and exclude those questions
- f. The Decision-maker may ask questions of the witnesses and the Party throughout the proceedings.

## 5. Written Determination

- a. After considering the investigative report, including any Party's written response to the investigative report, and all relevant evidence presented at the hearing, the Decision-maker will issue a written determination to the Title IX Coordinator.
- b. The Title IX Coordinator will promptly provide the written determination to the Sanctioning Authority.
- c. The Sanctioning Authority shall provide a written sanction, or recommend sanctions as stated below, within 5 working days to the Title IX Coordinator. Said document shall be attached to the Decision-makers written determination and the Title IX Coordinator will provide the Written Determination and sanctions simultaneously to the Parties.
- d. The written determination will include:
  - i. Identification of the allegations potentially constituting Sexual Harassment;
  - ii. A description of the procedural steps from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews, site visits, methods used to gather other evidence, and hearings held;
  - iii. Findings of fact supporting the determination;
  - iv. Conclusions regarding the application of the Title IX Policy, or any other policy alleged to have been violated within the Complaint to the facts;
  - v. A statement of, and rationale for, the result as to each allegation, including:
    - 1. A determination regarding responsibility;
    - 2. Any disciplinary sanctions imposed on the Respondent;
    - 3. Whether remedies will be provided to the Complainant;
  - vi. Procedures and permissible bases for the Parties to appeal.
  - vii. The written determination becomes final 7 days after it is sent to the Parties, unless an appeal is filed.

## F. SANCTIONS

If the Decision-maker finds the Respondent has violated the Title IX policy or any other policy of the University, sanctions will be the responsibility of the appropriate sanctioning authority dependent on the Respondent's status at the University. The student sanctioning authority, the Respondent-employee's supervisor, or the appropriate faculty hearing panel will attend the hearing for purposes of hearing the evidence to facilitate the sanctioning process. They will not participate in the hearing or ask questions. Sanctions must be issued within 5 working days of the Decision-maker's decision.

1. For students, the Director of Student Conduct and Community Standards or designee will be the sanctioning authority when the Respondent is a student. Sanctioning guidelines will be as stated in the Student Code of Conduct. Such sanctions could be Assessment/consultation, Coach/University Employer Referral, Community Service/Activity, Educational Assignment, Educational fund Payment, Loss of Privileges, Medical Amnessty, Resident Hall Transfer or Removal, Restitution, Parental Notification, probation With or Without Restrictions, University Status.
2. For employees, the sanctioning authority for Administrative Professional employees and Faculty is the President of the University. The Sanctioning authority for State Classified employees

- are the Appointing Authorities as defined in University policy pursuant to the State Personnel Rules.
3. The supervisor or appropriate faculty panel will make recommendations for sanctions. If the supervisor has a conflict, then the next-level supervisor or an equivalent level supervisor will attend the hearing and make sanction recommendations. The Title IX Coordinator will determine a substitute if a conflict exists.
  4. When the Respondent is Faculty, this process must follow the process outlined in the Faculty Handbook for either a grievance or a disciplinary action.
  5. When the Respondent is a State Classified employee, processes pursuant to the State Personnel Rules are applicable.
  6. If a Respondent is found responsible for Sexual Harassment under this Policy, possible sanctions include those listed in the Faculty Handbook for grievance and faculty disciplinary actions, up to and including termination. For State Classified employees, possible sanctions are those listed in the State Personnel Rules, up to and including termination. For Administrative Professional employees, possible sanctions include, but are not limited to, all possible sanctions listed for Faculty or State Classified employees, up to and including termination.
  7. All employee sanctions may include discipline up to and including termination of employment, consistent with the terms of all University Policies concerning personnel actions and the terms of any applicable collective negotiations agreements. In addition to any sanction, the University may also recommend counseling or other support services for the alleged perpetrator.

## **G. APPEAL**

### **1. Appealable Issues**

- a. Either Party may appeal the dismissal of a Formal Complaint or any allegations therein or a determination regarding responsibility. No other issue may be appealed.

### **2. Basis for Appeal**

- a. A Party may only appeal on one or more of the following bases:
  - i. A procedural error occurred that significantly impacted the outcome of the hearing.
  - ii. The sanction(s) imposed was substantially disproportionate to the severity of the violation(s) committed. Only Students can appeal on this basis.
  - iii. New and significant information is now available and is sufficient enough to alter the decision, which was not reasonably available at the time of the hearing. (Failure to present evidence during the proceedings or to participate in the investigation, even when resulting from concern over pending criminal or civil proceedings, does not make information “unavailable” at the time of the meeting.)
  - iv. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

### **3. Filing an Appeal**

- a. If a Party wishes to file an appeal, the Party must notify the Title IX Coordinator in writing no later than 5 working days after the notice of dismissal or written determination is sent to the Party.
- b. The written appeal must state with specificity both the issues being appealed; and the bases for the appeal. The Party shall use the Appeal Form provided by the Title IX Coordinator.

### **4. Timeframe for Completion of Appeal**

- a. CSU Pueblo will make a good faith effort to complete the appeal within 20 days.
- b. The timeframe for completion of appeal may be extended for good cause. If the

timeframe for completion of appeal is extended, the Title IX Coordinator will notify both Parties in writing of the delay or extension and the reasons for the delay or extension.

#### **5. Appeal Procedure**

- a. After receiving a timely written appeal, the Title IX Coordinator will notify the Parties in writing that the appeal was filed and the process for submitting a written statement in support of, or challenging, the issues being appealed. The appeal, including any written statements submitted by the Parties, will be considered by the Appeal Decision-maker. The Appeal Decision-maker may also consider the investigative report, including any Party's written response to the investigative report, all relevant evidence presented at the hearing, and the recording of the hearing.
- b. The Appeal Decision-maker will issue a written determination of appeal, which will describe the result of the appeal and the rationale for the result and next steps if any.
- c. The Title IX Coordinator will provide the written determination of appeal simultaneously to the Parties.
- d. The result of the appeal is final.

#### **H. RETALIATION**

1. Retaliation is strictly prohibited.
2. A report of alleged retaliation may be made to the Title IX Coordinator in person, by mail, by telephone, or by electronic mail.
3. Any official with authority who receives a report of alleged retaliation must promptly report the alleged retaliation to the Title IX Coordinator.
4. Allegations of retaliation may be investigated and adjudicated under applicable CSU Pueblo
5. policies.

## **Educational Programs for Sexual Harassment, including Sexual Assault, Dating Violence, Domestic Violence & Stalking Awareness**

The Office of Human Resources and Institutional Equity, in conjunction with its campus and community partners, offers a variety of training and educational programs throughout the year to students, faculty, and staff regarding topics such as, but not limited to a description of the conduct prohibited by the University's Policy on Title IX, Sexual Harassment and Gender Discrimination; the procedures used to address and resolve alleged violations of the University's Policy on Title IX, Sexual Harassment and Gender Discrimination; the definitions of dating violence, domestic violence, sexual assault, stalking, and consent (in relation to sex-based offenses) under Colorado criminal law; descriptions of safe and positive options for bystander intervention; and information on risk reduction.

As part of new student orientation, all incoming students (either first-year or transfers), are required to participate in online or in person orientation. Both orientations include a the University's Title IX Coordinator discussing the above topics, as well as providing an overview of the Human Resources and Institutional Equity Office. Furthermore, all incoming students are required to complete online training programs covering topics to include sexual assault prevention, sexual harassment prevention and bystander intervention. Other online training programs may be added as deemed necessary by the Senior Director of Human Resources and Institutional Equity.

In addition to the online training, all student athletes, new and returning, receive as part of their orientation to campus, the Title IX Coordinator also provides in-person training to all student athletes regarding the University's policies and procedures, prohibited conduct, bystander intervention, and risk reduction. These interactive presentations address topics such as healthy masculinity and challenge student athletes to question their perceptions around sexual misconduct, intimate partner violence, and stalking.

All faculty and staff, including student employees, are required to complete annual training online on sexual harassment, domestic violence, protected class discrimination and stalking. This training includes information regarding how to respond when a student reports an allegation of prohibited conduct, as well as recognizing prohibited conduct when it presents itself. This training reaffirms their responsibility to report allegations of misconduct, as well as the importance of maintaining the private nature of allegations. Certain employees, including, but not limited to, coaches, athletics personnel, residence life professional staff, and residence life paraprofessional staff receive additional, focused training regarding issues related to sexual misconduct, domestic violence, and stalking that are unique or germane to their roles on campus. Furthermore, the Title IX Coordinator, upon request, may provide targeted in-person training to administrative and academic offices.

During the academic year, the Pueblo Rape Crisis Services may visit campus and provide information to the campus community regarding their services, sexual assault, and the power dynamics often underlying sexual assault.

Throughout the year, passive programming opportunities are available in the residence halls on preventing and responding to sexual assault, intimate partner violence, staking and healthy relationships, and educational programs and information tables are available throughout the year in various campus locations. Similarly, bystander intervention training is provided throughout the year in varied formats. Topics include generalized information and definitions, scenarios, questions, action steps, and available resources. Students are provided with examples of when and how to intervene in various situations.

For matters addressed through Formal Complaint Process, upon exhaustion of all appeals, or if no appeals are filed in a timely manner, the Title IX Coordinator, or designee, shall provide simultaneous written notice to the Complainant and Respondent that the results of the Formal Complaint Process are final.

## ▶ Alcohol and Other Drug Policy

### Purpose:

CSU Pueblo recognizes the dangers, effects and consequences that alcohol and other drugs have on the success of students and the adverse impact upon their health. Health Education and Promotion (HEP) believes that student health and safety is a fundamental step in developing and sustaining an environment that enhances academic and student success.

CSU Pueblo students, student organizations, Greek organizations, athletic teams, club sports teams, and their visitors must comply with all local, state, and federal laws concerning alcohol consumption, alcohol possession and the abuse and possession of other drugs.

CSU Pueblo will not tolerate the excessive, inappropriate, or illegal use or abuse of alcoholic beverages or other drugs on or off campus property. CSU Pueblo may choose to adjudicate off-campus cases that are judged to impact the University's educational mission and/or the health and safety of members of the University community.

### Policy Applies To (Persons affected by):

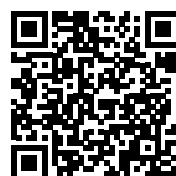
All Students

### Exemptions:

Under certain circumstances, registered student organizations or university-sponsored functions, may be granted an exemption from the alcohol-free event policy.

### Definitions:

- **Alcohol** - any substance which is or contains ethyl alcohol that is designed for the purpose of human consumption.
- **AOD** - alcohol and/or other drug is referred to by this acronym.
- **BAC** - blood alcohol content is referred to by this acronym. BAC is the percentage of alcohol in the bloodstream: under the laws of most states, a BAC of 0.08 is the legal definition of intoxication.
- **Binge Drinking** - is a pattern of drinking that brings blood alcohol concentration (BAC) levels to 0.08 g/dL. This typically occurs after 4 drinks for women and 5 drinks for men—in about 2 hours.
- **Cannabis** - a tall plant with a stiff upright stem, divided serrated leaves, and glandular hairs. It is used to produce hemp fiber and as a psychotropic drug. Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.
- **Illicit Substances** - Please refer to: [deadiversion.usdoj.gov/schedules/](http://deadiversion.usdoj.gov/schedules/) for a complete list of all scheduled controlled substances.



## Alcohol and Other Drug Policy - Cont.

- **Medical Amnesty** - An exception or pardon from disciplinary sanctions when a student calls for medical help for themselves and/or for others.
- **Medicinal** - refers to the medical use of cannabis or to medical cannabis dispensaries.
- **Possession** - is an act where a student has or holds any amount of an alcoholic beverage anywhere on his or her person.
- **Smoking** - means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, e-cigarette, water pipe, or device used to inhale substances other than prescribed medications.
- **Standard Drinking:**
  - One 12 oz. beer containing 5% alcohol
  - One 5 oz. glass of wine containing 12% alcohol
  - One 1.5 oz. shot of liquor containing 40% alcohol
- **Tetrahydrocannabinol (THC)** - is the main cannabinoid found in the cannabis plant and is responsible for the majority of the plant's psychoactive properties.
- **Tobacco Products** - means all forms of tobacco and imitation tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic/e-cigarettes, vape pens and smokeless or "spit" tobacco, and specific nicotine products.

### Policy Statement:

## Alcohol

- **Underage Possession or Consumption**  
If you are under age 21, you cannot purchase, possess, or consume alcohol.
- **Providing Alcohol to Minors**  
No student, regardless of age, shall provide alcohol to anyone under age 21.
- **Public Intoxication**  
Being intoxicated by alcohol in a public space and being a danger to yourself or others is prohibited.
- **Severe Intoxication**  
Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.
- **Drinking Games**  
Possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, etc. is prohibited. The promotion, possession, or playing of alcoholic drinking games that encourages binge drinking is prohibited.
- **Drinking Paraphernalia**  
Possession of empty or full alcohol containers that include but are not limited to: shot glasses, wine bottles, beer cans, wine glasses, etc. is prohibited.
- **Alcohol in University Housing**  
Possession and consumption of alcohol for Residential Students is further detailed in the Residence Life and Housing Handbook. Please refer to this handbook for University Housing specific alcohol policies.
- **Irresponsible Serving of Alcohol**  
Students must practice responsible serving procedures. Irresponsible serving procedures include but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, allowing such individuals to drive, or creating environments for binge drinking.



## Alcohol and Other Drug Policy - Cont.

- **Driving While Ability Impaired or Driving Under the Influence**  
Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI or DUI may also be sanctioned by the University.

## Marijuana

- **Possession, Use, or Sale of Marijuana**  
Pursuant to Federal law, possession, use, or sale of marijuana in any form (flower, wax, oil, edibles, etc.) is prohibited on campus. Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.
- **Medical Marijuana**  
Students and guests who have been issued a Medical Marijuana Identification Card by the State of Colorado, or have a license from another state, may NOT possess, use, or sell marijuana on University property, including in University housing areas. Medical Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.
- **Advertisement and Promotion**  
Marijuana industry promotions, advertising, marketing, and distribution are prohibited on any campus-owned or campus-leased grounds/facilities.
- **Smoking Paraphernalia**  
Possession of used or unused marijuana paraphernalia that includes but is not limited to: pipes, water pipes, bongs, vaporizers, blunts/wrappers/papers, etc. is prohibited.

\*\* This policy is in accordance with the Controlled Substances Act and the Drug-Free Schools and Communities Act.

## Tobacco

- **Tobacco and Vape Free Campus**  
Tobacco use and smoking to include, cigarettes, e-cigarettes, vape pens, and chewing tobacco is prohibited in all campus buildings and on all campus grounds whether the property is owned or leased by CSU Pueblo, and in all campus-owned vehicles. Please refer to the University's Smoking and Tobacco Policy for more information.

## Illicit Drugs

- **Possession, Use, or Sale of Illicit Substances**  
Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc.

## Alcohol and Other Drug Policy - Cont.

- **Prescription Medication**

Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed by their treating physician. Any other use or unauthorized sale is prohibited. All prescription medication must remain in the original labeled packaging to the individual that it was prescribed to. Possession or use of prescription medication that has not been prescribed by the student's treating physician is prohibited.

### Medical Amnesty

CSU Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty shall not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of the Director of Student Conduct.

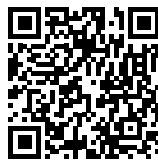
**Failure to Respond to an Alcohol or Drug-Related Emergency:** Students who fail to call for medical assistance in an alcohol or drug-related emergency may be subject to disciplinary action and may receive enhanced sanctions.

### Procedure:

Violations of this Alcohol and Other Drug Policy shall be sanctioned in accordance with the Student Code of Conduct and the Alcohol and Other Drug Sanction Table. The University may sanction violations of standards that occurred off-campus and have or may have threatened to cause an impact on the University's activities, or on the health, safety, or security of the University, its members, or the community. The decision whether to adjudicate a specific off-campus incident shall be made at the discretion of the Director of Student Conduct.

CSU Pueblo students, student organizations, Greek organizations, athletic and club sports teams, and their visitors must comply with all local, state, and federal laws concerning alcohol and other drugs. CSU Pueblo will not tolerate the excessive, inappropriate, or illegal use or abuse of alcohol or other drugs.

THE ALCOHOL AND OTHER DRUG POLICY IS AVAILABLE AT:  
[csu-pueblo-policies.colostate.edu/policy.aspx?id=121](https://csu-pueblo-policies.colostate.edu/policy.aspx?id=121)



All employees must follow the Drug Free Workplace Policy. Violation of this policy will result in disciplinary sanctions, which may include termination.

## ▶ Alcohol and Other Drug Prevention Programs

The University is dedicated to providing a safe and healthy environment for students to complete their educational goals without the burden of problematic or illegal use of alcohol or other drugs. The Alcohol and Other Drug Prevention Program works with individual students, small groups, and the campus and surrounding community to provide individually tailored, evidence-based prevention education and behavioral interventions. The Alcohol and Other Drug Policy is enforced by the Pueblo County's Sheriff's Office and the Division of Student Affairs.

The program also provides individual assessment and wellness services that help the student address alcohol and other drug use and/or abuse. Individuals can receive a free assessment, access to free education/behavioral intervention, and referral to additional options on campus and off campus.

Some students may be mandated to complete an assessment and educational intervention track with the AOD Prevention Coordinator as a result of violating the Alcohol and Other Drug Policy. More information about the University's drug and alcohol education programs (pre-matriculation survey, parent orientation, "Even Zombies Know," etc.) can be found in the 2012 Drug Free Schools and Communities Act Biennial Review notification at:

[csupueblo.edu/student-affairs/health-education-and-prevention/drug-free-schools-and-communities-act.html](http://csupueblo.edu/student-affairs/health-education-and-prevention/drug-free-schools-and-communities-act.html).



Health Education and Prevention (HEP) provides prevention education, healthy living, and learning opportunities in order to sustain a wellness-focused environment that further develops academics and success for students of Colorado State University Pueblo. HEP works with individual students, small groups, the campus and surrounding community to provide individually tailored, evidence-based prevention education and behavioral interventions.

## ▶ Drug-Free Workplace Statement

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with, or receive grants from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." Colorado State University Pueblo intends to comply with all provisions of the Act. The University has chosen to adopt the State's policy with regard to substance abuse. This policy, known as the "Substance Abuse Policy" states:

“Colorado State University Pueblo has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, (students) and the public. Employees impaired by alcohol or other drugs during working hours may pose safety and health risks, not only to themselves, but to others.”

Therefore, to ensure a safe working environment, it is the policy of Colorado State University Pueblo that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Colorado State University Pueblo that illegal possession, manufacture, use, sale, or transfer of a controlled substance on state property or during work hours by its employees is prohibited. Violations of this policy will be cause for corrective or disciplinary actions up to and including termination.

Colorado State University Pueblo has in place a drug awareness program which has been designed to inform students and employees about the dangers of drug abuse available on the HR Website at <http://www.csupueblo.edu/hr/policies>. As a condition of employment, the employee will:

- (1) abide by the terms of this statement.
- (2) notify the University of any Criminal Drug Statute Conviction for a violation occurring in the workplace no later than five days after such conviction.

Employees who would like more information on counseling, rehabilitation, and/or employee assistance programs are encouraged to contact the Director of Human Resources at extension 2441. All such inquiries will be handled in the strictest confidence consistent with Federal/State/University Regulations and policies. Information is also available on the HR Website at [www.csupueblo.edu/hr](http://www.csupueblo.edu/hr).

A copy of the law, including a list of controlled substances, is available for review in the Human Resources Office. For further information, please contact this office at extension 2441.

**Call (719) 549-2121 to schedule an appointment with the Health, Education, and Prevention Coordinator.**

PURSUANT TO FEDERAL LAW, THE POSSESSION, USE, OR SALE OF MARIJUANA ARE PROHIBITED ON CAMPUS. ALTHOUGH COLORADO LAW ALLOWS THE USE OF MARIJUANA, NO PERSON MAY USE OR POSSESS MARIJUANA ON CAMPUS PROPERTY. POSSESSING A MEDICAL MARIJUANA CARD/LICENSE DOES NOT CREATE AN EXCEPTION.

## ▶ Missing Student Policy

The following policy has been established to address missing student notification for University students living in University owned or leased housing and to identify procedures that University will follow if any of those students are determined to be missing for 24 hours.

Anyone who has concerns of a possible missing student should immediately report the concern to ANY of the following:

- The Pueblo County Sheriff's Office at CSU Pueblo at (719) 549-2373
- The Senior Associate Vice President of Student Affairs at (719) 549-2586
- The Residence Life and Housing Professional Staff on-call at (719) 549-2601

Upon receiving a report of a missing student, the recipient must immediately notify the Pueblo County Sheriff's Office at the University by calling (719) 549-2373.

Every student who resides in on-campus housing shall have the option to identify an individual that needs to be contacted by the University in the event that the student is determined to be missing. This opportunity to identify a confidential contact person will be offered at the time of registration for university housing; in addition, the designation may be made at any time by contacting Residence Life and Housing at 719-549-2601. Designations must be in writing by the student.

The confidential contact person may be the same as or different from the general emergency contact for the student. The confidential contact person's information will be kept confidential and accessible only to authorized campus officials. The University may only disclose confidential contact information to law enforcement officials for the purpose of a missing student investigation. If a missing student is under the age of 18 and is not emancipated, the University must also notify the student's parent or guardian as soon as reasonably possible.

Upon receiving information that a student cannot be located and may be missing, the Pueblo County Sheriff's Office at the University will begin an investigation to determine whether the student is missing and may contact the student's confidential contact person as part of the investigation.

Once it has been determined that a student living in University owned or leased housing has been missing for 24 hours, the University will notify the student's confidential contact person within 24 hours; however, the University may act sooner. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the custodial parent or legal guardian as soon as reasonably possible.

When a student is reported missing, CSU Pueblo and the Pueblo County Sheriff's Office will initiate an investigation to determine the validity of the report and determine if the student is missing. Such investigation may include (but is not limited to) any or all of the following steps:

- Contacting the student via e-mail or phone
- Conducting a welfare check into the student's room
- Contacting the student's designated confidential contact person(s) or designated emergency contact person(s)
- Contacting others who may know the student (parents, guardians, roommates, and friends)
- Contacting employers and associates, if known
- Contacting the student's professors to ascertain the student's recent attendance in class
- Attempting to locate the student's vehicle
- Searching campus locations to find the student and using the student's ID picture for assistance in obtaining pertinent information
- Contacting roommates, floor mates, known friends, family, faculty members or advisors to seek information on last sighting or additional contact information
- Checking the student's social media sites
- Any other investigative measures as determined by CSU Pueblo and law enforcement officials

## How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Individuals who observe violence, or witness the conditions that perpetuate violence but are not directly involved have the choice to intervene, speak up, or do something about it. At CSU Pueblo, we promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Active bystanders may not know what to do even if they want to help.

Below are some suggestions:

1. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
2. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
3. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
4. Speak up when someone discusses plans to take sexual advantage of another person.
5. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
6. Refer people to on- or off-campus resources such as this document for support in health, counseling, or legal assistance.

## Staying Safe on Campus

We can all take steps to increase safety on college campuses. As bystanders, we can learn ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below. No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it's not the only crime that can occur on a college campus. It's important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available. Visit <https://www.rainn.org/> to learn more.

**Increasing on-campus safety-**The following tips may reduce your risk for many different types of crimes, including sexual violence.

**Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.

**Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.

**Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

**Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.

**Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

**Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

**Safety in social settings-** It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

**Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation. Protect your drink. Don't leave your drink unattended, and watch out

for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

**Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

**It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

**Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings.

**Feeling safe after an assault-** If you have experienced sexual assault, there are steps you can take to feel safer.

**Make use of on-campus resources.** Colleges often provide a host of services to students for free, including security escorts, health centers, psychological services, and sexual assault services.

**Request a schedule or housing change.** If you have classes with the perpetrator or live in the same building, you can request a change from your college administration. Federal laws, such as the Campus SaVE Act, require colleges to honor these requests.

**Access off-campus support services.** If you are concerned about anonymity, you can seek out resources located off campus in the community, like a local sexual assault service provider or domestic violence shelter.

**Seek a civil protection order (CPO).** A CPO, sometimes also referred to as a temporary restraining order (TPO), is a legal document that bars an individual from certain types of contact with the person who is awarded the order. An individual who violates the terms of the restraining order can face criminal charges. Each state has its own rules and regulations for Sexual Assault CPOs that you can learn more about through the American Bar Association.

**Create a safety plan.** If you are concerned for your ongoing safety, it can be worthwhile to create a safety plan. Safety planning is about finding ways to be safe in the present while planning for your future safety as well.

# *fire safety*

## Fire Safety

### Reporting a Fire

If any person sees a fire in progress, the person should immediately call 911. If a person is aware of a fire that occurred anywhere on campus, the person should report that incident to the Pueblo County Sheriff's Office at CSU Pueblo, (719) 549-2373.

### Evacuation Procedure

When an alarm sounds, all persons' should immediately begin to evacuate the building and take the following measures:

1. Leave the room immediately.
2. Close the room door.
3. Walk quietly and quickly to the nearest exit. Do not use the elevators.
4. Remain outside until the signal is given to return to their room.

All persons' are required to obey all fire regulations. A person who fails to evacuate a residence hall when an alarm sounds will be subject to disciplinary action. Residence Hall staff, CSU Pueblo Sheriff's staff, other appropriate University staff and the Pueblo Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated that building.

### Fire Protection Services

Fire protection for the Colorado State University Pueblo campus is provided by the Pueblo City Fire Department. All Pueblo City Firefighters carry a minimum of an EMT-Basic and Firefighter 1 designations. Additionally, at least one member of each engine company is certified as an EMT Paramedic. More information on the Pueblo Fire Department may be accessed at:

[pueblo.us/index.aspx?NID=235](http://pueblo.us/index.aspx?NID=235)



## Fire Suppression and Detection Systems

A fire alarm system is available in each on-campus residence hall that includes Crestone, Culebra, and Greenhorn halls. Each building and its corresponding fire alarm system contains a Siemens' main control panel and initiating and notification devices. Examples of initiating devices are: smoke detectors, heat detectors, pull stations, and fire sprinkler control valves. Examples of notification devices are: horns, strobes, and speakers. In addition to monitoring the status of these devices, it also monitors the status of field wiring, annunciators, back-up batteries, and internal operations. When a condition occurs from any one of these devices or a problem is detected within the control panel itself, the main control panel transmits a signal—alarm, trouble, or supervisory—to a Digital Alarm Communicator Transmitter located at the Heating Plant.



Fire Statistics												
Building	Fires			Fire-related Fatalities			Fire-related Injuries			Value of Property Damages		
	Year	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021
Culebra Hall	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0
Crestone Hall	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0
Greenhorn Hall	1	1	0	0	0	0	0	0	0	\$0	\$0	\$0
Walking Stick Apartment	0	1	0	0	0	0	0	0	0	\$0	\$200	\$0

In addition, all of CSU Pueblo’s fire alarm systems serve the purpose of voice evacuation. Each individual building is equipped with a control panel that can be used to initiate building-wide voice commands. Global (campus wide) voice commands can be initiated from one of two designated buildings—the campus Sheriff’s Office and the Physical Plant building. The control panel located in the Sheriff’s Office serves as the master page panel, and the control panel located in the Physical Plant Building serves as a slave panel to the master page panel. Both panels have the ability to initiate campus wide voice commands, in the event of an emergency.

Smoke alarms are located in individual living quarters in Crestone, Culebra, and Greenhorn halls. Belmont Hall utilizes battery-powered smoke alarms while Crestone, Culebra, and Greenhorn halls utilize 120VAC hardwired units with battery back-up. As noted above, these are used only for local evacuation purposes within the room and are not connected to the building fire alarm system.



## EVACUATION PROCEDURES

[csupueblo.edu/facilities-management/environmental-health-safety/fire-safety.html](https://csupueblo.edu/facilities-management/environmental-health-safety/fire-safety.html)



## FIRE EXTINGUISHER PROCEDURES

[csupueblo.edu/facilities-management/environmental-health-safety/fire-safety.html](https://csupueblo.edu/facilities-management/environmental-health-safety/fire-safety.html)



## FIRE EMERGENCY - Call 911

## Emergency Response and Evacuation Procedures

CSU Pueblo performs semiannual fire system tests and inspections in cooperation with The City of Pueblo Fire Department and Siemens. These tests help identify any deficiencies of the Fire Alarm and Mass notification systems. Each test is documented. This information includes a description, documentation if the test was announced or unannounced, the date, time, and response feedback from the evaluators. All documentation is maintained in the Office of Environmental Health and Safety.

The University, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification Responsibility:

- The Pueblo County Sheriff's Office at CSU Pueblo.
  - Lieutenant,
  - Communications Center Officers
- Colorado State University Pueblo:
  - Parking and Safety Manager
  - VP of Operations and Advancement
  - Director of Marketing Communications and Community Relations
  - Director of Facilities Management and Environmental Health Services

Fire Drills	
Culebra Hall	2
Crestone Hall	2
Greenhorn Hall	2
Walking Stick Apartments	2

## Tampering with Fire and Safety Equipment

Tampering with fire and safety equipment in the residence halls or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Violators will be charged for all damages that occur as a result of tampering with fire and/or safety equipment. In addition, all violators are subject to conduct sanctions and possible criminal prosecution.

## ▶ Electrical Appliances, Smoking, and Open Flame Policies

To help ensure a safe living environment, only the following appliances are permitted in the residence halls: microwave ovens (less than 700 watts), refrigerators (no more than 4 cubic feet), coffee pots, air popcorn poppers, pop-up toasters, hair dryers, electric shavers, radios, TVs, stereos, and irons. Microwave ovens are the only cooking appliances permitted for use in student rooms. No homemade electrical appliance will be permitted. Students who plan to operate appliances in their room must provide an UL-approved power strip with a self-contained circuit breaker. Octopus plugs are not permitted. Additionally, residents must be present when using any cooking appliance or iron in student rooms or in hall kitchens.

Items NOT allowed include but are not limited to: electric heaters, oil popcorn poppers, hotplates, toaster ovens, “George Foreman” or similar type grills, open coiled or open flame appliances, deep fryers, convection ovens, and any appliances with an open heating element and torchiere lamps and neon lights. Only those halogen lights with guards will be permitted.

Candles used with a candle warmer are allowed in the residence hall. Any candles with wicks that have been burned will be confiscated. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

Tobacco use and smoking to include, cigarettes, e-cigarettes, vape pens, and chewing tobacco is prohibited in all campus buildings and on all campus grounds whether the property is owned or leased by CSU Pueblo, and in all campus-owned vehicles. Please refer to the University’s Smoking and Tobacco Policy for more information.

Gasoline, kerosene, ether, oil, and any other flammable liquids are prohibited in residence halls.

## ▶ Fire Safety Education

Additionally, the following steps are taken in regards to fire safety education:

- Residence hall students are informed of evacuation procedures at the beginning of the academic year at floor meetings.
- Fire drills involving evacuation are held every semester in the residence halls.
- Residence hall advisors and staff members are trained on evacuation procedures and fire extinguisher use. CSU Pueblo schedules annual fire extinguisher training, table top exercises and Active Shooter/Assailant Response Training.

## ▶ Future Improvements in Fire Safety

CSU Pueblo is currently installing a completely new Edward’s Fire Alarm system with new panels. This will include more effective mass notification across campus. Knox Boxes will be installed on each campus building.

# fire statistics

G HALL

Fire Statistics												
Building	Fires			Fire-related Fatalities			Fire-related Injuries			Value of Property Damages		
	Year	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021
Culebra Hall	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0
Crestone Hall	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0
Greenhorn Hall	1	1	0	0	0	0	0	0	0	\$0	\$0	\$0
Walking Stick Apartment	0	1	0	0	0	0	0	0	0	\$0	\$200	\$0

*safety crime statistics*



## Colorado State University Pueblo Crime Statistics

### CATEGORIES OF CRIME STATISTICS AS REQUIRED BY CLERY ACT

#### TYPES OF OFFENSE:

- a. Murder and non-negligent homicide
- b. Negligent manslaughter
- c. Forcible Sex Offenses
- d. Non-forcible Sex Offenses
- e. Robbery
- f. Aggravated Assault
- g. Burglary
- h. Motor Vehicle Theft
- i. Arson
- j. Dating Violence
- k. Domestic Violence
- l. Stalking
- m. Hate Crimes (Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury were hate crimes.)

#### ARRESTS OR REFERRALS FOR DISCIPLINARY ACTION:

For illegal weapons possession and violation of drug and liquor laws.

#### UNFOUNDED CRIMES:

A reported crime withheld from the statistics due to a full investigation and examination of evidence by law enforcement which determines that the crime is false or baseless.

#### DEFINITIONS OF STATISTICS

##### ON-CAMPUS CRIME STATISTICS:

On-campus crime statistics reflect crimes committed anywhere on the CSU Pueblo campus. This includes the residence halls and Walking Stick Apartments.

##### RESIDENCE HALL CRIME STATISTICS:

The residence hall data is a subset of the on-campus data. This data represents only reportable criminal activity that occurred in on-campus housing.

##### NON-CAMPUS BUILDING CRIME STATISTICS:

This data represents crime in non-campus buildings that are being used by the University.

##### PUBLIC PROPERTY CRIME STATISTICS:

This data represents reported crimes that occurred on public property. Public property as defined by the Clery Act is all public property that is within the same reasonably contiguous geographic area of the institution to include public streets and sidewalks.

CSU Pueblo Clery Crime Statistics	On Campus			Campus Housing			Non Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<b>Criminal Offenses</b>												
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense												
Rape	0	2	3	0	2	3	0	0	0	0	0	1
Fondling	1	0	0	1	0	0	0	0	0	0	0	0
Non-forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	3	0	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	3	3	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest or Summons</b>												
Illegal weapons	0	1	1	0	1	0	0	0	0	0	0	0
Violations of Drug Laws	0	5	1	0	5	0	0	0	0	0	0	0
Violation of Liquor Laws	1	3	2	1	3	2	0	0	0	0	0	0
<b>Referrals for Disciplinary Actions Only</b>												
Illegal Weapons	0	0	4	0	0	3	0	0	0	0	0	0
Drug Violations	9	16	27	9	14	27	0	0	0	0	0	0
Liquor Violations	32	28	60	32	28	60	0	0	0	0	0	0
<b>Hate Crimes</b>												
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Woman Act Offenses</b>												
Domestic Violence	1	1	1	0	0	1	0	0	0	0	0	0
Dating Violence	2	0	1	1	0	1	0	0	0	0	0	0
Stalking	0	0	4	0	0	1	0	0	0	0	0	0
<b>Unfounded</b>												
Unfounded Crimes	0	1	0	0	1	0	0	0	0	0	0	0

# Hate Crimes

**Hate Crimes include any of the listed criminal offenses motivated by the following biases:**

Hate Crimes are any of the Clery reportable crimes or other crimes involving bodily injury reported to law enforcement or to a campus security authority, where there is evidence that the victim was intentionally selected because of the perpetrator's bias or perception that the targeted individual belongs to one of the protected group bias categories.

There are six bias categories used to identify a Hate Crime:

- Religion
- Ethnicity
- National Origin
- Disability (mental or physical impairment)
- Sexual Orientation
- Gender
- Gender Identity

Some factors to consider in determining bias are:

- Oral or written comments, statements or gestures;
- Drawings, markings, symbols or graffiti;
- Occurrence on a holiday or a date of significance to persons in a bias category;
- Previous involvement in a similar hate crime

**Hate crimes include any offense in the following two groups:**

## **Group A**

- Murder and non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

## **Group B**

- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage, or vandalism of property

**The following three types of incidents must be reported if they result in an arrest or summons:**

1. Liquor Law Violations; 2. Drug Law Violations; and 3. Illegal Weapons Possession

## **Non-Campus Property:**

CSU Pueblo Extended Studies sites (Fort Carson, and Tower location in Colorado Springs, East High School), CSU Pueblo Athletics practice and competition sites (Runyon Field Sports Complex, City Park Tennis Complex, Walking Stick Golf Course, Pueblo Country Club Golf Course, Colorado State Fair Grounds, Pueblo Tennis Center) and CSU Pueblo School of Nursing instruction sites (Banner Health Facility, Colorado State University Library), Arapahoe Community College.

## **Public Property:**

The portions of Walking Stick Blvd. and Desert Flower Blvd. which run through and/or adjacent to campus









COLORADO STATE UNIVERSITY  
**PUEBLO**

# Section 7

*Audit and Finance Committee*

**BOARD OF GOVERNORS OF THE  
COLORADO STATE UNIVERSITY SYSTEM  
AUDIT and FINANCE COMMITTEE MEETING AGENDA  
October 2023**

**Audit Committee**

1. Internal Auditing Dashboard and Status of FY 2023-2024 Audit Plan
2. Review of Audit Reports Issued
3. Past Due Audit Recommendations

**Finance Committee**

4. State Budget Update
5. FY24 Quarterly Financials
6. Campus Budget Scenarios, Enrollment Update and Tuition Discussion – FY24 and FY25
7. CSU System Treasury Update
8. Approval of Annual CSU Strata (CSURF) Capital Lease Annual Line of Credit Renewal
9. Approval of Plan of Finance Durward Hall Renovation and Window Replacement
10. Approval of Plan of Finance Veterinary Teaching Hospital (VTH) Linear Accelerator
11. Approval of Amended 2-year Cash List
12. Approval of CSU DCP Small Balance Accounts
13. Investment Policy Change

# Internal Audit Update

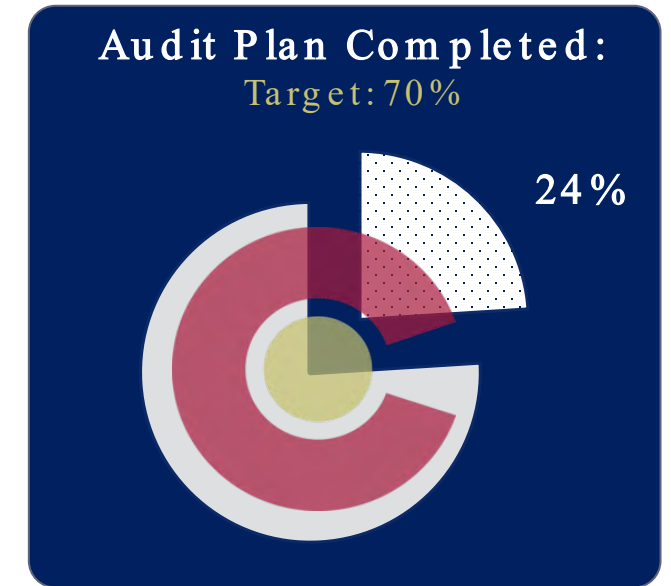




# FY24 DASHBOARD:

Key Risks Addressed in Audit Plan

- Leadership Turnover
- Enterprise Systems
- Cybersecurity
- Payroll
- Sponsored Programs
- Campus Safety
- CSU Spur
- Title IX
- Todos Santos
- Student Fees
- Accounts Payable
- Finance & Administration (Select Areas)





# STATUS OF FISCAL YEAR 2024 AUDIT PLAN

## Reports Issued

Institution	Audit Area	Status
CSUP	Athletics Compliance Audit	Report 23-14
CSU	CEMML Special Project	Report 24-01
CSUG	Payroll Audit	Report 24-02
CSU	Student Athlete Financial Aid	Report 24-03
CSU	CEMML Special Project Internal Controls	Report 24-04
CSUP	Auxiliary Services	Report 24-05
CSU	Housing Management System Consultation	Report 24-06
CSU	Attorney Client Privileged Institutional Biosafety Audit	Report 24-07



# STATUS OF FISCAL YEAR 2024 AUDIT PLAN

## Audits in Progress

Institution	Audit Area	Timeline					
		Jul	Aug	Sept	Oct	Nov	Dec
<b>CSU, CSUP</b>	Todos Santos Audit						
<b>CSU</b>	Colorado State Forest Service Audit						
<b>CSU, CSUP</b>	Data Incident Resilience and Recovery Audit						
<b>CSU SPUR</b>	Financial & Administrative Audit						
<b>CSU</b>	Payroll Audit						
<b>CSU</b>	Effort Reporting Audit						
<b>CSU</b>	Continuous Auditing – Financial Fraud Risk Devel.	<i>Ongoing</i>					
<b>CSU, CSUP</b>	Continuous Auditing – Ongoing Evaluation	<i>Ongoing</i>					
<b>ALL</b>	Hotline Report Follow-up/Investigations	<i>1 special project in reporting phase</i>					
<b>ALL</b>	Audit Follow-up	<i>Ongoing</i>					

	Timeline Adjusted Due to Special Project		Planning
			Fieldwork
			Reporting

# STATUS OF FISCAL YEAR 2024 AUDIT PLAN

## Remaining Audits

Institution	Audit Area	Timeline					
		Jul	Aug	Sept	Oct	Nov	Dec
ALL	Campus Safety Risk Management Review						
CSUP	Accounts Payable Audit						
CSUG	Presidential Transition Audit						
CSU	PCI Compliance Audit						
CSUP	Student Fees Audit						
CSU	Vice President of Research Transition Audit						
ALL	FY25 Risk Assessment						
CSU	Account Management & Deprovisioning Audit						
CSU	Athletics Audit						
CSUP	Title IX Controls Audit						
CSU	College of Natural Sciences Audit	<i>Deferred to FY2025</i>					

	Timeline Adjusted Due to Special Project		Planning
			Fieldwork
			Reporting



## All Overdue Recommendations

Audit #	Audit Name	Inst.	Rec #	Risk Ranking	Recommendation	Audit Report Response	Dept.	Target Completion Date	Revised Target Completion Date
24-04	CSU Center for Environmental Management of Military Lands Special Project	CSU	2	High	The Assistant to the Dean for Finance should consider the use of mileage logs in CEMML leased vehicles.	Agree. The Assistant to the Dean for Finance is working with college IT staff on developing a system for mileage tracking.	Finance/IT	11/1/2023	01/15/2024
23-06	CSU Pueblo Sustainability of High-Risk Recommendations Audit	CSU P	15		The CFO/Controller should implement a procedure to periodically ensure departments are completing account reconciliations.	Agree. The CFO/Controller and the Assistant Controller will implement a procedure to periodically ensure departments are completing account reconciliations.	BFS	9/30/2023	05/30/2024
23-06	CSU Pueblo Sustainability of High-Risk Recommendations Audit	CSU P	14		The Purchasing Director should review all construction accounts quarterly for activity and collaborate with Facilities to verify completion. The Purchasing Director should then create a termination form for all accounts completed but not closed and provide that form to Business and Financial Services to close out the accounts in KFS...	Agree. The Purchasing Director will review all constructions accounts quarterly and work with Facilities to confirm project completion. The Purchasing Director will also create termination forms, submit to Business Financial Service to close account in KFS...	Purchasing/ BFS	10/31/2023	02/15/2024
23-06	CSU Pueblo Sustainability of High-Risk Recommendations Audit	CSU P	12		The CFO/Controller should work with the Senior Director of Human Resources and Institutional Equity and the Operations Specialist for Student Financial Services to perform background checks on all employees that handle cash, including student workers. This is a repeat issue...	HRIE: Agree. A policy is needed to identify positions or departments for which student background checks are necessary.  BFS: Agree. The CFO/ Controller will work with the Senior Director of Human Resource and Student Financial services to perform background checks on all employees that handle cash...	BFS/HRIE	9/30/2023	11/30/2023

Audit #	Audit Name	Inst.	Rec #	Risk Ranking	Recommendation	Audit Report Response	Dept.	Target Completion Date	Revised Target Completion Date
23-06	CSU Pueblo Sustainability of High-Risk Recommendations Audit	CSU P	7		The CFO/Controller or designee should review the current overtime payment process to improve accuracy of payments. Additionally, the CFO/Controller should review these instances of unpaid overtime to ensure the students employees are eligible for overtime pay...	Agree. CFO/Controller, Payroll Staff and Assistance Controller will review and develop controls to improve the accuracy of payments. We will also review instances of unpaid overtime and pay any unpaid wages.	BFS	6/30/2023	02/29/2024
22-15	ATTORNEY CLIENT PRIVILEGED CSU Student Accessibility Audit	CSU	5		Privileged Communication	Privileged Communication	Provost Office, OEO, OIE, ATCR	5/4/2023	03/15/2024
22-12	CSU Sponsored Program Billing and Receivables Audit	CSU	1		The Director of Sponsored Programs should work with the appropriate individuals to establish and document a revised Sponsored Receivables Policy based on best practices, as agreed upon by key University personnel...	Agree. The Director will work with key University personnel to revise the Sponsored Receivables Policy based on best practices. The policy will have processes appended to cover the key areas.	Office of Sponsored Programs	5/31/2023	12/31/2023
22-06	National Science Foundation Cost-of-Education Awards Special Project	CSU	6		The Senior Associate Vice President for Research should work with the Research Associate Deans, as needed, to facilitate the improvement of grant monitoring controls by establishing guidelines and procedures, including Co-PI oversight, and possibly fiscal staff reviews to ensure accuracy and compliance of grant activities...	Agree. The CSU Office of the Vice President for Research (OVPR) is already planning to increase personnel in OSP as an outcome of the OVPR strategic planning process...	OVPR and the Walter Scott College of Engineering	1/31/2023	12/31/2023

Audit #	Audit Name	Inst.	Rec #	Risk Ranking	Recommendation	Audit Report Response	Dept.	Target Completion Date	Revised Target Completion Date
21-16	Institutional Research Audit	CSU P	2		The Information Security Manager at CSU-Pueblo should adopt a data security policy.	Agree. Though it is agreed that there is a need for a data security policy, discussions have begun regarding efforts to establish a data security policy that will cover all CSU System member institutions. This is part of a larger work of data governance underway between the Fort Collins and Pueblo campuses because of the Joint Banner Project...	IR	10/31/2021	10/03/2024
21-11	Controlled Unclassified Information Audit	CSU	4		The Vice President for Research should ensure that procedures are established so that research projects with CUI requirements and the required CMMC level can be reported at any point in time.	Agree. OSP will create a manual inventory of projects with CUI and CMMC requirements initially. Simultaneously, OSP and Research Services will work together to explore the implementation of adjustments to our Quali systems to create a flag for projects with these requirements from which we can automate the inventory.	CUI	12/31/2021	12/31/2023
21-10	Supplemental Pay Audit	CSU	7		The Executive Director of HR should explore options for improving the efficiencies of the supplemental pay process in the short-term and automating the supplemental pay process in the long-term. An automated process should include individual cumulative totals.	Interim actions to improve the online process flow tool will be explored with the CSU IT team with the intention of improving the existing format and enhancing visibility by providing access to more detailed information for the requestor and reviewers...	The Provost's Office	12/31/2021	11/30/2023

Audit #	Audit Name	Inst.	Rec #	Risk Ranking	Recommendation	Audit Report Response	Dept.	Target Completion Date	Revised Target Completion Date
21-10	Supplemental Pay Audit	CSU	4		The Provost should update the supplemental pay authorization form to include a supervisory attestation statement that the activity is above and beyond the employee's position description.	Agree. The Provost or her designee will work with IS to include a supervisory attestation statement that the activity is above and beyond the employee's position description to the Supplemental Pay Form.	The Provost's Office	12/31/2021	11/30/2023
20-21	Office of Research and Sponsored Program	CSU P	12		The Director of OSP and the Controller should work with Human Resources to identify a method to better address research-related conflicts of interest.	Agree. CSU-Pueblo will continue to abide by the current COI reporting and disclosure process (managed by Human Resources) while they continue to evaluate the impact and resource need to implement the Kuali COI module annually.	OSP	12/31/2022	12/31/2023
20-21	Office of Research and Sponsored Program	CSU P	5		The Director of OSP and the Controller should work with the needed parties to develop University-wide policies related to institutional base salary.	Agree. CSU-Pueblo will proceed with the development of University-wide policies related to institutional base salary.	OSP	6/30/2021	12/31/2023

Risk Rating	Risk Definition
<b>Critical</b>	Critical priority - severe impact to the reputation of the institution or achievement of its goals and objectives is highly likely. Urgent action should be taken.
<b>High</b>	High priority - high likelihood and/or considerable negative impact to institutional or unit goals and objectives. Timely action should be taken.
<b>Medium</b>	Medium priority - moderate impact and/or likelihood to unit goals and objectives. Action should be taken.
<b>Low</b>	Low priority - minimal adverse impact and/or minimal likelihood of impact to unit goals and objectives. Action should be taken as resources permit.

# Finance Committee





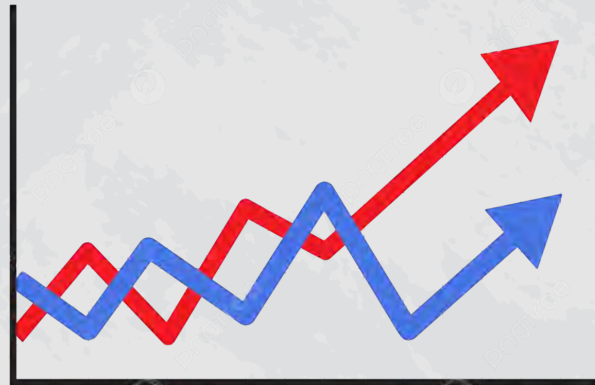
# CSU SYSTEM

COLORADO STATE UNIVERSITY

FORT COLLINS | PUEBLO | GLOBAL



# Historical Budget Context



# ***Bottom Line Up Front:***

- 5 times in the last 20 years has State support been as low or lower than what's currently proposed
  - (6 times when not coupled with State and/or market tuition controls)
- CSUS institutions have struggled to improve compensation in those years

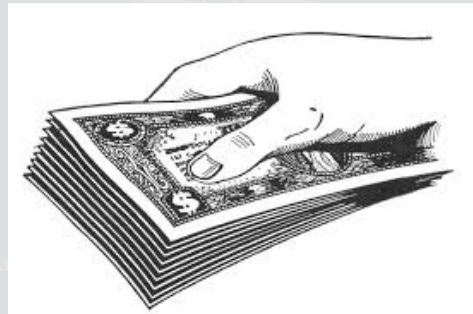


# State Funding and Salaries Over Two Decades



# State Funding and Salaries Over Two Decades

- State Funding
  - 12 of 20 years exceeded the rate of inflation
  - 7 years at or over 10%
  - 4 years of major reductions; much worse without ARRA and COVID federal funds
- Tuition & Enrollment & Mix
  - Major increases
  - Facility Bond Payments
  - Tuition “Runway”
  - Growth Model
- Salaries
  - 9 of 20 years exceeded the rate of inflation
  - 2 years at 5%
  - 4 years of 0%
  - Extremely limited layoffs
  - No substantive change within the national marketplace



# Where does that leave us?



# A Simplified Budget Sheet

\*\* Assumes >\$1B in allocated funds remain unchanged

<b>New Revenue</b>	<b>\$ 18,000,000</b>
Tuition	\$ 12,200,000
State	\$ 5,800,000
<b>New Expenses</b>	<b>\$ 44,500,000</b>
Financial Aid, Mandatory, Misc	\$ 21,300,000
3% Compensation	\$ 23,200,000
<b>Reallocation</b>	<b>\$ -</b>
<b>Surplus/Deficit</b>	<b>\$ (26,500,000)</b>



# A Balancing Option

\*\* Salary as the dependent variable

<b>New Revenue</b>	<b>\$ 18,000,000</b>
Tuition	\$ 12,200,000
State	\$ 5,800,000
<b>New Expenses</b>	<b>\$ 21,300,000</b>
Financial Aid, Mandatory, Misc	\$ 21,300,000
0% Compensation	\$ 0
<b>Reallocation</b>	<b>\$ -</b>
<b>Surplus/Deficit</b>	<b>\$ (3,300,000)</b>



# What if State Funding Improved?

<b>New Revenue</b>	<b>\$ 23,800,000</b>
Tuition	\$ 12,200,000
State	\$ 11,600,000
<b>New Expenses</b>	<b>\$ 31,300,000</b>
Financial Aid, Mandatory, Misc	\$ 21,300,000
1%+ Compensation	\$ 10,000,000
<b>Reallocation</b>	<b>\$ 7,500,000</b>
<b>Surplus/Deficit</b>	<b>\$ 0</b>





# Bottom Line?

- FY25 Proposed: 2.5% state increase; 2.5% tuition increase
- 6 times in the last 2 decades state support increased by 2.5% or less
- In 1 of those 6 years there was a salary increase – supported by a large tuition increase



**This is not new.**

**This is not healthy.**

# Solutions?

- Demand Different Outcomes
- Improve State Funding
- Expense Reduction to Free Up Resources for Reallocation to Salaries
- Balance using allocations that satisfy no one, but preserve a balance between affordability & access, employee compensation, and program quality & distribution





- JBC Hearings
- Campus Budget Processes
- February BOG Meeting
- Long Bill
- Finalize Campus Budget Proposals
- May (or June) BOG meeting
- Prepare to implement Budget on 1 July 2024
- *d.c. al coda*

Happy  
Ending

**This is not new.**

**This is not healthy.**

# State Budget Update

Verbal Update



# FY24 Quarterly Financials





Colorado State University System  
Financial Statement Highlights  
FY 23-24, 1<sup>st</sup> Quarter

**BACKGROUND:**

Statements Included:

1. CSU System, **GAAP Financial Statements**, Statement of Revenues, Expenses and Changes in Net Position
2. CSU System, **Excluding Pension/OPEB Adjustment**, Statement of Revenues, Expenses and Changes in Net Position
3. **CSU**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position
4. **CSU Board of Governors**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position
5. **CSU Global**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position
6. **CSU Pueblo**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position

Data included within each Statement:

1. Actual result of operations for prior two (2) fiscal years,
2. Current Fiscal Year Original Budget,
3. Current Fiscal Year YTD Budget for Quarter
4. Current Fiscal Year TTD Actual for Quarter
5. Dollar (\$) and Percent (%) Variances

**HIGHLIGHTS – Notable Variances – Quarter TD Budget vs Actual:**

CSU System, **Excluding Pension/OPEB Adjustment**, Statement of Revenues, Expenses and Changes in Net Position

•

**CSU**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position

- Student Tuition and Fees of \$274.9 million in Q1 of FY24 is an \$11.5 million increase over the same quarter in FY23
- State Fee for Service revenue will increase by \$14.6 million in FY24 to \$149.5 million from \$134.9 million in FY23
- Grants and Contracts revenue increased \$15.4 million over Q1 last year primarily due to increases in federal grants and contracts, as well as increases in private grants and contracts
- State capital contributions received in Q1 of FY23 included \$542K for the Upgrade Network Hardware project, \$496K for the Upgrade Fire Lane and ADA Access project, \$492K for the Engineering B Wing Roof project, and \$298K for the Engineering A, D, and E Wing Roof projects, as well as various other smaller contributions

**CSU Global**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position

- YTD operating revenues in Q1 of FY24 were \$17.1M versus budgeted revenues of \$20.4M due to lower than budgeted enrollment and a one-time program that did not come to fruition
- YTD operating expenses in Q1 of FY24 were \$18.6M versus budgeted expenses of \$22.6M due, primarily, to lower than budgeted enrollment and a reduction in overall expenses, including marketing
- As a result, YTD income (loss) before other revenues in Q1 of FY24 was \$1.4M compared to budgeted income (loss) before other revenues of \$343K

**CSU Pueblo**, Excluding Pension/OPEB Adjustment, Statement of Revenues, Expenses and Changes in Net Position

- Total head count across for undergraduate and graduate students increased to 3,657, which is a 3.6% increase year over year. This is an important step towards moving our total enrollment to 4000 students.
- Continuing student enrollment increased by 2%; strategic efforts are underway to enroll students from spring 2023 into fall 2023 to close the graduation gap

Colorado State University System							
GAAP Financial Statements							
Statement of Revenues, Expenses and Changes in Net Position							
Three Year Trend							
	FY 2022*	FY 2023	FY 2024	FY 2024	FY 2024	\$	%
	Actual	Actual	Original Budget	YTD Budget Q1	Q1	Variance	Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ 585,894,446	589,250,169	607,808,006	304,036,791	305,813,790	1,776,999	0.6%
State fee for service revenue	140,151,805	153,790,796	170,221,297	42,555,325	42,555,324	(1)	-
Grants and contracts	403,795,778	438,534,043	457,663,506	100,749,864	101,452,223	702,359	0.7%
Sales and services of educational activities	51,763,053	52,019,683	54,647,019	20,178,576	20,465,271	286,695	1.4%
Auxiliary enterprises	193,848,994	218,496,832	227,440,878	79,430,624	80,014,138	583,514	0.7%
Other operating revenue	15,197,988	17,560,972	25,286,734	4,019,827	2,266,456	(1,753,371)	-43.6%
<b>Total operating revenues</b>	<b>1,390,652,064</b>	<b>1,469,652,495</b>	<b>1,543,067,439</b>	<b>550,971,007</b>	<b>552,567,203</b>	<b>1,596,196</b>	<b>0.3%</b>
<b>Operating expenses</b>							
Instruction	346,779,110	422,216,997	424,124,334	87,910,271	85,525,838	2,384,433	2.7%
Research	227,999,014	274,158,616	278,901,678	63,388,067	63,305,321	82,746	0.1%
Public service	156,240,928	190,392,459	197,312,076	44,612,639	44,501,719	110,920	0.2%
Academic support	111,329,118	145,915,176	150,475,868	36,683,424	36,125,259	558,165	1.5%
Student services	64,130,766	77,272,066	87,662,701	21,061,975	19,099,273	1,962,702	9.3%
Institutional support	85,373,879	118,428,198	112,961,644	28,730,126	28,914,159	(184,033)	-0.6%
Operation and maintenance of plant	83,594,829	122,732,373	128,353,640	30,784,465	31,448,380	(663,915)	-2.2%
Scholarships and fellowships	71,456,092	41,836,359	48,466,957	18,727,994	19,018,791	(290,797)	-1.6%
Auxiliary enterprises	153,481,752	190,195,830	194,326,168	46,881,828	46,841,153	40,675	0.1%
Depreciation	119,772,629	128,107,490	135,061,272	32,588,133	32,469,657	118,476	0.4%
<b>Total operating expenses</b>	<b>1,420,158,117</b>	<b>1,711,255,563</b>	<b>1,757,646,337</b>	<b>411,368,922</b>	<b>407,249,551</b>	<b>4,119,371</b>	<b>1.0%</b>
Operating Income (Loss)	(29,506,053)	(241,603,067)	(214,578,897)	139,602,085	145,317,652	5,715,568	4.1%
<b>Non-operating revenues (expenses)</b>							
State appropriations	10,798,364	19,249,912	22,865,830	70,000	70,135	135	-
Gifts	59,994,699	83,290,951	76,165,035	18,885,400	18,885,099	(301)	0.0%
Investment income	7,870,449	18,266,307	8,950,000	5,602,780	5,747,551	144,771	2.6%
Unrealized gain (loss) on investments	(85,640,664)	23,784,903	6,050,000	(29,280,192)	(34,187,196)	(4,907,004)	16.8%
Realized gain (loss) on investments	-	10,000,000	22,000,000	21,711,500	25,166,000	3,454,500	15.9%
Interest expense on capital debt	(45,509,379)	(65,701,766)	(50,037,255)	(12,223,854)	(12,225,427)	(1,573)	-
Federal nonoperating grants and contracts	112,118,865	44,004,122	46,710,892	18,783,500	18,962,591	179,091	1.0%
State support for PERA pension	3,770,749	9,652,649	6,733,546	-	-	-	-
Other nonoperating revenues (expenses)	37,557,633	17,433,899	14,892,784	3,303,000	3,302,993	(7)	0.0%
<b>Net nonoperating revenues</b>	<b>100,960,716</b>	<b>159,980,976</b>	<b>154,330,832</b>	<b>26,852,134</b>	<b>25,721,746</b>	<b>(1,130,388)</b>	<b>-4.2%</b>
Income (Loss) Before other revenues	71,454,663	(81,622,091)	(60,248,066)	166,454,219	171,039,398	4,585,180	2.8%
<b>Other revenues (expenses)</b>							
Student facility fees	14,438,173	14,259,975	14,446,826	7,824,000	7,828,343	4,343	-
State capital contributions	95,550,496	23,321,607	42,835,741	5,939,000	5,938,854	(146)	-
Capital grants	10,093,737	13,654,319	7,895,285	1,402,700	1,403,309	609	-
Capital gifts	6,400,264	12,444,984	13,940,276	2,351,000	2,350,525	(475)	0.0%
Payments (to)/from governing boards or other institutions	1,405,817	15,505,901	12,045,910	(3,190,145)	628,340	3,818,485	-119.7%
Reserve transfers within the CSU System	-	-	-	-	-	-	-
System transfers for scoop and toss bond payments	-	-	-	(0)	(0)	-	-
Additions to permanent endowments	(731,485)	1,020,895	1,819,307	-	-	-	-
<b>Total other revenues</b>	<b>127,157,002</b>	<b>80,207,681</b>	<b>92,983,345</b>	<b>14,326,555</b>	<b>18,149,371</b>	<b>3,822,816</b>	<b>26.7%</b>
<b>Increase (decrease) in net position</b>	<b>\$ 198,611,665</b>	<b>(1,414,410)</b>	<b>32,735,280</b>	<b>180,780,774</b>	<b>189,188,770</b>	<b>8,407,996</b>	<b>4.7%</b>

\*Restated due to implementation of GASB 96

Colorado State University System							
Excluding Pension/OPEB Adjustment							
Statement of Revenues, Expenses and Changes in Net Position							
Three Year Trend							
	FY 2022*	FY 2023	FY 2024	FY 2024	FY 2024	\$	%
	Actual	Actual	Original Budget	YTD Budget Q1	Q1	Variance	Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ 585,894,446	589,250,169	607,808,006	304,036,791	305,813,790	1,776,999	0.6%
State fee for service revenue	140,151,805	153,790,796	170,221,297	42,555,325	42,555,324	(1)	-
Grants and contracts	403,795,778	438,534,043	457,663,506	100,749,864	101,452,223	702,359	0.7%
Sales and services of educational activities	51,763,053	52,019,683	54,647,019	20,178,576	20,465,271	286,695	1.4%
Auxiliary enterprises	193,848,994	218,496,832	227,440,878	79,430,624	80,014,138	583,514	0.7%
Other operating revenue	15,197,988	17,560,972	25,286,734	4,019,827	2,266,456	(1,753,371)	-43.6%
<b>Total operating revenues</b>	<b>1,390,652,064</b>	<b>1,469,652,495</b>	<b>1,543,067,439</b>	<b>550,971,007</b>	<b>552,567,203</b>	<b>1,596,196</b>	<b>0.3%</b>
<b>Operating expenses</b>							
Instruction	370,866,747	406,451,678	424,124,334	87,910,271	85,525,838	2,384,433	2.7%
Research	239,120,460	267,249,100	278,901,678	63,388,067	63,305,321	82,746	0.1%
Public service	161,540,979	187,428,830	197,312,076	44,612,639	44,501,719	110,920	0.2%
Academic support	121,422,644	141,536,660	150,475,868	36,683,424	36,125,259	558,165	1.5%
Student services	67,532,659	76,195,820	87,662,701	21,061,975	19,099,273	1,962,702	9.3%
Institutional support	93,971,407	109,908,337	112,961,644	28,730,126	28,914,159	(184,033)	-0.6%
Operation and maintenance of plant	92,870,577	122,415,276	128,353,640	30,784,465	31,448,380	(663,915)	-2.2%
Scholarships and fellowships	71,566,928	41,758,140	48,466,957	18,727,994	19,018,791	(290,797)	-1.6%
Auxiliary enterprises	163,760,740	187,433,583	194,326,168	46,881,828	46,841,153	40,675	0.1%
Depreciation	119,772,629	128,107,490	135,061,272	32,588,133	32,469,657	118,476	0.4%
<b>Total operating expenses</b>	<b>1,502,425,769</b>	<b>1,668,484,914</b>	<b>1,757,646,337</b>	<b>411,368,922</b>	<b>407,249,551</b>	<b>4,119,371</b>	<b>1.0%</b>
Operating Income (Loss)	(111,773,705)	(198,832,419)	(214,578,897)	139,602,085	145,317,652	5,715,568	4.1%
<b>Non-operating revenues (expenses)</b>							
State appropriations	10,798,364	19,249,912	22,865,830	70,000	70,135	135	-
Gifts	59,994,699	83,290,951	76,165,035	18,885,400	18,885,099	(301)	0.0%
Investment income	7,870,449	18,266,307	8,950,000	5,602,780	5,747,551	144,771	2.6%
Unrealized gain (loss) on investments	(85,640,664)	23,784,903	6,050,000	(29,280,192)	(34,187,196)	(4,907,004)	16.8%
Realized gain (loss) on investments	-	10,000,000	22,000,000	21,711,500	25,166,000	3,454,500	15.9%
Interest expense on capital debt	(45,509,379)	(65,701,766)	(50,037,255)	(12,223,854)	(12,225,427)	(1,573)	-
Federal nonoperating grants and contracts	112,118,865	44,004,122	46,710,892	18,783,500	18,962,591	179,091	1.0%
State support for PERA pension	3,770,749	9,652,649	6,733,546	-	-	-	-
Other nonoperating revenues (expenses)	37,557,633	17,433,899	14,892,784	3,303,000	3,302,993	(7)	0.0%
<b>Net nonoperating revenues</b>	<b>100,960,716</b>	<b>159,980,976</b>	<b>154,330,832</b>	<b>26,852,134</b>	<b>25,721,746</b>	<b>(1,130,388)</b>	<b>-4.2%</b>
Income (Loss) Before other revenues	(10,812,989)	(38,851,442)	(60,248,066)	166,454,219	171,039,398	4,585,180	2.8%
<b>Other revenues (expenses)</b>							
Student facility fees	14,438,173	14,259,975	14,446,826	7,824,000	7,828,343	4,343	-
State capital contributions	95,550,496	23,321,607	42,835,741	5,939,000	5,938,854	(146)	-
Capital grants	10,093,737	13,654,319	7,895,285	1,402,700	1,403,309	609	-
Capital gifts	6,400,264	12,444,984	13,940,276	2,351,000	2,350,525	(475)	0.0%
Payments (to)/from governing boards or other institutions	1,405,817	15,505,901	12,045,910	(3,190,145)	628,340	3,818,485	-119.7%
Reserve transfers within the CSU System	-	-	-	-	-	-	-
System transfers for scoop and toss bond payments	-	-	-	(0)	(0)	-	-
Additions to permanent endowments	(731,485)	1,020,895	1,819,307	-	-	-	-
<b>Total other revenues</b>	<b>127,157,002</b>	<b>80,207,681</b>	<b>92,983,345</b>	<b>14,326,555</b>	<b>18,149,371</b>	<b>3,822,816</b>	<b>26.7%</b>
<b>Increase (decrease) in net position</b>	<b>\$ 116,344,013</b>	<b>41,356,238</b>	<b>32,735,280</b>	<b>180,780,774</b>	<b>189,188,770</b>	<b>8,407,996</b>	<b>4.7%</b>
*Restated due to implementation of GASB 96							
<b>Impact of GASB 68/75 on operating expenses</b>	<b>(82,267,652)</b>	<b>42,770,649</b>					
			<b>0.00</b>				

Colorado State University							
Excluding Pension/OPEB Adjustment							
Statement of Revenues, Expenses and Changes in Net Position							
Three Year Trend							
	FY 2022*	FY 2023	FY 2024	FY 2024	FY 2024	\$	%
	Actual	Actual	Original Budget	YTD Budget Q1	Q1	Variance	Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ 487,801,542	500,283,607	504,857,411	271,466,505	274,864,418	3,397,913	1.3%
State fee for service revenue	122,536,893	134,927,513	149,502,243	37,375,561	37,375,561	(0)	(0.00)
Grants and contracts	390,729,990	423,142,307	442,663,506	97,599,864	98,255,065	655,201	0.7%
Sales and services of educational activities	51,484,633	51,812,411	54,437,019	13,778,576	14,049,071	270,495	2.0%
Auxiliary enterprises	185,285,513	208,474,263	217,440,878	74,930,624	75,486,831	556,207	0.7%
Other operating revenue	6,730,283	7,420,462	7,605,418	1,851,461	1,879,123	27,662	1.5%
<b>Total operating revenues</b>	<b>1,244,568,854</b>	<b>1,326,060,563</b>	<b>1,376,506,474</b>	<b>497,002,591</b>	<b>501,910,069</b>	<b>4,907,478</b>	<b>1.0%</b>
<b>Operating expenses</b>							
Instruction	328,189,505	360,913,320	370,885,398	78,091,091	77,292,762	798,329	1.0%
Research	235,883,681	262,059,149	273,901,678	62,298,067	62,212,390	85,677	0.1%
Public service	159,358,155	185,195,833	195,112,076	44,055,139	43,920,838	134,301	0.3%
Academic support	106,142,326	125,782,136	133,719,993	32,198,042	32,067,877	130,165	0.4%
Student services	34,790,359	38,892,162	40,734,029	8,761,863	8,671,869	89,994	1.0%
Institutional support	60,846,733	76,332,390	80,107,241	21,207,424	21,369,343	(161,919)	-0.8%
Operation and maintenance of plant	84,915,665	112,015,137	118,033,732	27,654,488	28,303,550	(649,062)	-2.3%
Scholarships and fellowships	49,457,407	29,283,225	34,306,457	14,427,494	14,551,680	(124,186)	-0.9%
Auxiliary enterprises	149,138,880	170,502,203	178,326,168	44,081,828	44,012,328	69,500	0.2%
Depreciation	107,709,618	115,288,448	123,257,204	29,717,116	29,573,723	143,393	0.5%
<b>Total operating expenses</b>	<b>1,316,432,329</b>	<b>1,476,264,002</b>	<b>1,548,383,975</b>	<b>362,492,552</b>	<b>361,976,360</b>	<b>516,192</b>	<b>0.1%</b>
Operating Income (Loss)	(71,863,475)	(150,203,439)	(171,877,501)	134,510,039	139,933,708	5,423,670	4.0%
<b>Non-operating revenues (expenses)</b>							
State appropriations	10,198,364	16,449,912	19,065,830	70,000	70,135	135	(0.00)
Gifts	54,497,610	72,698,083	70,765,035	18,849,000	18,848,669	(331)	0
Investment income	5,391,673	12,984,928	8,000,000	3,806,000	3,805,954	(46)	0
Unrealized gain (loss) on investments	(60,771,967)	10,352,578	4,000,000	(26,873,000)	(26,873,428)	(428)	(0)
Realized gain (loss) on investments	-	7,605,000	19,500,000	19,179,000	19,178,500	(500)	0
Interest expense on capital debt	(42,221,802)	(61,087,540)	(45,468,399)	(11,126,000)	(11,125,707)	293	0
Federal nonoperating grants and contracts	78,532,657	27,293,262	28,550,392	13,583,000	13,582,655	(345)	0
State support for PERA pension	3,448,196	8,818,898	6,133,546	-	-	-	-
Other nonoperating revenues (expenses)	37,435,516	17,186,655	14,668,784	3,268,000	3,268,298	298	(0)
<b>Net nonoperating revenues</b>	<b>86,510,246</b>	<b>112,301,776</b>	<b>125,215,188</b>	<b>20,756,000</b>	<b>20,755,076</b>	<b>(924)</b>	<b>(0.00)</b>
Income (Loss) Before other revenues	14,646,771	(37,901,663)	(46,662,313)	155,266,039	160,688,784	5,422,745	3.5%
<b>Other revenues (expenses)</b>							
Student facility fees	13,502,646	13,313,689	13,446,826	7,114,000	7,113,858	(142)	(0)
State capital contributions	94,431,612	19,788,873	37,335,741	1,839,000	1,838,528	(472)	(0)
Capital grants	10,051,275	13,307,658	7,550,285	1,375,000	1,375,373	373	0
Capital gifts	6,020,089	12,437,167	13,930,276	2,351,000	2,350,525	(475)	(0)
Payments (to)/from governing boards or other institutions	(5,521,749)	26,051,490	5,994,488	(3,778,000)	(3,777,762)	238	(0)
Reserve transfers within the CSU System	9,750,648	11,523,859	10,189,668	-	-	-	-
System transfers for scoop and toss bond payments	(68,576,851)	(66,992,369)	-	761,287	761,287	-	-
Additions to permanent endowments	(731,485)	1,020,895	1,819,307	-	-	-	-
<b>Total other revenues</b>	<b>58,926,184</b>	<b>30,451,263</b>	<b>90,266,591</b>	<b>9,662,287</b>	<b>9,661,810</b>	<b>(477)</b>	<b>(0.00)</b>
<b>Increase (decrease) in net position</b>	<b>\$ 73,572,956</b>	<b>(7,450,401)</b>	<b>43,604,278</b>	<b>164,928,326</b>	<b>170,350,594</b>	<b>5,422,268</b>	<b>3.3%</b>
*Restated due to implementation of GASB 96	(77,931,927)	42,541,256					
<b>Impact of GASB 68/75 on operating expenses</b>							

**Colorado State University - Board of Governors**

**Excluding Pension/OPEB Adjustment**

**Statement of Revenues, Expenses and Changes in Net Position  
Three Year Trend**

	FY 2022 Actual	FY 2023 Actual	FY 2024 Original Budget	FY 2024 YTD Budget Q1	FY 2024 Q1	\$ Variance	% Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ -	-	-	-	-	-	
State fee for service revenue	-	-	-	-	-	-	
Grants and contracts	-	-	-	-	-	-	
Sales and services of educational activities	-	-	-	-	-	-	
Auxiliary enterprises	-	-	-	-	-	-	
Other operating revenue	257,075	366,741	350,000	87,500	22,500	(65,000)	-74.3%
<b>Total operating revenues</b>	<b>257,075</b>	<b>366,741</b>	<b>350,000.00</b>	<b>87,500.00</b>	<b>22,500</b>	<b>(65,000)</b>	<b>-74.3%</b>
<b>Operating expenses</b>							
Instruction	-	-	-	-	-	-	
Research	-	-	-	-	-	-	
Public service	149,759	150,215	150,000	37,500	55,966	(18,466)	-49.2%
Academic support	-	-	-	-	-	-	
Student services	-	-	-	-	-	-	
Institutional support	14,093,962	14,664,421	14,839,645	3,709,911	3,868,814	(158,903)	-4.3%
Operation and maintenance of plant	-	-	-	-	-	-	
Scholarships and fellowships	-	-	-	-	-	-	
Auxiliary enterprises	-	-	-	-	-	-	
Depreciation	456,776	497,174	504,067	126,017	124,319	1,698	1.3%
<b>Total operating expenses</b>	<b>14,700,497</b>	<b>15,311,810</b>	<b>15,493,712</b>	<b>3,873,428</b>	<b>4,049,099</b>	<b>(175,671)</b>	<b>4.5%</b>
Operating Income (Loss)	(14,443,422)	(14,945,069)	(15,143,712)	(3,785,928)	(4,026,599)	(240,671)	6.4%
<b>Non-operating revenues (expenses)</b>							
State appropriations	-	-	-	-	-	-	
Gifts	167,731	5,174,500	-	-	-	-	
Investment income	1,837,357	5,844,026	400,000	1,667,780	1,667,780	-	0.0%
Unrealized gain (loss) on investments	(15,516,554)	9,561,083	2,500,000	(2,407,192)	(2,407,192)	-	0.0%
Realized gain (loss) on investments	-	1,013,000	2,500,000	2,532,500	2,532,500	-	0.0%
Interest expense on capital debt	(46,079)	(52,666)	(48,000)	(12,343)	(12,343)	-	0.0%
Federal nonoperating grants and contracts	-	-	-	-	-	-	
State support for PERA pension	40,350	114,339	-	-	-	-	
Other nonoperating revenues (expenses)	78,839	10,311	-	-	3,272	3,272	
<b>Net nonoperating revenues</b>	<b>(13,438,356)</b>	<b>21,664,593</b>	<b>5,352,000</b>	<b>1,780,745</b>	<b>1,784,017</b>	<b>3,272</b>	<b>0.2%</b>
Income (Loss) Before other revenues	(27,881,777)	6,719,524	(9,791,712)	(2,005,183)	(2,242,582)	(237,399)	11.8%
<b>Other revenues (expenses)</b>							
Student facility fees	-	-	-	-	-	-	
State capital contributions	-	-	-	-	-	-	
Capital grants	-	-	-	-	-	-	
Capital gifts	-	-	-	-	-	-	
Payments (to)/from governing boards or other institutions	5,855,713	(8,645,901)	3,955,422	988,856	4,804,940	3,816,085	385.9%
Reserve transfers within the CSU System	14,787,709	(11,280,435)	(2,575,668)	-	-	-	
System transfers for scoop and toss bond payments	75,386,198	73,822,986	-	(827,820)	(827,820)	-	0.0%
Additions to permanent endowments	-	-	-	-	-	-	
<b>Total other revenues</b>	<b>96,029,620</b>	<b>53,896,650</b>	<b>1,379,754</b>	<b>161,036</b>	<b>3,977,120</b>	<b>3,816,085</b>	<b>2369.7%</b>
<b>Increase (decrease) in net position</b>	<b>\$ 68,147,843</b>	<b>60,616,174</b>	<b>(8,411,958)</b>	<b>(1,844,148)</b>	<b>1,734,538</b>	<b>3,578,686</b>	<b>-194.1%</b>
<b>Impact of GASB 68/75 on operating expenses</b>	<b>379,094</b>	<b>574,441</b>					

## Colorado State University - Global Campus

### Excluding Pension/OPEB Adjustment

#### Statement of Revenues, Expenses and Changes in Net Position Three Year Trend

	FY2022* Actual	FY2023 Actual	FY 2024 Original Budget	FY 2024 YTD Budget Q1	FY 2024 Q1	\$ Variance	% Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ 75,025,400	66,725,068	78,950,595	18,370,286	16,738,297	(1,631,989)	-8.9%
State fee for service revenue	-	-	-	-	-	-	
Grants and contracts	-	-	-	-	-	-	
Sales and services of educational activities	-	-	-	-	-	-	
Auxiliary enterprises	-	-	-	-	-	-	
Other operating revenue	8,040,371	9,703,766	17,310,900	2,060,450	344,417	(1,716,033)	-83.3%
<b>Total operating revenues</b>	<b>83,065,771</b>	<b>76,428,833</b>	<b>96,261,495</b>	<b>20,430,736</b>	<b>17,082,715</b>	<b>(3,348,021)</b>	<b>-16.4%</b>
<b>Operating expenses</b>							
Instruction	19,618,525	20,412,217	28,238,936	5,269,180	3,636,880	1,632,300	31.0%
Research	-	-	-	-	-	-	
Public service	-	-	-	-	-	-	
Academic support	7,026,174	7,342,469	8,355,875	2,125,382	1,681,498	443,884	20.9%
Student services	26,794,530	30,982,167	40,728,672	10,630,112	8,736,510	1,893,602	17.8%
Institutional support	8,010,153	7,897,409	7,014,758	1,902,791	1,746,022	156,769	8.2%
Operation and maintenance of plant	757	-	319,908	79,977	77,258	2,719	3.4%
Scholarships and fellowships	12,232,739	8,611,505	10,160,500	2,500,500	2,637,401	(136,901)	-5.5%
Auxiliary enterprises	-	-	-	-	-	-	
Depreciation	826,964	906,609	300,000	75,000	80,335	(5,335)	-7.1%
<b>Total operating expenses</b>	<b>74,509,842</b>	<b>76,152,376</b>	<b>95,118,649</b>	<b>22,582,942</b>	<b>18,595,905</b>	<b>3,987,037</b>	<b>-17.7%</b>
Operating Income (Loss)	8,555,930	276,457	1,142,846	(2,152,206)	(1,513,190)	639,016	-29.7%
<b>Non-operating revenues (expenses)</b>							
State appropriations	-	-	-	-	-	-	
Gifts	-	-	-	-	-	-	
Investment income	332,972	(724,975)	-	-	144,528	144,528	
Unrealized gain (loss) on investments	(8,370,408)	4,304,058	-	-	(4,906,575)	(4,906,575)	
Realized gain (loss) on investments	-	1,382,000	-	-	3,455,000		
Interest expense on capital debt	(25,144)	(33,944)	(20,856)	(5,511)	(5,515)	(4)	0.1%
Federal nonoperating grants and contracts	12,232,739	8,611,505	10,160,500	2,500,500	2,653,177	152,677	6.1%
State support for PERA pension	19,379	47,168	-	-	-	-	
Other nonoperating revenues (expenses)	(126,192)	12,802	-	-	(4,025)	(4,025)	
<b>Net nonoperating revenues</b>	<b>4,063,347</b>	<b>13,598,613</b>	<b>10,139,644</b>	<b>2,494,989</b>	<b>1,336,590</b>	<b>(4,613,399)</b>	<b>-46.4%</b>
Income (Loss) Before other revenues	12,619,277	13,875,071	11,282,490	342,783	(176,600)	(3,974,383)	-151.5%
<b>Other revenues (expenses)</b>							
Student facility fees	-	-	-	-	-	-	
State capital contributions	-	-	-	-	-	-	
Capital grants	-	-	-	-	-	-	
Capital gifts	-	-	-	-	-	-	
Payments (to)/from governing boards or other institutions	(863,142)	(1,211,346)	(804,000)	(201,000)	(199,188)	1,812	-0.9%
Reserve transfers within the CSU System	(36,945,000)	(12,500,000)	(12,500,000)	-	-	-	
System transfers for scoop and toss bond payments	-	-	-	-	-	-	
Additions to permanent endowments	-	-	-	-	-	-	
<b>Total other revenues</b>	<b>(37,808,142)</b>	<b>(13,711,346)</b>	<b>(13,304,000)</b>	<b>(201,000)</b>	<b>(199,188)</b>	<b>1,812</b>	<b>-0.9%</b>
<b>Increase (decrease) in net position</b>	<b>\$ (25,188,865)</b>	<b>163,725</b>	<b>(2,021,510)</b>	<b>141,783</b>	<b>(375,788)</b>	<b>(3,972,571)</b>	<b>-365.0%</b>
*Restated due to implementation of GASB 96	(731,839)	(312,151)					
<b>Impact of GASB 68/75 on operating expenses</b>							

Colorado State University Pueblo							
Excluding Pension/OPEB Adjustment							
Statement of Revenues, Expenses and Changes in Net Position							
Three Year Trend							
	FY2022*	FY2023	FY 2024	FY 2024	FY 2024	\$	%
	Actual	Actual	Original Budget	YTD Budget Q1	Q1	Variance	Variance
<b>Operating revenues</b>							
Student tuition and fees	\$ 23,067,504	22,241,495	24,000,000	14,200,000	14,211,075	11,075	0.1%
State fee for service revenue	17,614,912	18,863,283	20,719,054	5,179,764	5,179,764	(1)	0.0%
Grants and contracts	13,065,788	15,391,736	15,000,000	3,150,000	3,197,158	47,158	1.5%
Sales and services of educational activities	278,419	207,272	210,000	6,400,000	6,416,200	16,200	0.3%
Auxiliary enterprises	8,563,481	10,022,569	10,000,000	4,500,000	4,527,307	27,307	0.6%
Other operating revenue	170,259	70,003	20,416	20,416	20,416	0	0.0%
<b>Total operating revenues</b>	<b>62,760,363</b>	<b>66,796,358</b>	<b>69,949,470</b>	<b>33,450,180</b>	<b>33,551,920</b>	<b>101,740</b>	<b>0.3%</b>
<b>Operating expenses</b>							
Instruction	23,058,717	25,126,141	25,000,000	4,550,000	4,596,196	(46,196)	-1.0%
Research	3,236,778	5,189,951	5,000,000	1,090,000	1,092,931	(2,931)	-0.3%
Public service	2,033,065	2,082,782	2,050,000	520,000	524,916	(4,916)	-0.9%
Academic support	8,254,144	8,412,055	8,400,000	2,360,000	2,375,884	(15,884)	-0.7%
Student services	5,947,770	6,321,491	6,200,000	1,670,000	1,690,894	(20,894)	-1.3%
Institutional support	11,020,559	11,014,116	11,000,000	1,910,000	1,929,980	(19,980)	-1.0%
Operation and maintenance of plant	7,954,155	10,400,139	10,000,000	3,050,000	3,067,572	(17,572)	-0.6%
Scholarships and fellowships	9,876,781	3,863,410	4,000,000	1,800,000	1,829,709	(29,709)	-1.7%
Auxiliary enterprises	14,621,861	16,931,380	16,000,000	2,800,000	2,828,826	(28,826)	-1.0%
Depreciation	10,779,271	11,415,259	11,000,000	2,670,000	2,691,279	(21,279)	-0.8%
<b>Total operating expenses</b>	<b>96,783,102</b>	<b>100,756,726</b>	<b>98,650,000</b>	<b>22,420,000</b>	<b>22,628,187</b>	<b>(208,187)</b>	<b>0.9%</b>
Operating Income (Loss)	(34,022,738)	(33,960,368)	(28,700,530)	11,030,180	10,923,733	(106,447)	-1.0%
<b>Non-operating revenues (expenses)</b>							
State appropriations	600,000	2,800,000	3,800,000	-	-	-	
Gifts	5,329,358	5,418,368	5,400,000	36,400	36,430	30	0.1%
Investment income	308,446	162,328	550,000	129,000	129,289	289	0.2%
Unrealized gain (loss) on investments	(981,735)	(432,816)	(450,000)	-	-	-	
Realized gain (loss) on investments	-	-	-	-	-	-	
Interest expense on capital debt	(3,216,354)	(4,527,617)	(4,500,000)	(1,080,000)	(1,081,863)	(1,863)	0.2%
Federal nonoperating grants and contracts	21,353,469	8,099,355	8,000,000	2,700,000	2,726,759	26,759	1.0%
State support for PERA pension	262,824	672,243	600,000	-	-	-	
Other nonoperating revenues (expenses)	169,470	224,131	224,000	35,000	35,449	449	1.3%
<b>Net nonoperating revenues</b>	<b>23,825,479</b>	<b>12,415,994</b>	<b>13,624,000</b>	<b>1,820,400</b>	<b>1,846,064</b>	<b>25,664</b>	<b>1.4%</b>
Income (Loss) Before other revenues	(10,197,259)	(21,544,374)	(15,076,530)	12,850,580	12,769,797	(80,783)	-0.6%
<b>Other revenues (expenses)</b>							
Student facility fees	935,527	946,286	1,000,000	710,000	714,485	4,485	0.6%
State capital contributions	1,118,885	3,532,734	5,500,000	4,100,000	4,100,326	326	0.0%
Capital grants	42,463	346,661	345,000	27,700	27,936	236	0.9%
Capital gifts	380,175	7,817	10,000	-	-	-	
Payments (to)/from governing boards or other institutions	1,934,995	(688,342)	2,900,000	(200,000)	(199,650)	350	-0.2%
Reserve transfers within the CSU System	12,406,643	12,256,576	4,886,000	-	-	-	
System transfers for scoop and toss bond payments	(6,809,347)	(6,830,617)	-	66,533	66,533	-	0.0%
Additions to permanent endowments	-	-	-	-	-	-	
<b>Total other revenues</b>	<b>10,009,339</b>	<b>9,571,114</b>	<b>14,641,000</b>	<b>4,704,233</b>	<b>4,709,630</b>	<b>5,397</b>	<b>0.00</b>
<b>Special items</b>							
Special item	-	-	-	-	-	-	
Special item	-	-	-	-	-	-	
<b>Total special items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Extraordinary items</b>							
Extraordinary item	-	-	-	-	-	-	
<b>Total extraordinary items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Increase (decrease) in net position</b>	<b>\$ (187,921)</b>	<b>(11,973,259)</b>	<b>(435,530)</b>	<b>17,554,813</b>	<b>17,479,426</b>	<b>(75,387)</b>	<b>-0.4%</b>
*Restated due to implementation of GASB 96							
<b>Impact of GASB 68/75 on operating expenses</b>	<b>(3,982,981)</b>	<b>(32,897)</b>					



# Campus Budget Scenarios, Enrollment Update and Tuition Discussion



**FY25 Incremental E&G Budget - V.2**  
**Colorado State University - Fort Collins**  
 Tuesday, November 14, 2023

Oct BOG	Scenario 1	Scenario 2
Rate = 3% - RUG	Rate = 2% - RUG	Rate = 4% - RUG
State = 5%	State = 3%	State = 6%
	Salary Inc.	Salary Inc.
Salary Inc. = 3%	FAC/AP/GA - 2% SC - 3%	FAC/AP/GA - 3% SC - 3%

**1 New Resources**

2 Tuition			
3 Enrollment			
4 Increase/Decrease in FTE			
5 Undergraduate <sup>1</sup>	\$ -	\$ -	\$ -
6 Graduate	900,000	900,000	900,000
7 Undergraduate Rate Increase			
8 Resident - 3%, 2%, 4%	4,477,000	2,986,000	5,970,000
9 Non-Resident - 3%, 3%, 4%	5,764,000	5,764,000	7,372,000
10 Graduate Rate Increase			
11 Resident - 3%, 3%, 3%	492,000	492,000	492,000
12 Non-Resident - 3%, 3%, 3%	757,000	757,000	757,000
13 Professional Veterinary Medicine Rate Increase	985,000	799,000	799,000
14 Differential Tuition	736,000	522,000	976,000
15 Total Tuition	<u>\$ 14,111,000</u>	<u>\$ 12,220,000</u>	<u>\$ 17,266,000</u>
16 State Funding Impact - FFS	5,381,000	3,249,000	6,498,000
17 State Funding Impact - SEP	4,469,000	2,611,000	5,222,000
18 Facilities and Administrative Overhead	-	1,020,000	1,020,000
19 Other	(2,000,000)	(2,000,000)	(2,000,000)
20 <b>Total New Resources</b>	<u><b>\$ 21,961,000</b></u>	<u><b>\$ 17,100,000</b></u>	<u><b>\$ 28,006,000</b></u>

**22 Financial Aid**

23 <b>Net New Resources</b>	<u><b>\$ 4,149,000</b></u>	<u><b>\$ 5,295,000</b></u>	<u><b>\$ 6,023,000</b></u>
-----------------------------	----------------------------	----------------------------	----------------------------

**24 New Expenses**

25 Multi-Year Central Investments in Strategic Initiatives	\$ 2,569,000	\$ 2,569,000	\$ 2,569,000	GA fees, student success, rural initiative
26 Faculty/Staff Compensation	27,984,000	23,173,000	27,984,000	Merit raises, market adjustments, step increases, benefits cost increases
27 Academic Incentive Funding	1,512,000	1,154,000	1,608,000	Differential tuition, tuition sharing
28 Mandatory Costs	9,796,000	10,740,000	10,740,000	Bond payments, new facilities, insurance, utilities, library collection.
29 Quality Enhancements	1,477,000	1,477,000	1,477,000	Primarily startups, retentions and position modifications
30 Budget Reallocation	(3,000,000)	(6,000,000)	(6,000,000)	2% budget reallocation
31 <b>Total New Expenses</b>	<u><b>\$ 40,338,000</b></u>	<u><b>\$ 33,113,000</b></u>	<u><b>\$ 38,378,000</b></u>	

**34 Net New Incremental Budget Resources**

35 FY24 Budget Deficit	<u><b>\$ (2,711,000)</b></u>	<u><b>\$ (2,711,000)</b></u>	<u><b>\$ (2,711,000)</b></u>
36 <b>Total Base Budget Overage (Shortfall)</b>	<u><b>\$ (25,237,000)</b></u>	<u><b>\$ (24,019,000)</b></u>	<u><b>\$ (19,106,000)</b></u>

<sup>1</sup> FA23 enrollment has declined resulting in a \$2M revenue shortfall. Enrollments will be monitored over the course of the academic year. This assumes the same level of enrollment as budgeted in FY2024.

1% RUG Increase = student share \$103/yr.  
 1% Increase NRUG = student share \$310.55/yr.

1% RUG Increase = \$1.5M  
 1% NRUG Increase = \$1.6M  
 1% Salary Increase = \$5.4M  
 (\$4.6M Fac/AP; \$600K SC; \$235K GA)

**Base Assumptions**

Resident Undergraduate 4%, \$412/yr.  
 Non-Resident Undergraduate 4%; \$1,242/yr.  
 Resident Graduate 3%; \$335/yr. and Resident Professional Veterinary Medicine 3%; \$1,137/yr.  
 Non-Resident Graduate 3%; \$821/yr. and Non-Resident Professional Veterinary Medicine 2%; \$1,225/yr.  
 Differential Tuition - UG ~ 4% (est. round to whole number)  
 Salary Increases Faculty/AP - Merit -3%  
 Salary Increases SC - 3%  
 Salary Increases Grads - 3%  
 Preliminary Mandatory Student Fees - TBD

**CSU-Fort Collins Revised Funding Shortfall (Budget)**

	Original Budget FY20	Original Budget FY21	Adjusted FY21	Original Budget FY22	Original Budget FY23	Original Budget FY24	Projected Results FY24	4% Tuition FY25 - Incremental
<b>Resources:</b>								
1 Student tuition and fees (Less COF)								
2 Enrollment Growth (UG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000
3 Tuition Rate	-	-	-	-	-	-	-	16,366,000
4	\$ 436,191,460	\$ 403,179,642	\$ 411,985,642	\$ 426,084,644	\$ 447,324,533	\$ 472,193,196	\$ 473,093,000	\$ 17,266,000
5 State fee for service revenue (with COF)								
6 State Funding	\$ 149,975,416	\$ 62,803,527	\$ 57,947,681	\$ 160,802,000	\$ 178,077,467	\$ 197,015,495	\$ 197,015,495	\$ 11,720,000
7 CARES (1X)	-	79,554,679	84,410,525	-	-	-	-	-
8	\$ 149,975,416	\$ 142,358,206	\$ 142,358,206	\$ 160,802,000	\$ 178,077,467	\$ 197,015,495	\$ 197,015,495	\$ 11,720,000
9 Grants and contracts								
10 Direct	\$ 308,704,707	\$ 308,882,948	\$ 308,882,948	\$ 359,172,000	\$ 384,187,730	\$ 420,512,575	\$ 420,513,000	\$ -
11 Indirect (F&A)	54,000,000	54,000,000	54,000,000	55,000,000	59,000,000	65,000,000	65,000,000	1,020,000
12	\$ 362,704,707	\$ 362,882,948	\$ 362,882,948	\$ 414,172,000	\$ 443,187,730	\$ 485,512,575	\$ 485,513,000	\$ 1,020,000
13 Sales and services of educational activities								
14 PVM, AES, CES - Cash Operations	\$ 59,746,799	\$ 46,115,152	\$ 46,115,152	\$ 54,682,000	\$ 60,999,257	\$ 62,066,793	\$ 62,067,000	\$ (2,000,000)
15								
16 Auxiliary enterprises								
17 Housing and Dining Services	\$ 93,683,100	\$ 48,176,800	\$ 48,176,800	\$ 83,175,000	\$ 90,940,200	\$ 105,757,000	\$ 105,757,000	\$ -
18 Lory Student Center	32,281,300	26,624,500	26,624,500	27,026,000	28,672,800	30,337,300	30,337,000	-
19 Athletics	48,436,866	33,756,740	33,756,740	46,507,000	48,004,883	48,058,633	48,059,000	-
20 Other (CSUHN, Parking, Campus Rec, STUORG)	74,539,472	64,254,555	64,254,555	60,751,000	73,580,118	68,402,351	68,402,000	-
21	\$ 248,940,738	\$ 172,812,595	\$ 172,812,595	\$ 217,459,000	\$ 241,198,001	\$ 252,555,284	\$ 252,555,000	\$ -
22 Other operating revenue								
23 Seedling Tree, GENOPS, Continuing Ed	\$ 66,242,932	\$ 63,616,006	\$ 63,616,006	\$ 72,430,000	\$ 62,622,300	\$ 65,775,258	\$ 65,775,000	\$ -
24 <b>Total Resources</b>	\$ 1,323,802,052	\$ 1,190,964,549	\$ 1,199,770,549	\$ 1,345,630,000	\$ 1,433,409,000	\$ 1,535,118,601	\$ 1,536,018,495	\$ 28,006,000
25 <b>Expenses:</b>								
26 Total Expenses (includes Financial Aid)	\$ 1,323,802,052	\$ 1,246,783,549	\$ 1,246,783,549	\$ 1,360,532,000	\$ 1,439,279,824	\$ 1,541,912,601	\$ 1,537,830,000	\$ (38,401,000)
27 COVID Expenses (Screening, testing, contract tracing, quarantine, revenue losses)	-	-	14,703,813	-	-	-	-	-
28 Permanent Base Reductions/Salary Reinvestment	-	(17,000,000)	(17,000,000)	(1,998,000)	-	(4,083,000)	-	(6,000,000)
29 System Office Reallocation	-	(550,000)	(550,000)	-	-	-	-	-
30 <b>Total Expenses</b>	\$ 1,323,802,052	\$ 1,229,233,549	\$ 1,243,937,362	\$ 1,358,534,000	\$ 1,439,279,824	\$ 1,537,829,601	\$ 1,537,830,000	\$ (44,401,000)
31								
32 <b>Net General Fund Impact</b>	\$ -	\$ (38,269,000)	\$ (44,166,813)	\$ (12,904,000)	\$ (5,870,824)	\$ (2,711,000)	\$ (1,811,505)	\$ (16,395,000)
33								
34 <b>Less: Structural Budget Deficit</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,711,000)
35 <b>Less: One-Time FY21 Resources</b>	-	-	-	-	-	-	-	-
36 Planned Board Reserve Draw	-	20,000,000	-	-	-	-	-	-
37 Planned Scoop & Toss Draw	-	18,269,000	-	-	-	-	-	-
38 HEERF II	-	-	19,449,668	-	-	-	-	-
39 HEERF III	-	-	24,717,145	-	-	-	-	-
40	\$ -	\$ 38,269,000	\$ 44,166,813	\$ -	\$ -	\$ -	\$ -	\$ (2,711,000)
41								
42 <b>Net Shortfall</b>	\$ -	\$ -	\$ -	\$ (12,904,000)	\$ (5,870,824)	\$ (2,711,000)	\$ (1,811,505)	\$ (19,106,000)



**COLORADO STATE UNIVERSITY**  
**PUEBLO**

Board of Governors

**FY 2025 Incremental E&G Budget - V.2.0**  
**Colorado State University Pueblo**

November 14, 2023

Tuition: 2%; State: 3%; Tuition: 4%; State:6%;  
Salary inc: 3% ALL Salary inc: 3% ALL

<b>New Resources</b>			
	Tuition		
	Undergraduate Rate Increase:		
1	Undergraduate Resident Tuition	\$ 347,000	\$ 694,000
2	Non-Resident (includes TWOLF & WUE rate)	108,203	216,407
3	Undergraduate Differential Tuition	25,000	50,000
	Graduate Rate Increase:		
4	Graduate Resident Tuition	\$ 30,723	\$ 61,446
5	Non-Resident	5,000	10,000
6	Graduate Differential Tuition	10,000	20,000
7	Projected Enrollment Revenue Change (-3%)	(600,000)	(600,000)
8	Total Tuition	<u>(74,000)</u>	<u>452,000</u>
9	State Funding Impact	\$ 803,444	1,606,887
10	Other Resources (estimate)	940,000	940,000
11	<b>Total New Resources</b>	<b>\$ 1,660,000</b>	<b>\$ 2,990,000</b>
12	Financial Aid	-	113,000
13	<b>Net New Resources</b>	<b>\$ 1,660,000</b>	<b>\$ 2,877,000</b>
	<b>New Expenses</b>		
14	Expense Reduction (savings from compensation management)	(500,000)	(500,000)
15	Faculty/Staff Comp (includes Fac/AP/SC ,fringe & Equity increases)	\$ 1,380,000	1,380,000
16	Mandatory Costs	\$ 1,200,000	\$ 1,200,000
17	<b>Total New Expenses</b>	<b>\$ 2,080,000</b>	<b>\$ 2,080,000</b>
18	<b>Net Structural Deficit</b>	<b>\$ (420,000)</b>	<b>\$ 797,000</b>
19	FY24 Budget Shortfall (includes FY24 Incremental Net Change)	\$ (1,000,000)	\$ (1,000,000)
20	One-time Budget Resources (EG Fund Balance)	\$ 500,000	\$ 500,000
21	<b>Total Base Budget Overage (Shortfall)</b>	<b>\$ (920,000)</b>	<b>\$ 297,000</b>

	Original		Adjusted		Original		Adjusted		Original		Projected Results		FY25- Estimate		Est \$ Change FY24 to FY25	
	FY22	FY22	FY23	FY23	FY24	FY24	FY24	FY24	FY25- Estimate	FY25- Estimate	FY25- Estimate	FY25- Estimate	FY25- Estimate	FY25- Estimate	FY25- Estimate	FY25- Estimate
<b>Resources:</b>																
1 Student Tuition and Fees (less COF) <sup>1</sup>																
2 Enrollment Change (UG & GR)																
3 Tuition Rate																
4																
5 State Fee for Service Revenue (with COF)																
6 State Funding	22,541,141	22,541,141	24,283,024	24,283,024	26,853,053	26,853,053	26,853,053	26,853,053	27,656,497	28,459,940	803,444	1,606,887				
7 CARES/HEERF (1X) <sup>2</sup>																
8 FFS (1X) <sup>2</sup>																
9																
10 Sales and Services of Educational Activities																
11 Fee Revenue (transcripts other processing fees)	550,000	550,000	550,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	-	-				
12 Auxiliary Enterprises																
13 Housing and Dining Services	4,939,156	4,939,156	4,939,156	4,840,315	4,840,315	4,840,315	4,840,315	4,840,315	4,840,315	4,840,315	-	-				
14 Occhiato Student Center	148,000	148,000	148,000	3,314,000	3,314,000	3,314,000	3,314,000	3,314,000	3,314,000	3,314,000	-	-				
15 Athletics	7,301,990	7,301,990	7,301,990	11,103,177	11,103,177	11,103,177	11,103,177	11,103,177	11,103,177	11,103,177	-	-				
16 Other ( Parking, Student Rec Center)	1,838,100	1,838,100	1,838,100	1,520,000	1,520,000	1,520,000	1,520,000	1,520,000	1,520,000	1,520,000	-	-				
17 Other Operating Revenue	14,227,246	14,227,246	14,227,246	20,777,492	20,777,492	20,777,492	20,777,492	20,777,492	20,777,492	20,777,492	-	-				
18 Board Support(Housing Debt Service)	2,790,856	3,200,000	3,200,000	3,200,000	3,200,000	3,200,000	3,200,000	3,200,000	3,200,000	3,200,000						
19 Extended Studies Transfer	1,500,000	1,500,000	3,300,000	3,300,000	4,410,000	4,410,000	4,410,000	4,410,000	5,350,000	5,350,000	940,000	940,000				
20 Permanent Increase of ES Transfer		1,300,000														
21 <b>Total Resources</b>	\$ 83,169,170	\$ 82,169,170	\$ 84,493,053	\$ 90,813,299	\$ 94,755,328	\$ 94,755,328	\$ 94,755,328	\$ 94,755,328	\$ 96,960,328	\$ 97,754,068	\$ 1,660,000	\$ 2,990,000				
<b>Expenses</b>																
22 Total Expenses (includes Financial Aid)	86,641,838	85,641,838	87,215,722	93,535,968	95,754,997	95,754,997	95,754,997	95,754,997	97,834,997	97,947,997	2,080,000	2,193,000				
23 COVID Expenses (Screening, testing, etc.)																
24 Permanent Base Reductions																
25 <b>Total</b>	\$ 86,641,838	\$ 85,641,838	\$ 87,215,722	\$ 93,535,968	\$ 95,754,997	\$ 95,754,997	\$ 95,754,997	\$ 95,754,997	\$ 97,834,997	\$ 97,947,997	\$ 2,080,000	\$ 2,193,000				
26 <b>Net Impact resources less expenses</b>	\$ (3,473,000)	\$ (3,473,000)	\$ (2,723,000)	\$ (2,723,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (900,000)	\$ (200,000)	\$ (420,000)	\$ 797,000				
27 <b>Less Structural Budget Deficit</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000,000)	\$ (1,000,000)				
28 <b>One-Time Resources</b>																
29 Planned Board Reserve Deployment																
30 Planned Strategic Financing Resources																
31 HEERF II&III																
32 HEERF III	3,472,668	3,472,668														
33 EG Fund Balance																
34																
35 <b>Total Net Shortfall</b>	\$ -	\$ -	\$ (2,723,000)	\$ (2,723,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (900,000)	\$ (200,000)	\$ (920,000)	\$ 297,000				

<sup>1</sup> Includes all tuition revenue including Extended Studies  
<sup>2</sup> A reallocation in CARES funding reduces this to \$5,993,523; difference made up with Fee for Service Funds.

**Colorado State University Global**  
**FY24 December BOG Meeting Financial Update**

	FY23			FY24					FY25	
	Rev. Budget Presented in Oct 2022	YE Actuals as of Jun 2023	Actuals % of Total	Budget Presented in Jun 2023 <sup>2</sup>	Total Year Forecast as of Aug 2023	YTD Actuals through Oct 2023	Total Year Forecast as of Oct 2023 <sup>3</sup>	Forecast % of Total	Budget (Preliminary)	Budget % of Total
<b>Operating Revenues</b>										
Student Tuition and Fees, net	79,884,668		#VALUE!	78,950,598	67,557,526	23,591,729	70,544,248	87.6%	73,510,307	88.0%
SEU	6,378,000	8,916,256	91.9%	16,669,100	9,433,000	5,328,568	9,445,568	11.7%	9,433,000	11.3%
Other Operating Revenue	2,052,698	787,510	8.1%	641,800	558,793	124,283	554,383	0.7%	635,100	0.8%
<b>Total Operating Revenues</b>	<b>88,315,366</b>	<b>9,703,766</b>	<b>100.0%</b>	<b>96,261,498</b>	<b>77,549,319</b>	<b>29,044,581</b>	<b>80,544,199</b>	<b>100.0%</b>	<b>83,578,407</b>	<b>100.0%</b>
<b>Operating Expenses</b>										
Instruction	13,493,679	14,165,263	22.1%	16,958,727	14,242,653	4,579,672	14,795,021	21.3%	15,913,703	20.1%
SEU	4,145,700	5,963,257	9.3%	11,180,200	6,483,000	3,588,564	6,488,564	9.3%	6,483,000	8.2%
Academic Support	7,455,893	7,169,507	11.2%	8,355,919	7,834,989	2,198,747	7,137,526	10.3%	7,865,034	9.9%
Student Services ex. Marketing Lead Buy	13,365,735	12,151,546	18.9%	15,743,655	14,898,416	4,430,978	14,613,995	21.1%	16,029,218	20.2%
Marketing Lead Buy	17,850,000	16,598,034	25.9%	24,985,000	18,755,132	7,116,978	18,913,142	27.2%	25,000,000	31.5%
Institutional Support	8,355,037	7,685,551	12.0%	7,014,776	7,074,453	2,232,137	6,879,332	9.9%	7,429,200	9.4%
Operation and Maintenance of Plant	301,900	304,686	0.5%	340,765	317,189	100,207	313,479	0.5%	319,908	0.4%
Depreciation	390,000	162,352	0.3%	300,000	285,877	71,754	271,754	0.4%	300,000	0.4%
<b>Total Operating Expenses</b>	<b>65,357,944</b>	<b>64,200,196</b>	<b>100.0%</b>	<b>84,879,042</b>	<b>69,891,709</b>	<b>24,319,036</b>	<b>69,412,814</b>	<b>100.0%</b>	<b>79,340,064</b>	<b>100.0%</b>
<b>Operating Income</b>	<b>22,957,422</b>	<b>(54,496,430)</b>		<b>11,382,456</b>	<b>7,657,610</b>	<b>4,725,544</b>	<b>11,131,385</b>		<b>4,238,343</b>	
Operating Margin	26.0%	-561.6%		11.8%	9.9%	16.3%	13.8%		5.1% <sup>4</sup>	
<b>Operating Income Ex. Marketing Lead Buy</b>	<b>40,807,423</b>	<b>(37,898,396)</b>		<b>36,367,456</b>	<b>26,412,742</b>		<b>30,044,527</b>		<b>29,238,343</b>	
Operating Margin	46.2%	-390.6%		37.8%	34.1%		37.3%		35.0%	
End of Year Enrollment	15,525	12,844		15,337	11,824		12,983		13,548	
Total New Enrollment	8,655	6,564		9,400	6,786		7,354		7,787	

1. Budgets, actuals, and forecasts exclude HEERF, PELL, and COSI as these are considered non-operating revenues and expenses.

2. Budget included opportunity with SEU for Bachelor's Program Refresh that will now not occur in FY24.

3. Forecast includes four months of actuals and eight months of forecast.

4. FY25 preliminary forecast assumes fully loaded compensation expenses. For context, a 10% vacancy savings rate would reduce expenses by 4.1% and increase operating margin to 9%.

# CSU System Treasury



# CSU System Treasury Performance

Colorado State University System Operating Portfolio September 30, 2023									
	Market Value			Unrealized		Returns			
	Sept 30, 2022	June 30, 2023	Sept 30, 2023	Gain/Loss Since Inception	Realized Gains	Last Quarter	Last 6 months	Last Year	
<b>Tier 1</b>									
State Treasury Pool *	555,531,531	289,250,401	358,967,343			3.55%	3.48%	3.15%	
Less scoop and toss cash <sup>(1)</sup>	(174,769,914)	(53,667,615)	(53,123,573)						
<b>State Treasury Pool Actual</b>	<b>380,761,617</b>	<b>235,582,786</b>	<b>305,843,771</b>						
Money Market Funds	61,521,237	63,193,000	63,944,060			1.29%	2.51%	4.35%	
3-mo T-Bill						1.31%	2.50%	4.47%	
<b>Tier 2</b>									
Separately Managed - BBH	55,879,831	55,815,859	56,336,409	1,336,409	2,000,000	0.98%	1.40%	4.71%	
Bloomberg Gov/Cred 1-5 Yr						0.21%	-0.41%	2.62%	
<b>Tier 3</b>									
Fidelity 500 Index <sup>(2)</sup>	96,634,697	112,476,078	93,227,168	11,752,830	33,000,000	-3.26%	5.18%	21.70%	
S&P 500 Index						-3.27%	5.18%	21.62%	
Vanguard Extended Market Index	26,954,321	31,928,761	28,140,340	6,811,741		-3.35%	2.90%	14.49%	
Vanguard Spliced Ext Mkt Index						-3.38%	2.80%	14.29%	
Vanguard Total Intl Stock Index	64,880,245	81,450,436	80,403,666	9,492,598		-4.02%	-1.51%	20.50%	
Vanguard Spliced Intl Index						-3.33%	-0.88%	20.40%	
Separately Managed - PGIM	97,187,942	101,810,917	90,401,964	(884,031)		-2.69%	-3.06%	2.45%	
Bloomberg Aggregate						-3.23%	-4.05%	0.64%	
Total Operating Less State Treasury Pool	\$ 403,058,272	\$ 446,675,050	\$ 412,453,606	\$ 28,509,546	\$ 35,000,000	-2.12%	0.97%	11.23%	
Total Operating Portfolio	\$ 783,819,890	\$ 682,257,836	\$ 718,297,377	\$ 28,509,546	\$ 35,000,000				
Less \$21M Rural Colorado and Student Success Initiatives (\$8.666M funded to date)				(12,334,000)					
Less Interest Earnings Distributed to Institutions (CSU, Global and System)				(27,703,921)					
Total Undistributed Gain/Loss				\$ (11,528,375)					

\*Return represents "net credit rate" from State Treasury Pool

<sup>(1)</sup> \$175M of scoop and toss cash invested in a Treasury Note in November 2022

<sup>(2)</sup> \$25M of Realized Gains invested in a Treasury Bill in July 2023

- Investment Objectives
  - Maintain sufficient liquidity for daily and on-going operations of the University
  - Preserve principle consistent with liquidity constraints, recognizing market fluctuations will cause value to change over time
  - Control costs of administrating and implementing the portfolio
  - Diversify investments
  - Comply with requirements of the self-liquidity commercial paper program
- Tier 1
  - Daily operating Funds: Maturities of one year or less with high credit quality
- Tier 2
  - Contingency: Reserve or back-up assets if Tier 1 is insufficient. Investment grade securities with up to 5-year maturity
- Tier 3
  - Diversified: Represents the portion of cash that is not expected to be used within the near term





# CSU System Treasury Update

- Operating Portfolio Performance less State Treasurer Pool (daily liquidity)
  - Market value as of September 30, 2023: \$412,453,606
    - 11.23% return for last year (October 2022 – September 2023)
    - .97% return for the last 6 months (April – September 2023)
    - **-2.12%** for last quarter (July – September 2023)
- The State Treasurer Pool distributed a “net credited rate” of 3.55% over the last year (October 2022 - September 2023). As of September 30, 2023, there was \$53M of scoop and toss cash at the State Treasury and \$178M invested in a T-Bill. Maturity of the \$229M scoop and toss debt is March 1, 2024.
- The portfolio has grown by \$63M in gains since inception, July 2018. Of the gains, \$10M was liquidated in FY23 to partially fund the Board of Governors’ initiatives for Rural Colorado and Student Success and the presidential separation of Joyce McConnell. \$25M was liquidated in July 2023 to fund an HR System. Future undistributed gains have been earmarked to fund the remainder of Rural and Student Success and interest distributions to the institutions.
- Investment Advisory Committee
  - Next meeting will be in January 2024



# Series 2023 A1/A2

Summary of Series 2023A1/A2				
Refunding Authorized by amended and restated 23rd Supplemental Resolution/New Money Authorized by 24th Supplemental Resolution				
Tax-Exempt Refunding and New Money				
	Refunding		New Money	
	Series 2023A1 Fixed Rate Bonds	Series 2023A1 Fixed Rate Bonds	Series 2023A2 Term Rate Bonds	Total
Refunded Series	2017B and 2021C			
Refunded Bonds	3,765,000			
Bond Avg. Coupon	5.00%	5.00%	4.375% (due in 2029) 4.50% (due in 2032)	
Refunding Series/New Money	5,945,000	60,745,000	60,000,000	120,745,000
All-in True Interest Cost	4.98%			4.50%
Present Value Savings	393,062			
NPV Savings % Refunded Principal	6.61%			
Stated Final Maturity	2051	2051	2053	
Underwriters Selected:	Bank Of America RBC			
Timing:	Pricing on Public Offering October 31, 2023 Close November 14, 2023			

- Series 2023A1/A2 closed November 14<sup>th</sup>
- Total cash savings on \$5,945,000 of tendered bonds refunded: \$393,062
- New money funds the CSU's portion of the Clark Building renovation and tranche 1 of the VHEC
- 24<sup>th</sup> Supplemental Resolution authorized up to \$70M refunding; which is reserved for 2015D's Floating Rate Note

# Annual Approval – Capital Lease Annual Line of Credit



**MATTERS FOR ACTION:**

A Resolution, for the purpose of complying with I.R.S. Revenue Ruling 63-20, 1963-1 C.B. 24 (Tax Exempt Financing by Nonprofit Corporations), and approving the financing activities of the Colorado State University Research Foundation ("CSURF") d/b/a CSU STRATA on behalf of the Board of Governors of the Colorado State University System ("Board") for the purpose of acquiring equipment to be used by and for Colorado State University, Colorado State University-Pueblo and Colorado State University – Global Campus (the "Institutions").

**RECOMMENDED ACTION:**

MOVED, the Board hereby acknowledges the bank documents and the Board hereby approves CSU STRATA's execution and delivery of such documents and the issuance of the Note on behalf of the Board (provided, however, that the Board shall have no obligation to make any payment on the Note, which shall be solely the obligation of CSU STRATA, and the Board shall be obligated only to the extent provided under the Lease Agreements entered into by the Board).

**EXPLANATION PRESENTED BY:** Dr. Tony Frank, Chancellor, Colorado State University System

For several years Colorado State University Research Foundation (CSURF) d/b/a CSU STRATA has held a Line of Credit (with a tax-exempt interest rate) with First National Bank of Omaha (FNBO) (the "Bank"), for the purpose of providing a financing (lease/purchase) mechanism for the Board to acquire much needed equipment for use in departments and programs at Colorado State University, Colorado State University–Pueblo and Colorado State University-Global Campus. When requested by an Institution, CSU STRATA acquires equipment (valued at \$50,000 or less) and leases it to the Board for a term of not more than five years, subject to annual appropriation. The Board makes lease payments to CSU STRATA who in turn uses the funds to repay the bank. When the lease has been fully repaid, CSU STRATA retires the lease and conveys title of the equipment to the Board. CSU STRATA provides the Board quarterly reports of lease/financing activity under the program. Bank documents have been reviewed and approved as to form by the General Counsel of the Board.

Pursuant to Board policy and Colorado law, approval to continue the above described lease/purchase program under CSU STRATA's Line of Credit must be obtained from the Board annually. The total amount of the line of credit permitted to be outstanding at any one time is \$1,000,000 at an interest rate not to exceed 18% per annum and maturing on the anniversary of the date on which it is executed and delivered by CSU STRATA to the Bank (but no later than December 31, 2023). Amounts drawn under the Line of Credit and currently outstanding total \$228,941.59. Therefore, moneys currently available under the Line of Credit for calendar year 2024 are \$771,058.41. CSU STRATA will consult with the respective representatives of each Institution to discuss needs and potential allocation of this available amount.

Mr. Frederic H. Marienthal of Kutak Rock LLP will be providing the tax exempt opinion on the 2024 Line of Credit which is required in order to comply with the applicable federal tax requirements for an "on behalf of" financing in support of a tax exempt entity.

CSU STRATA may make draws on the Line of Credit and thereby incur obligations to make payments on the Note from time to time within the calendar year following the adoption of this Resolution by the Board, but only for purpose of acquiring scientific, research and administrative support equipment to be used by and for the Institutions (the "Equipment"). The Lease Agreements for such equipment shall be approved in writing by the applicable institutional President or authorized delegate (together, referred to herein as the "Representatives" or, individually, a "Representative").

Requests received by CSU STRATA for Equipment to be financed through the Line of Credit shall be submitted to the respective institutional Representative. Upon approval of any such request, the Representative shall enter into a lease agreement with CSU STRATA for such Equipment. The term of such Lease Agreement shall be the lesser of the useful life of the Equipment (as determined by the Representative) or five years. Upon execution of the Lease Agreement with CSU STRATA, CSU STRATA shall draw on the Line of Credit and acquire the Equipment. The Board shall make payments to CSU STRATA under the Lease Agreement at least quarterly. Such payments shall be made from legally available moneys of the Board (but not from moneys drawn under the Line of Credit) and shall include, in addition to the lease payment, an amount equal to the greater of \$800 or 4% of the amount so drawn as compensation for CSU STRATA's administrative expenses and services in connection with the Line of Credit.

The interest rate for 2024 transactions shall be determined as follows:

(a) The initial rate of interest for Lease Agreements to be entered into during calendar year 2024, which rate shall be effective for each such Lease Agreement from the date of delivery thereof through December 31, 2023, shall be 6.75% per annum as negotiated by CSU STRATA annually. During the month of December 2024 and in each subsequent year while any Lease Agreements are in effect, the Foundation shall estimate, based upon information furnished to it by the Bank, the Average Rate of interest plus .5% per annum (the .5% increment being added to provide for the possibility that interest on the Note will be higher than estimated).

(b) In the event that the rate of interest on the Note is increased as the result of a determination that such interest has lost its exclusion from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), or is treated as an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations (except with respect to corporations, as such interest is required to be taken into account in determining "adjusted current earnings" for the purpose of computing the alternative minimum tax imposed on such corporations), the rate of interest on the Lease Agreements shall immediately be further increased to the average rate of interest expected to accrue on the Note for the remainder of such calendar year on such "taxable" basis, as estimated by CSU STRATA through negotiations with

the bank, plus any additional increment necessary to make up, over the course of the remaining calendar year or such longer period as CSU STRATA may agree to, any retroactive additional interest owed or paid by CSU STRATA to the Bank pursuant to the Note as a result of such determination.

(c) Notwithstanding any other provision hereof, the rate of interest on the Lease Agreement shall not exceed eighteen percent (18%) per annum. Notwithstanding any other provision thereof, all payment obligations of the Board under any Lease Agreement shall be subject to renewal and appropriation or availability of funds as provided in Sections 7 and 10 of the Lease Agreement.

The Board shall have the exclusive possession and use of Equipment financed through the Line of Credit, except to the extent that the Bank may enforce its security interest in the Equipment in the event of a default by CSU STRATA and subject to the Bank's right to inspect the Equipment at any reasonable time as provided in the Line of Credit Agreement (including any additions thereto).

If Equipment is damaged or destroyed during the Term of the Lease Agreement, the Board shall make the proceeds of any fire or other casualty insurance policies available to the Institution for repair or replacement of the equipment, subject to any claims of the Bank or CSU STRATA.

The Board acknowledges that one of the purposes of this Resolution is to establish that interest paid by CSU STRATA on the Note shall not be included in CSU STRATA's gross income under present federal income tax law thereby resulting in more favorable interest rates on the Note and more favorable payment terms to the Board. Accordingly, the Board hereby covenants for the benefit of the Bank, its successors and assigns, that it will not: (i) make any use of the proceeds of the Line of Credit or any other funds of CSU STRATA; (ii) make any use of the Equipment; or (iii) take, or omit to take, any action with respect to the Note, the proceeds of the Line of Credit, any other funds of CSU STRATA, or the equipment, if such use, action or omission would cause the interest on the Note to be included in gross income for federal income tax purposes or be treated as an item of tax preference for purposes of the federal alternative minimum tax. The Board further covenants, represents and warrants compliance with the procedures set forth in the Federal Tax Exemption Certificate hereby authorized to be signed by the Representative implementing the above covenants so as to maintain the above-described exclusions from gross income and alternative minimum tax and to avoid any applicable penalties under the Code. As required by law, the foregoing covenants shall remain in full force and effect notwithstanding the payment in full or defeasance of the Note.

Institutional Representatives are hereby authorized and directed to execute such documents and instruments and generally to take such actions as may be necessary or appropriate to make the transactions contemplated by this Resolution. After consultation with legal counsel, the Representatives may make modifications to the required documents deemed required or necessary, so long as such modifications are not inconsistent with this Resolution. In the event of any inconsistency between this

Resolution and any document or instrument hereby approved, the provisions of this Resolution shall be controlling.

If any section, paragraph, clause or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

All bylaws, orders and resolutions, or parts thereof, inconsistent with this Resolution or with any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This shall not be construed as reviving any bylaw, order or resolution, or part thereof, heretofore repealed.

This Resolution shall be in full force and effect immediately upon its passage and adoption.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# Approval – Plan of Finance Durward Hall Renovation and Window Replacement





**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**MATTER FOR ACTION:**

Approval of the Colorado State University Plan of Finance for the Durward Hall Renovation and Window Replacement project.

**RECOMMENDED ACTION:**

MOVED, that the Board of Governors of the Colorado State University System approves the Plan of Finance for the Durward Hall Renovation and Window Replacement project.

**EXPLANATION:**

Presented by Brendan Hanlon, Vice President for University Operations.

Durward Hall is a 12-story residence hall with a full basement, constructed in 1967 and first occupied in 1968. This building remains mostly original, except for a fire suppression system installed in the mid 1980's, staff office and apartment renovations and resident floor shower upgrades in the early 2000's, elevator cab upgrades in the mid-2000's, a main floor lounge renovation in 2012, roof replacement in 2019, and various interior finish replacements over the years. The building is structurally sound, however some of the building envelope components, MEP components, and interior finishes have reached the end of their useful life.

This project will include replacement of all exterior windows, asbestos abatement, deferred maintenance and upgrades to resident rooms and public spaces on floors 2-12 of the existing approximate 104,000 gsf Durward Hall.

CSU anticipates a Design Build with GMP project delivery with an estimated total development cost budget of \$15M. Once approvals are in place the entire project is expected to take 15 months to complete. The project will be funded with Housing and Dining Services cash and a bond supported by Housing and Dining Services revenues. Bond funding is estimated to be approximately \$13.7M at a cost of \$458,000 per year assuming an interest rate of 4.5%. Housing rate increases (3-4% per year consistent with the Allison project forecast) across the enterprise are sufficient to provide the estimated debt service coverage for the payments.

A more detailed project description can be found in the attached Summary of the Program Plan, and the full document is posted at <https://www.fm.colostate.edu/>.

**Durward Hall Renovation and Window Replacement**

**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

**SUMMARY OF PROGRAM PLAN FOR THE DURWARD HALL RENOVATION AND WINDOW REPLACEMENT**

Durward Hall is a 12-story residence hall with a full basement, constructed in 1967 and first occupied in 1968. It is located on the north side of campus and is home to 400 students, with community-style double and quad rooms (residents in each corridor share a community bathroom). The building remains mostly original, except for a fire suppression system installed in the mid 1980's, staff office and apartment renovations and resident floor shower upgrades in the early 2000's, elevator cab upgrades in the mid-2000's, a main floor lounge renovation in 2012, roof replacement in 2019, and various interior finish replacements over the years. The building is structurally sound, however some of the building envelope components, MEP components, and interior finishes have reached the end of their useful life.

This project will include replacement of all exterior windows, asbestos abatement, deferred maintenance and upgrades to resident rooms and public spaces on floors 2-12 of the existing approximate 104,000 gsf Durward Hall. It is similar in scope to the recently completed Westfall Hall window replacement project.

The scope items above may trigger potential building code-required modifications such as repair and upgrades of fire dampers, fire caulking and firestopping, door hardware modifications, new interior building signage, and new bi-directional amplification system installation. These code-required scope items will be included in the scope of the project, if required.

CSU anticipates a Design Build with GMP project delivery with an estimated total development cost budget of \$15M. Once approvals are in place the entire project is expected to take 15 months to complete. The project will be funded with Housing and Dining Services cash and a bond supported by Housing and Dining Services revenues. While Durward Hall is off-line Summer 2024 through Summer 2025, Housing & Dining Services will be able to accommodate all first-year students through full occupation of current spaces in other buildings, managing the number of transfer students living on campus, managing the number of returning students living on campus, and adding additional beds in current facilities, if needed.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date





## RESIDENCE LIFE, APARTMENT LIFE AND DINING CALCULATION WORKSHEET

USE LV COMMUNITY DOUBLES RATE FOR RENOVATED COMMUNITY HALLS

ASSUMPTIONS	Adjustments	Total Capacity	Estimated Cost	Bond payments start when beds are back online.
FY24 Assignable Capacity		6609		
FY25 Durward Offline	-495	6114	\$15,000,000	
FY26 Durward back on line	495	6609		\$916,060
FY26 Allison Offline	-400	6209	\$82,100,000	
FY28 Allison Back Online with 600-650 beds	625	6834		\$5,013,900
FY28 LV Offline for HVAC - \$15m per building	-660	6174	\$30,000,000	
FY29 LV Back Online	660	6834		\$1,832,120
Revenue Increase	see Rates Tab			
Use LV community doubles rate for renovated community style halls				
Expense Increase	see Expenses from B&D tab - Prepared by Brailsford & Dunlavey Consultants in 2022			
Dining Expenses 65% of Revenue	65%			
Occupancy rate	90%-93%			
Annual average revenue increase for residence hall room & board	FY25-31	4%		
Annual average revenue increase for apartment rates and other revenue	FY25-31	4%		
Annual average revenue increase for residence hall room & board	FY32-43	3%		
Annual average revenue increase for apartment rates and other revenue	FY32-43	3%		
Annual operating expense increase	3%			
Bond Interest Rate	4.5%			

COLORADO STATE UNIVERSITY  
HOUSING SYSTEM  
RESIDENCE HALL PROPOSED SEMESTER RATES  
FOR ACADEMIC YEAR 2023-24

					4%	4%	4%	4%	4%	4%	4%	3%
<u>ROOM TYPE AND RESIDENCE HALL</u> <sup>1</sup>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>Percent</u>								
	<u>Approved Rate</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Change</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>FY31</u>	<u>FY32</u>
Community Style Double, Triple, or Quad (Allison, Durward, Edwards, Ingersoll, Newsom, Westfall)	\$3,250	\$165	\$3,415	5.1%	\$3,552	\$3,694	\$3,841	\$3,995	\$4,155	\$4,321	\$4,494	\$4,629
Community Style Economy Double (LV)	n/a		\$3,415	-	\$3,552	\$3,694	\$3,841	\$3,995	\$4,155	\$4,321	\$4,494	\$4,629
Suite Style Economy Double (Braiden 4th Floor, Parmelee 4th Floor, Summit)	n/a		\$3,675	-	\$3,822	\$3,975	\$4,134	\$4,299	\$4,471	\$4,650	\$4,836	\$4,981
Community Style Double (LV)	\$3,600	\$180	\$3,780	5.0%	\$3,931	\$4,088	\$4,252	\$4,422	\$4,599	\$4,783	\$4,974	\$5,123
Suite Style Double (Braiden, Corbett, Parmelee)	\$3,865	\$195	\$4,060	5.0%	\$4,222	\$4,391	\$4,567	\$4,750	\$4,940	\$5,137	\$5,343	\$5,503
Community Style Single (Durward, Westfall)	\$4,110	\$205	\$4,315	5.0%	\$4,488	\$4,667	\$4,854	\$5,048	\$5,250	\$5,460	\$5,678	\$5,849
Suite Style Double (Braiden 4th Floor)	\$4,215	\$255	\$4,470	6.0%	\$4,649	\$4,835	\$5,028	\$5,229	\$5,438	\$5,656	\$5,882	\$6,059
Suite Style Double (Parmelee 4th Floor, Summit)	\$4,255	\$215	\$4,470	5.1%	\$4,649	\$4,835	\$5,028	\$5,229	\$5,438	\$5,656	\$5,882	\$6,059
Suite Style Double w/ Private Bath (AV, LV)	\$4,345	\$215	\$4,560	4.9%	\$4,742	\$4,932	\$5,129	\$5,335	\$5,548	\$5,770	\$6,001	\$6,181
Suite Style Double in Quad w/ Private Bath (AV)	\$4,345	\$215	\$4,560	4.9%	\$4,742	\$4,932	\$5,129	\$5,335	\$5,548	\$5,770	\$6,001	\$6,181
Suite Style Single (Braiden, Corbett, Parmelee)	\$4,345	\$215	\$4,560	4.9%	\$4,742	\$4,932	\$5,129	\$5,335	\$5,548	\$5,770	\$6,001	\$6,181
Community Style Single (LV)	\$4,575	\$230	\$4,805	5.0%	\$4,997	\$5,197	\$5,405	\$5,621	\$5,846	\$6,080	\$6,323	\$6,513
Suite Style Single (Braiden 4th Floor)	\$5,415	\$315	\$5,730	5.8%	\$5,959	\$6,198	\$6,445	\$6,703	\$6,971	\$7,250	\$7,540	\$7,766
Suite Style Single (LV, Parmelee 4th Floor, Summit)	\$5,455	\$275	\$5,730	5.0%	\$5,959	\$6,198	\$6,445	\$6,703	\$6,971	\$7,250	\$7,540	\$7,766
Suite Style Single in Quad (LV)	\$5,455	\$275	\$5,730	5.0%	\$5,959	\$6,198	\$6,445	\$6,703	\$6,971	\$7,250	\$7,540	\$7,766
Suite Style Single w/ Private Bath (AV, LV)	\$5,710	\$285	\$5,995	5.0%	\$6,235	\$6,484	\$6,744	\$7,013	\$7,294	\$7,586	\$7,889	\$8,126
Double as Single					avg LV	\$5,092	\$5,296	\$5,508	\$5,728	\$5,957	\$6,196	\$6,443
Triple as Double												
					4%	4%	4%	4%	4%	4%	4%	4%
<u>Dining Services Meal Options</u> <sup>2</sup>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>Percent</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>FY31</u>	<u>FY32</u>
	<u>Approved Rate</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Change</u>								
Any 19	\$3,430	\$175	\$3,605	5.1%	\$3,749	\$3,899	\$4,055	\$4,217	\$4,386	\$4,561	\$4,744	\$4,934
Any 15	\$3,205	\$165	\$3,370	5.1%	\$3,505	\$3,645	\$3,791	\$3,942	\$4,100	\$4,264	\$4,435	\$4,612
Any 10	\$2,475	\$125	\$2,600	5.1%	\$2,704	\$2,812	\$2,925	\$3,042	\$3,163	\$3,290	\$3,421	\$3,558
Exemption Plan	\$1,420	\$70	\$1,490	4.9%	\$1,550	\$1,612	\$1,676	\$1,743	\$1,813	\$1,885	\$1,961	\$2,039

COLORADO STATE UNIVERSITY  
HOUSING SYSTEM  
RESIDENCE HALL PROPOSED SEMESTER RATES  
FOR ACADEMIC YEAR 2023-24

					3%	3%	3%	3%	3%	3%	3%	3%
	2022-23	2023-24	2023-24	Percent								
<u>ROOM TYPE AND RESIDENCE HALL</u> <sup>1</sup>	<u>Approved Rate</u>	<u>Proposed Change</u>	<u>Proposed Rate</u>	<u>Change</u>	<u>FY33</u>	<u>FY34</u>	<u>FY35</u>	<u>FY36</u>	<u>FY37</u>	<u>FY38</u>	<u>FY39</u>	<u>FY40</u>
Community Style Double, Triple, or Quad (Allison, Durward, Edwards, Ingersoll, Newsom, Westfall)	\$3,250	\$165	\$3,415	5.1%	\$4,768	\$4,911	\$5,058	\$5,210	\$5,366	\$5,527	\$5,693	\$5,864
Community Style Economy Double (LV)	n/a		\$3,415	-	\$4,768	\$4,911	\$5,058	\$5,210	\$5,366	\$5,527	\$5,693	\$5,864
Suite Style Economy Double (Braiden 4th Floor, Parmelee 4th Floor, Summit)	n/a		\$3,675	-	\$5,131	\$5,284	\$5,443	\$5,606	\$5,774	\$5,948	\$6,126	\$6,310
Community Style Double (LV)	\$3,600	\$180	\$3,780	5.0%	\$5,277	\$5,435	\$5,599	\$5,766	\$5,939	\$6,118	\$6,301	\$6,490
Suite Style Double (Braiden, Corbett, Parmelee)	\$3,865	\$195	\$4,060	5.0%	\$5,668	\$5,838	\$6,013	\$6,194	\$6,379	\$6,571	\$6,768	\$6,971
Community Style Single (Durward, Westfall)	\$4,110	\$205	\$4,315	5.0%	\$6,024	\$6,205	\$6,391	\$6,583	\$6,780	\$6,984	\$7,193	\$7,409
Suite Style Double (Braiden 4th Floor)	\$4,215	\$255	\$4,470	6.0%	\$6,240	\$6,428	\$6,620	\$6,819	\$7,024	\$7,234	\$7,451	\$7,675
Suite Style Double (Parmelee 4th Floor, Summit)	\$4,255	\$215	\$4,470	5.1%	\$6,240	\$6,428	\$6,620	\$6,819	\$7,024	\$7,234	\$7,451	\$7,675
Suite Style Double w/ Private Bath (AV, LV)	\$4,345	\$215	\$4,560	4.9%	\$6,366	\$6,557	\$6,754	\$6,956	\$7,165	\$7,380	\$7,601	\$7,829
Suite Style Double in Quad w/ Private Bath (AV)	\$4,345	\$215	\$4,560	4.9%	\$6,366	\$6,557	\$6,754	\$6,956	\$7,165	\$7,380	\$7,601	\$7,829
Suite Style Single (Braiden, Corbett, Parmelee)	\$4,345	\$215	\$4,560	4.9%	\$6,366	\$6,557	\$6,754	\$6,956	\$7,165	\$7,380	\$7,601	\$7,829
Community Style Single (LV)	\$4,575	\$230	\$4,805	5.0%	\$6,708	\$6,909	\$7,117	\$7,330	\$7,550	\$7,777	\$8,010	\$8,250
Suite Style Single (Braiden 4th Floor)	\$5,415	\$315	\$5,730	5.8%	\$7,999	\$8,239	\$8,487	\$8,741	\$9,003	\$9,274	\$9,552	\$9,838
Suite Style Single (LV, Parmelee 4th Floor, Summit)	\$5,455	\$275	\$5,730	5.0%	\$7,999	\$8,239	\$8,487	\$8,741	\$9,003	\$9,274	\$9,552	\$9,838
Suite Style Single in Quad (LV)	\$5,455	\$275	\$5,730	5.0%	\$7,999	\$8,239	\$8,487	\$8,741	\$9,003	\$9,274	\$9,552	\$9,838
Suite Style Single w/ Private Bath (AV, LV)	\$5,710	\$285	\$5,995	5.0%	\$8,369	\$8,621	\$8,879	\$9,146	\$9,420	\$9,702	\$9,994	\$10,293
Double as Single				avg LV	\$6,836	\$7,041	\$7,252	\$7,470	\$7,694	\$7,925	\$8,162	\$8,407
Triple as Double					4%	4%	4%	4%	4%	4%	4%	4%
<u>Dining Services Meal Options</u> <sup>2</sup>	<u>Approved Rate</u>	<u>Proposed Change</u>	<u>Proposed Rate</u>	<u>Percent Change</u>	<u>FY33</u>	<u>FY34</u>	<u>FY35</u>	<u>FY36</u>	<u>FY37</u>	<u>FY38</u>	<u>FY39</u>	<u>FY40</u>
Any 19	\$3,430	\$175	\$3,605	5.1%	\$5,131	\$5,336	\$5,550	\$5,772	\$6,003	\$6,243	\$6,492	\$6,752
Any 15	\$3,205	\$165	\$3,370	5.1%	\$4,797	\$4,988	\$5,188	\$5,395	\$5,611	\$5,836	\$6,069	\$6,312
Any 10	\$2,475	\$125	\$2,600	5.1%	\$3,701	\$3,849	\$4,003	\$4,163	\$4,329	\$4,502	\$4,682	\$4,870
Exemption Plan	\$1,420	\$70	\$1,490	4.9%	\$2,121	\$2,206	\$2,294	\$2,386	\$2,481	\$2,580	\$2,683	\$2,791

Colorado State University  
Housing System Proforma  
Option C - Allison Hall Repurpose + 200 New Beds

Items in Blue Font were Added by HDS

Proforma Year (Fall)	2022	2023	2024	2025
Operating Capacity	7,987	7,566	7,987	7,670
Occupants	7,372	7,036	7,428	7,133
Occupancy	92%	93%	93%	93%
<b>Revenue</b>				
<b>External Revenue</b>				
Student Room Rent Revenue	\$ 53,393,000	\$ 54,605,000	\$ 58,925,800	\$ 59,208,800
Interauxiliary Credits	\$ 2,494,400	\$ 2,482,700	\$ 2,636,400	\$ 2,598,700
Interdepartment Credits	\$ 1,515,000	\$ 1,550,600	\$ 1,606,900	\$ 1,647,300
Other Revenue	\$ 160,700	\$ 152,500	\$ 168,900	\$ 160,100
Non-Building Specific Revenue	\$ 1,070,000	\$ 1,044,000	\$ 1,135,000	\$ 1,122,000
<b>Total Revenue</b>	<b>\$ 58,600,000</b>	<b>\$ 59,800,000</b>	<b>\$ 64,500,000</b>	<b>\$ 64,700,000</b>
<i>Per Bed</i>	<i>\$ 7,300</i>	<i>\$ 7,900</i>	<i>\$ 8,100</i>	<i>\$ 8,400</i>
<b>Expenses</b>				
Compensation	\$ 1,414,000	\$ 2,032,000	\$ 2,172,000	\$ 1,912,000
General Expenses	\$ 8,304,000	\$ 8,199,000	\$ 8,810,000	\$ 8,736,000
Facilities	\$ 13,506,000	\$ 13,346,000	\$ 14,328,000	\$ 13,963,000
Non-Building Specific Expense	\$ 7,932,000	\$ 7,739,000	\$ 8,415,000	\$ 8,323,000
<b>Total Expenses - 3% Annual Increase</b>	<b>\$ 31,200,000</b>	<b>\$ 31,300,000</b>	<b>\$ 33,700,000</b>	<b>\$ 32,900,000</b>
<i>Per Bed</i>	<i>\$ 3,900</i>	<i>\$ 4,100</i>	<i>\$ 4,200</i>	<i>\$ 4,300</i>
<b>Net Operating Income</b>	<b>\$ 27,400,000</b>	<b>\$ 28,500,000</b>	<b>\$ 30,800,000</b>	<b>\$ 31,800,000</b>
<b>Internal Allocations</b>				
Admin Allocation	\$ 1,977,000	\$ 2,017,000	\$ 2,057,000	\$ 2,098,000
Tech Allocation	\$ 1,043,000	\$ 1,064,000	\$ 1,085,000	\$ 1,107,000
Project Spending Centrally Funded	\$ 12,627,000	\$ 12,880,000	\$ 13,138,000	\$ 13,400,000
<b>Total Internal Allocations</b>	<b>\$ 15,647,000</b>	<b>\$ 15,961,000</b>	<b>\$ 16,280,000</b>	<b>\$ 16,605,000</b>
W/O Project Spending				\$ 3,205,000
Per Bed Without Project Spending				\$ 449
<b>EXP PER BED WITHOUT PROJECT SPENDING</b>				<b>\$ 4,749</b>
<i>Per Bed</i>	<i>\$ 1,959</i>	<i>\$ 2,110</i>	<i>\$ 2,038</i>	<i>\$ 2,165</i>
Net Cash Flow Available for Debt Service	\$ 11,753,000	\$ 12,539,000	\$ 14,520,000	\$ 15,195,000
<b>Debt Service</b>				
Existing Housing Debt	\$ 11,025,000	\$ 11,402,000	\$ 11,021,000	\$ 11,026,000
New Housing Debt	\$ -	\$ -	\$ -	\$ -
Reno Housing Debt	\$ -	\$ -	\$ -	\$ -
<b>Net Cash Flow</b>	<b>\$ 728,000</b>	<b>\$ 1,137,000</b>	<b>\$ 3,499,000</b>	<b>\$ 4,169,000</b>
<i>DCR</i>	<i>1.07</i>	<i>1.10</i>	<i>1.32</i>	<i>1.38</i>
<b>Beginning Fund Balance</b>	<b>\$5,000,000</b>	<b>\$5,728,000</b>	<b>\$6,865,000</b>	<b>\$10,364,000</b>



Colorado State University  
Housing System Proforma  
Option C - Allison Hall Repurpose + 200 New Beds

Items in Blue Font were Added by HDS

Proforma Year (Fall)	2026	2027	2028	2029
Operating Capacity	7,670	8,175	8,175	8,175
<b>Occupants</b>	<b>7,133</b>	<b>7,603</b>	<b>7,603</b>	<b>7,603</b>
Occupancy	93%	93%	93%	93%
<b>Revenue</b>				
<b>External Revenue</b>				
Student Room Rent Revenue	\$ 61,577,400	\$ 68,051,700	\$ 70,773,700	\$ 73,604,800
Interauxiliary Credits	\$ 2,676,600	\$ 2,957,100	\$ 3,045,800	\$ 3,137,000
Interdepartment Credits	\$ 1,696,600	\$ 1,760,500	\$ 1,813,300	\$ 1,867,700
Other Revenue	\$ 164,700	\$ 193,500	\$ 199,400	\$ 205,500
Non-Building Specific Revenue	\$ 1,156,000	\$ 1,269,000	\$ 1,307,000	\$ 1,346,000
<b>Total Revenue</b>	<b>\$ 67,300,000</b>	<b>\$ 74,200,000</b>	<b>\$ 77,100,000</b>	<b>\$ 80,200,000</b>
<i>Per Bed</i>	<i>\$ 8,800</i>	<i>\$ 9,100</i>	<i>\$ 9,400</i>	<i>\$ 9,800</i>
<b>Expenses</b>				
Compensation	\$ 1,968,000	\$ 2,601,000	\$ 2,679,000	\$ 2,759,000
General Expenses	\$ 8,998,000	\$ 9,841,000	\$ 10,136,000	\$ 10,440,000
Facilities	\$ 14,382,000	\$ 16,157,000	\$ 16,642,000	\$ 17,141,000
Non-Building Specific Expense	\$ 8,573,000	\$ 9,412,000	\$ 9,694,000	\$ 9,985,000
<b>Total Expenses - 3% Annual Increase</b>	<b>\$ 33,900,000</b>	<b>\$ 38,000,000</b>	<b>\$ 39,200,000</b>	<b>\$ 40,300,000</b>
<i>Per Bed</i>	<i>\$ 4,400</i>	<i>\$ 4,600</i>	<i>\$ 4,800</i>	<i>\$ 4,900</i>
<b>Net Operating Income</b>	<b>\$ 33,400,000</b>	<b>\$ 36,200,000</b>	<b>\$ 37,900,000</b>	<b>\$ 39,900,000</b>
<b>Internal Allocations</b>				
Admin Allocation	\$ 2,140,000	\$ 2,183,000	\$ 2,227,000	\$ 2,271,000
Tech Allocation	\$ 1,129,000	\$ 1,152,000	\$ 1,175,000	\$ 1,198,000
Project Spending Centrally Funded	\$ 13,668,000	\$ 13,942,000	\$ 14,221,000	\$ 14,505,000
<b>Total Internal Allocations</b>	<b>\$ 16,937,000</b>	<b>\$ 17,277,000</b>	<b>\$ 17,623,000</b>	<b>\$ 17,974,000</b>
<i>W/O Project Spending</i>	<i>\$ 3,269,000</i>	<i>\$ 3,335,000</i>	<i>\$ 3,402,000</i>	<i>\$ 3,469,000</i>
<i>Per Bed Without Project Spending</i>	<i>\$ 458</i>	<i>\$ 439</i>	<i>\$ 447</i>	<i>\$ 456</i>
<b>EXP PER BED WITHOUT PROJECT SPENDING</b>	<b>\$ 4,858</b>	<b>\$ 5,039</b>	<b>\$ 5,247</b>	<b>\$ 5,356</b>
<i>Per Bed</i>	<i>\$ 2,208</i>	<i>\$ 2,113</i>	<i>\$ 2,156</i>	<i>\$ 2,199</i>
Net Cash Flow Available for Debt Service	\$ 16,463,000	\$ 18,923,000	\$ 20,277,000	\$ 21,926,000
<b>Debt Service</b>				
Existing Housing Debt	\$ 10,864,000	\$ 10,824,000	\$ 10,813,000	\$ 10,876,000
New Housing Debt	\$ -	\$ -	\$ -	\$ -
Reno Housing Debt	\$ -	\$ 3,672,556	\$ 3,672,556	\$ 3,672,556
<b>Net Cash Flow</b>	<b>\$ 5,599,000</b>	<b>\$ 4,426,444</b>	<b>\$ 5,791,444</b>	<b>\$ 7,377,444</b>
<i>DCR</i>	<i>1.52</i>	<i>1.31</i>	<i>1.40</i>	<i>1.51</i>
<b>Beginning Fund Balance</b>	<b>\$14,533,000</b>	<b>\$20,132,000</b>	<b>\$24,558,444</b>	<b>\$30,349,887</b>

Colorado State University  
Housing System Proforma  
Option C - Allison Hall Repurpose + 200 New Beds

3.0% Expense Inc  
2.0% Internl Alloc Inc

Items in Blue Font were Added by HDS

Proforma Year (Fall)	2030	2031	2032	2033	2034	2035
Operating Capacity	8,175	8,175				
<b>Occupants</b>	<b>7,603</b>	<b>7,603</b>				
Occupancy	93%	93%				
<b>Revenue</b>						
<b>External Revenue</b>						
Student Room Rent Revenue	\$ 76,548,800	\$ 79,610,800				
Interauxiliary Credits	\$ 3,231,200	\$ 3,328,200				
Interdepartment Credits	\$ 1,923,800	\$ 1,981,700				
Other Revenue	\$ 211,800	\$ 217,800				
Non-Building Specific Revenue	\$ 1,387,000	\$ 1,428,000				
<b>Total Revenue</b>	<b>\$ 83,300,000</b>	<b>\$ 86,600,000</b>				
<i>Per Bed</i>	<i>\$ 10,200</i>	<i>\$ 10,600</i>				
<b>Expenses</b>						
Compensation	\$ 2,842,000	\$ 2,928,000				
General Expenses	\$ 10,753,000	\$ 11,076,000				
Facilities	\$ 17,655,000	\$ 18,185,000				
Non-Building Specific Expense	\$ 10,284,000	\$ 10,593,000				
<b>Total Expenses - 3% Annual Increase</b>	<b>\$ 41,500,000</b>	<b>\$ 42,800,000</b>				
<i>Per Bed</i>	<i>\$ 5,100</i>	<i>\$ 5,200</i>	<b>\$ 5,356</b>	<b>\$ 5,517</b>	<b>\$ 5,682</b>	<b>\$ 5,853</b>
<b>Net Operating Income</b>	<b>\$ 41,800,000</b>	<b>\$ 43,800,000</b>				
<b>Internal Allocations</b>						
Admin Allocation	\$ 2,317,000	\$ 2,363,000				
Tech Allocation	\$ 1,222,000	\$ 1,246,000				
Project Spending Centrally Funded	\$ 14,795,000	\$ 15,091,000				
<b>Total Internal Allocations</b>	<b>\$ 18,334,000</b>	<b>\$ 18,700,000</b>				
<i>W/O Project Spending</i>	<i>\$ 3,539,000</i>	<i>\$ 3,609,000</i>				
<i>Per Bed Without Project Spending</i>	<i>\$ 465</i>	<i>\$ 475</i>	<b>\$ 484</b>	<b>\$ 494</b>	<b>\$ 504</b>	<b>\$ 514</b>
<b>EXP PER BED WITHOUT PROJECT SPENDING</b>	<b>\$ 5,565</b>	<b>\$ 5,675</b>	<b>\$ 5,840</b>	<b>\$ 6,011</b>	<b>\$ 6,186</b>	<b>\$ 6,366</b>
<i>Per Bed</i>	<i>\$ 2,243</i>	<i>\$ 2,287</i>				
Net Cash Flow Available for Debt Service	\$ 23,466,000	\$ 25,100,000				
<b>Debt Service</b>						
Existing Housing Debt	\$ 10,875,000	\$ 10,877,000				
New Housing Debt	\$ -	\$ -				
Reno Housing Debt	\$ 3,672,556	\$ 3,672,556				
<b>Net Cash Flow</b>	<b>\$ 8,918,444</b>	<b>\$ 10,550,444</b>				
<i>DCR</i>	<i>1.61</i>	<i>1.73</i>				
<b>Beginning Fund Balance</b>	<b>\$37,727,331</b>	<b>\$46,645,774</b>				

Colorado State University  
Housing System Proforma  
Option C - Allison Hall Repurpose + 200 New Beds

Items in Blue Font were Added by HDS

Proforma Year (Fall)	2036	2037	2038	2039	2040
<b>Operating Capacity</b>					
<b>Occupants</b>					
Occupancy					
<b>Revenue</b>					
<b>External Revenue</b>					
Student Room Rent Revenue					
Interauxiliary Credits					
Interdepartment Credits					
Other Revenue					
Non-Building Specific Revenue					
<b>Total Revenue</b>					
<i>Per Bed</i>					
<b>Expenses</b>					
Compensation					
General Expenses					
Facilities					
Non-Building Specific Expense					
<b>Total Expenses - 3% Annual Increase</b>					
<i>Per Bed</i>	\$ 6,028	\$ 6,209	\$ 6,395	\$ 6,587	\$ 6,785
<b>Net Operating Income</b>					
<b>Internal Allocations</b>					
Admin Allocation					
Tech Allocation					
Project Spending Centrally Funded					
<b>Total Internal Allocations</b>					
<i>W/O Project Spending</i>					
<i>Per Bed Without Project Spending</i>	\$ 524	\$ 535	\$ 545	\$ 556	\$ 567
<b>EXP PER BED WITHOUT PROJECT SPENDING</b>	\$ 6,552	\$ 6,744	\$ 6,941	\$ 7,143	\$ 7,352
<i>Per Bed</i>					
<b>Net Cash Flow Available for Debt Service</b>					
<b>Debt Service</b>					
Existing Housing Debt					
New Housing Debt					
Reno Housing Debt					
<b>Net Cash Flow</b>					
<i>DCR</i>					
<b>Beginning Fund Balance</b>					





Main data table with columns for 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range'. Rows include various age groups like 0-4, 5-9, 10-14, etc.

Summary table with columns for 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range', 'Age Group', 'Age Range'. Rows include 'All Ages', '0-4', '5-9', '10-14', '15-19', '20-24', '25-29', '30-34', '35-39', '40-44', '45-49', '50-54', '55-59', '60-64', '65-69', '70-74', '75-79', '80-84', '85-89', '90-94', '95-99'.







9/6/23, 9:50 AM

Amortization calculator | Amortization Schedule Calculator

Amortization Schedule generated by the [www.amortization-schedule.info](http://www.amortization-schedule.info) website.

## Amortization Schedule

The **semi-annually payment** for a **\$15,000,000.00** loan at **4.50% anual interest rate** will be **\$458,029.91 per payment**. This amount should be paid to the lender, bank or lending institution for **30 years**. The loan amortization table below shows your monthly payment divided into two portions. One portion is put towards interest (**interest paid**), while the other portion goes towards principal (**principal paid**). As you can see, initially a larger amount is applied towards interest and as the loan matures the portion applied towards the outstanding principal balance gets larger and larger.

9/6/23, 9:49 AM

Amortization calculator | Amortization Schedule Calculator

Amortization Schedule generated by the [www.amortization-schedule.info](http://www.amortization-schedule.info) website.

## Amortization Schedule

The **semi-annually payment** for a **\$82,100,000.00** loan at **4.5% anual interest rate** will be **\$2,506,950.39 per payment**. This amount should be paid to the lender, bank or lending institution for **30 years**. The loan amortization table below shows your monthly payment divided into two portions. One portion is put towards interest (**interest paid**), while the other portion goes towards principal (**principal paid**). As you can see, initially a larger amount is applied towards interest and as the loan matures the portion applied towards the outstanding principal balance gets larger and larger.

9/6/23, 9:51 AM

Amortization calculator | Amortization Schedule Calculator

Amortization Schedule generated by the [www.amortization-schedule.info](http://www.amortization-schedule.info) website.

## Amortization Schedule

The **semi-annually payment** for a **\$30,000,000.00** loan at **4.50% anual interest rate** will be **\$916,059.82 per payment**. This amount should be paid to the lender, bank or lending institution for **30 years**. The loan amortization table below shows your monthly payment divided into two portions. One portion is put towards interest (**interest paid**), while the other portion goes towards principal (**principal paid**). As you can see, initially a larger amount is applied towards interest and as the loan matures the portion applied towards the outstanding principal balance gets larger and larger.

Approval – Plan of Finance  
Veterinary Teaching Hospital  
Linear Accelerator



**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

MATTER FOR ACTION:

Approval of the Colorado State University Plan of Finance for the Veterinary Teaching Hospital Linear Accelerator Addition.

RECOMMENDED ACTION:

MOVED, that the Board of Governors of the Colorado State University System approves the Plan of Finance for the Veterinary Teaching Hospital Linear Accelerator Addition.

EXPLANATION:

Presented by Brendan Hanlon, Vice President for University Operations.

The project will construct an approximately 1200 gsf linear accelerator vault on the west side of the existing Veterinary Teaching Hospital, to house a second linear accelerator. The current linear accelerator is nearing the end of life and lead time to replace this equipment is estimated at 3-5 years. Bringing a second accelerator on-line now will allow for additional capacity in the near term and for treatments to continue when the existing accelerator is replaced.

The estimated budget (capital project and equipment) is \$5M to be funded through donations and a municipal lease. Donations are estimated to cover the entire construction project of \$3M. Pledges are currently pending and there is high confidence in the gifts will be received in the coming months. The College of Veterinary Medicine and Biomedical Sciences has pledged to backstop any shortstop in philanthropic funds but all indications are that this will not be necessary. The leased equipment will be funded through endowment and operating funds at \$245,000 per year for 10 years.

Once approvals are in place the project is estimated to take 18 months to complete. CSU anticipates a design build with GMP delivery method for the vault construction. Equipment is being purchased separately.

A more detailed project description can be found in the attached Summary of the Program Plan, and the full document is posted at <https://www.fm.colostate.edu/>.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# Approval – Amendment to Cash Funds List



**Board of Governors of the  
Colorado State University System  
Meeting Date: November 30-December 1, 2023  
Action Item**

MATTER FOR ACTION:

Approval of the amended FY 23-24 2-year Cash List for CSU

RECOMMENDED ACTION:

MOVED, that the Board of Governors approve the attached amended FY 23-24 2-year cash list for CSU.

FURTHER, that staff is authorized to submit any and all documents required by the Department of Higher Education, Governor’s Office, and General Assembly.

EXPLANATION:

Presented by Brendan Hanlon, Chief Financial Officer, Colorado State University System.

The state 2-year cash list is being amended to add:

- Veterinary Teaching Hospital Linear Accelerator Addition-\$5M
- Durward Hall Renovation and Window Replacement-\$15M
- Chiropteran Research Facility-amended from \$8M to \$11.85M due to construction escalation. Additional funding from Vice President for Research.

This item is recommended by the Board of Governors Audit and Finance Committee.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**CSU Fort Collins FY 23-24 2-year cash list amendment**

10/23/2023

Campus	Project Name	Cash Funds	BOG program plan approval
CSU	Durward Hall Renovation and Window Replacement	\$15M	NA-maintenance
CSU	Veterinary Teaching Hospital Linear Accelerator Addition	\$5M	Pending
CSU	Chiropteran Research Facility-amended	\$11.85M	Feb-22

# Approval – CSU DCP Small Balance Accounts



The Board of Governors  
of the Colorado State University System  
Meeting Date: November 30 and December 1, 2023  
Action Item

MATTER FOR ACTION:

CSU: Approval of an Amendment to the Colorado State University Defined Contribution Plan for Retirement (DCP) regarding the Mandatory Distribution of Small Balance Accounts.

RECOMMENDED ACTION:

MOVED, that the Board of Governors of the Colorado State University System hereby approves an amendment to the DCP that permits the mandatory distribution of accounts holding \$7,000 or less upon an employee's separation of employment with the university, as shown in the attachment.

EXPLANATION: Presented by Eric Ray, Vice President, Human Resources and Chief Human Resource Officer, Colorado State University, and Jason L. Johnson, General Counsel.

This amendment to the DCP that requires small account balances to be distributed for the benefit of an employee upon separation of employment is a common requirement in defined contribution plans. It is natural for former employees with a small fund balance to inadvertently cease providing updated contact information to their previous employer and their retirement plan recordkeepers. This leads to additional efforts by CSU to locate these "lost" plan participants without current contact information at such time as the former employee reaches an age where distribution is mandatory under federal requirements. In addition, Colorado law requires plan recordkeepers to exercise due diligence through research efforts to locate these "lost" participants before their accounts can be distributed to them, or closed and the assets transferred to the State Treasurer under Colorado's Unclaimed Property statutes. Accordingly, this amendment is beneficial to the university and its employees by providing for the transfer of those DCP funds to an acceptable account of the employee's choosing upon separation of employment. Further, closing out these DCP accounts helps to reduce the cost of the recordkeeper fees for the remaining account holders.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



## Action Item Attachment

### AMENDMENT TO COLORADO STATE UNIVERSITY DEFINED CONTRIBUTION PLAN FOR RETIREMENT REGARDING MANDATORY DISTRIBUTIONS OF SMALL AMOUNTS

- 1) Effective January 1, 2024, a new Section 9.7 shall be created to read as follows:

**9.7 Mandatory Distribution of Small Amounts.** If a Participant terminates Employment, and the Participant's Account is not greater than \$7,000 (determined without regard to any rollover contributions), the Participant's entire Account shall be paid in a single lump sum as administratively feasible after the Participant's employment terminates as follows:

(a) **Mandatory Distribution of Accounts Valued at \$1,000 or Less.** If the Participant's Account has a value of \$1,000 or less, the Plan Administrator shall distribute the Participant's Account no earlier than 30 days following the date the Participant is notified of their right to elect a direct rollover. Unless the Participant elects otherwise, the distribution will be paid directly to the Participant.

(b) **Mandatory Distribution of Accounts Valued in Excess of \$1,000 but Not More than \$7,000.** If a Participant's Account exceeds \$1,000 but not \$7,000, the Plan Administrator shall distribute the Account no earlier than 30 days following the date the Participant is notified of their right to elect a direct rollover. Unless the Participant elects to have such distribution paid directly to an eligible retirement plan specified by the Participant in a direct rollover or to receive the distribution directly, the Plan Administrator will distribute the Account in a direct rollover to an individual retirement plan designated by the Plan Administrator in accordance with Code section 401(a)(31)(B).

- 2) Effective January 1, 2024, Section 10.1 shall be revised to read as follows:

**10.1 Commencement of Payments.** Subject to the mandatory distribution provisions in Section 9.7, the distribution of all or any portion of a Participant's Account shall commence in accordance with the Participant's election, not earlier than termination of the Participant's Employment (unless specifically authorized elsewhere herein).

- 3) Effective January 1, 2024, the first paragraph of Section 10.3 shall be revised to read as follows:

**10.3 Method of Payment.** Distribution in relation to a Participant shall occur in cash, in one of the following methods as chosen by the Participant or Beneficiary, subject to Sections 9.6 and 9.7 and any restrictions that the Investment Vehicle may place on these methods:

# Discussion – Investment Policy Change

